



BETHLEHEM PARKING AUTHORITY

85 W. North Street
Bethlehem, Pennsylvania 18018
Phone: 610-865-7123 – Fax: 610-865-7124
Email: info@bethpark.org - Website: www.bethpark.org

Board Meeting Minutes

Date: 4/23/2025

Time: 4:00PM

Location: Bethlehem Parking Authority Offices

I. Call Meeting to Order at The Bethlehem Parking Authority Office on Wednesday, April 23, 2025 at 4:00pm.

II. Roll Call

A. Present: Mr. Mark Jobes, Chairperson; Mr. Eugene Gonzalez, Vice Chairman; Mr. Jim Broughal, Solicitor; Mr. Dan Sobrinski, Treasurer; Ms. Karen Widrick, Secretary; Mr. Steve Fernstrom, Executive Director; BPA Staff

III. Minutes

A. Mr. Mark Jobes asked for a motion to approve the Minutes from February 26, 2025. Ms. Karen Widrick made a motion, and Mr. Dan Sobrinski seconded the motion. A motion was passed unanimously.

IV. Courtesy of the Floor

A. None

V. Director's Report

A. Walnut Street Garage Project

1. The foundation has been completed and has rolled into precast.

B. Community Outreach

1. Ms. Carol Wladika gave an update on the events the BPA will participate in.

i. April 11, 2025 – Governor Wolf School for Sharpen the Saw. A presentation was given to three classrooms, and crafts were made.

ii. April 12, 2025 – South Side Clean Up



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- iii. April 26, 2025 – Cops n Kids
- iv. May 3, 2025 – Boyd Block Party
- v. May 30, 2025 – Victory House Cookout
- vi. June 1, 2025 – Live on the Greenway
- vii. July 19, 2025 – Blueberry Festival
- viii. September 6, 2025 – Northside Farmer’s Market
- ix. October 11, 2025 – Oktoberfest
- x. Other upcoming events include: Chilifest, Halloween Parade, Donegan Adopt a family, Naughty or Nice Night Crawl, Live Advent Calendar.

VI. Solicitor’s Report

- A. Mr. Jim Broughal asked for a motion to approve a lease agreement between Genzyme Corp. and the Bethlehem Parking Authority for sixty spaces in the North Street Garage and authorize the Chairman to sign. Mr. Mark Jobes made a motion, and Ms. Karen Widrick seconded the motion. A motion was passed unanimously.

- B. Amended and Restated License Agreement for the Bethlehem Parking Authority – Six-year agreement for the use of the W. Lehigh Street Lot during Musikfest. Mr. Jim Broughal asked for a motion to approve the Amended and Restated Agreement and authorize the Chairman to sign. Mr. Mark Jobes made a motion, and Mr. Eugene Gonzalez seconded the motion. A motion was passed unanimously.

VII. Financial Report

- A. Mr. Steve Fernstrom reported \$6.8 million in restricted and unrestricted cash on hand. Total revenue for the month of March 2025 was \$850,133.46. Total expenses were \$239,270.88. The operating income for March was \$610,862.58. For the first quarter of 2025, the revenue was \$2,447,538.81. Over budget by \$186,524.34. Total revenue for the first quarter was \$900,958.54. Under budget by \$3,979.44. Operating income for the first quarter was \$1,546,580.27. Over budget by \$190,503.78. Net income of \$1,259,839.31. Over budget by \$428,762.82. The first debt service payment will be in April 2025. Mr. Mark Jobes asked for a motion to approve the Financials for March 2025. Mr. Dan Sobrinski made a motion, and Ms. Karen Widrick seconded the motion. A motion was approved unanimously.

VIII. Old Business

- A. None



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IX. New Business

- A. Request for a budget transfer
 - i. \$120,000 was allocated for Pay Stations and Signage. Mr. Steve Fernstrom feels it would be the best use of the funds to install gated equipment at the Riverport Garage. Mr. Mark Jobes asked for a motion to approve the allocation of funds for the Riverport Garage gating system. Mr. Mark Jobes made a motion, and Ms. Karen Widrick seconded the motion. A motion was passed unanimously.

X. Adjournment

- A. Mr. Mark Jobes asked for a motion to adjourn the meeting. Mr. Dan Sobrinski made a motion, and Ms. Karen Widrick seconded the motion. A motion was passed unanimously.