



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: 6/25/2025

Time: 4:00PM

Location: Bethlehem Parking Authority Offices

I. Call Meeting to Order at The Bethlehem Parking Authority Office on Wednesday, June 25, 2025 at 4:00pm.

II. Roll Call

A. Present: Mr. Mark Jobes, Chairperson via phone; Ms. Karen Widrick, Secretary; Mr. Eugene Gonzalez, Vice Chairman; Mr. Jim Broughal, Solicitor; Mr. Dan Sobrinski, Treasurer; Mr. Steve Fernstrom, Executive Director; Ms. Tiffany Wells, Deputy Director; Mr. Chris Betley, Financial Consultant and BPA Staff

III. Minutes

A. Ms. Karen Widrick asked for a motion to approve the Minutes from May 28, 2025. Mr. Dan Sobrinski made a motion, and Mr. Eugene Gonzalez seconded the motion. A motion was passed unanimously.

IV. Courtesy of the Floor

A. None

V. Director's Report

A. Walnut Street Garage Project

Mr. Steve Fernstrom reported that the precast is complete. Exterior and interior fit-out work has begun, along with the main drains. Positive feedback was given from the Community. A Public Meeting was held on 6/24/25 for an overview of the project. Thirty people attended, mostly from the Bethlehem Historic District Association. Overall, it was a good community meeting.

VI. Solicitor's Report



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- A.** Mr. Jim Broughal presented a lease agreement with Loft Enterprises, Inc. and the Bethlehem Parking Authority for 1,133 square feet on the first floor of the Walnut Street Garage. Usage will be for general offices and a yoga studio. It's a five-year lease with two renewal periods of three years each. The rent will be \$400 a month / \$4,800.00 per year. Ms. Karen Widrick asked for a motion to approve the lease with Loft Enterprises, Inc. Mr. Dan Sobrinski made a motion, and Mr. Eugene Gonzalez seconded. A motion was passed unanimously.
- B.** Access License and Hold Harmless Indemnification Agreement – This agreement allows them to come onto our property (Polk Street Garage) for access and to place a trailer during construction. Mr. Dan Sobrinski asked if it would impede the entrance to parking, and Mr. Steve Fernstrom answered that it would not. Mr. Jim Broughal asked for a motion to approve and authorize the execution of the agreement. Mr. Eugene Gonzalez made a motion, and Mr. Dan Sobrinski seconded the motion. A motion was passed unanimously.
- C.** Hold Harmless Indemnification Agreement – This agreement is to place, use, and remove porta potties for an event commencing on June 29, 2025. Ms. Karen Widrick asked for a motion to approve and authorize the execution of the agreement. Mr. Eugene Gonzalez made a motion, and Mr. Dan Sobrinski seconded the motion. A motion was passed unanimously.

VII. Financial Report

- A.** Mr. Chris Betley reported for May 2025 \$8,522,878.52 in unrestricted cash and investments. The total spent on Walnut Street Garage is \$16,041,306.58. Total revenue year-to-date was \$4,149,492.33, budgeted \$3,769,357.45. \$380,134.88 to the positive, most of which was investment earnings. Total expenses were \$1,894,161.64, budgeted \$2,013,231.30. \$119,069.66 to the positive on expenses. Net income was \$1,892,076.38. Ms. Karen Widrick made a motion to approve the Financials for May 2025. Mr. Dan Sobrinski made a motion, and Mr. Eugene Gonzalez seconded the motion. A motion was passed unanimously.

VIII. Old Business

- A.** Budget transfer is in progress, and the City is working on the lamppost.
- B.** Capital repairs for the S. New Street Garage will begin the week of July 7, 2025.



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C. ParkMobile Ticket Takeover will start at the end of August 2025.

IX. New Business

- A. Artsquest – Polk Street Garage Mural Presentation – Ms. Lisa Harms from Artsquest presented murals that have been done in Bethlehem and other locations.
- i. Location - Polk Street Garage
 1. West-facing wall along Polk Street
 2. bottom two stories
 - ii. Description
 1. Mural designed in partnership with BPA Staff
 2. PCA residency with students from Lehigh Valley Charter High School for the Arts
 - iii. Artis Recommendation
 1. Matt Halm
 - iv. Timeline
 1. Fall 2025 – Contract Artist
 2. January-February 2025 – Design
 3. March 2026 – Installation
 - v. Cost
 1. \$10,000 - \$20,000 depending on scope
 2. Mural can be installed in stages over multiple years

X. Adjournment

- A. Ms. Karen Widrick made a motion to adjourn the meeting. Mr. Dan Sobrinski seconded the motion. A motion was passed unanimously.