



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: 8/27/2025

Time: 4:00PM

Location: Bethlehem Parking Authority Offices

I. Call Meeting to Order at The Bethlehem Parking Authority Office on Wednesday, August 27, 2025 at 4:00pm.

II. Roll Call

A. Present: Mr. Mark Jobes, Chairperson; Ms. Karen Widrick, Secretary; 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. Mr. Mark Jobes asked for a motion to approve the Minutes from June 25, 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. Mr. Robert Drexinger from 4372 Lenni Circle, Emmaus, PA said that he came to Musikfest with his wife to Steel Stacks at 3:36pm and paid \$5 to park by the ice rink. The concert he attended lasted until 4pm. Approximately, at 5:08pm parked on Market Street. He attempted to pay between five and six times on two different machines and refused to take payment saying he had expired time at this location. He left a note on the license plate frame saying it would not allow me to pay. He received a parking ticket for exceeding parking meter. The ticket was disputed online and after Garcia's investigation, the ticket was found to be valid. A hearing was requested. The citation was received with a fine of \$65 with no explanation. Mr. Drexinger wanted an explanation for the fine amount and the ticket dismissed. Mr. Jim Broughal suggested the Board not do anything since it is going to the Magistrate for a hearing. Mr. Drexinger requested a copy of the Minutes and Mr. Jim Broughal said that once the



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Minutes are approved at the following meeting, you can complete a Right to Know request, which is located on our website.

V. Director's Report

A. Walnut Street Garage Project

Mr. Steve Fernstrom reported that the slab on grade has been poured in retail 1. The topping slabs have started and will be completed in the next couple of weeks. The elevator has been delivered and mobilized. The sprinkler system contractors mobilized in levels one and two. The conduit has been run for interior fixtures. Upcoming is permanent power early to mid-September. Retail 2 slab is going to be poured on the 10th of September. Main topping slab areas are going to be completed on the 4th of September. Mr. Mark Jobes asked if we were within budget and Mr. Steve Fernstrom confirmed that. Ms. Karen Widrick asked if the parkers that were moved from Walnut Street Garage to the North Street Garage would be moved back. Mr. Steve Fernstrom said he would like feedback/survey from businesses and employees on how to proceed with limiting the garage to transient or a combination of both.

B. Musikfest Update

Mr. Steve Fernstrom said the team did a great job. We had a record number of cars parked with fewer assets.

C. Capital Repairs Update

Ms. Tiffany Wells reported that round 1 of the repairs in the S. New Street Garage have been completed in the upper levels. Leaks were found on the second floor and are being repaired. Riverport repairs have started on the third floor. Repairs should be done by September 30th. Mr. Mark Jobes asked when the gates were being installed, and Ms. Tiffany Wells said they were completed this morning but not active. Testing and signage still need to be completed. We're looking forward to the live date of September 29th.

VI. Solicitor's Report

A. Mr. Jim Broughal presented a lease agreement with High Hotels LTD for 100 spaces in the S. New Street Garage. The monthly rent for hotel guests in the amount equal to 66.6% of the standard prevailing 24-hr rate per day per vehicle for each guest for the first three years. Mr. Mark Jobes asked for a motion to give the Executive Director, Solicitor, and Chairman authorization to make minor changes to the lease agreement. Ms. Karen Widrick made a motion, and Mr. Dan Sobrinski seconded it. A motion was passed unanimously.



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VII. Financial Report

A. Mr. Chris Betley reported for July 2025 a total of unrestricted cash investments of \$8,245,768.79. The total cost for the Walnut Street Garage Project as of June 30th was \$18,458,151.11. Total income was \$5,683,622.64. Total expenses were \$3,295,054.11. Total net income was \$1,902,490.52. Total Revenue was \$5,683,622.64. Mr. Mark Jobes asked for a motion to approve the financials. Mr. Dan Sobrinski made a motion to approve the financials, and Ms. Karen Widrick seconded the motion. A motion was passed unanimously.

VIII. Old Business

A. None

IX. New Business

A. North Street Garage Lighting Improvements

Mr. Steve Fernstrom presented some ideas for lighting for the North Street Garage. Mr. Steve Fernstrom asked for a motion to increase the capital expense not to exceed \$80,000.00 for lighting improvements for the North Street Garage. 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 and then go into an Executive Session. Mr. Dan Sobrinski made a motion, and Ms. Karen Widrick seconded the motion.