



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: 10/22/2025

Time: 4:00PM

Location: Bethlehem Parking Authority Offices

I. Call Meeting to Order at The Bethlehem Parking Authority Office on Wednesday, October 22, 2025 at 4:00pm.

II. Roll Call

A. Present: Mr. Mark Jobes, Chairperson; Mr. Eugene Gonzalez, Vice Chairman; 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. August 2025 Minutes will be approved at the following meeting.

IV. Courtesy of the Floor

A. None

V. Director's Report

A. Walnut Street Garage Project

Mr. Steve Fernstrom reported that the Walnut Street Garage has a tentative opening date of November 20, 2025. A week earlier than anticipated. There is still work to be completed. The retail section is looking to be completed by December 20, 2025. We are waiting for the state inspection for the elevators. The Mayor will hold a press release on November 17th to announce Walnut Week. The grand opening and ribbon cutting will be held on Thursday, November 20, 2025. There will be a parking promotion on that day. We will offer 4 hours of free parking. We have spoken to Larken to sponsor free parking on Friday and LVHN for Saturday. Monday will be normal operations.



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B. Capital Repairs Update

Ms. Tiffany Wells reported the 3rd level is almost completed at the Riverport Garage. They've moved to the 1st and 2nd levels to do concrete and steel repairs to be completed by November 20, 2025. The gates have been installed and are working well.

VI. Solicitor's Report

A. Mr. Jim Broughal presented an Easement Agreement with PD Polk Street II, LLC., to construct a stair tower that will be located adjacent to the wall of the Polk Street Garage. Mr. Jim Broughal asked for a motion to authorize the execution of the Easement Agreement. Ms. Karen Widrick made a motion, and Mr. Dan Sobrinski seconded the motion. A motion was passed unanimously.

VII. Financial Report

Mr. Chris Betley reported for September 2025 that the total of unrestricted cash investments was \$5,591,403.18. This number should really be around \$7.5 million. Mr. Mark Jobes questioned why there is a difference. Mr. Chris Betley explained that an extra entry was made on the restricted 2024 A & B Bond Proceeds. The actual bond proceeds for the restricted 2024 A & B Bond Proceeds were around \$11 million. The Walnut Street Garage Project, as of August 2025, was \$21,000,023.01 due to the applications arriving late. Total income for September 2025 was \$8,091,612.01. Total expenses were \$3,911,956.29. Total Net Income was \$3,627,038.08. In October, we have the bond payment of \$1.9 million. In December, we have the 2024 A & B Bond payment for \$1.3 million and the City's payment of \$350,000.00. Leaving us with a projected total of \$3.5 million for the next three months for total income. Mr. Mark Jobes asked for a motion to approve the September 2025 financials. Mr. Dan Sobrinski made a motion, and Mr. Eugene Gonzalez seconded the motion. A motion was passed unanimously.

VIII. Audit

Mr. Chris Betley reported that the audit was completed by Campbell, Rappold & Yurasits, LLP. In the Independent Auditor's Report, we received an unmodified opinion on the financial statements. The Increase in Net Position for the year ended December 31, 2024, was \$3,887,606.00. There were no findings in the Internal Control Reports. Mr. Mark Jobes asked for a motion to approve the audit. Ms. Karen Widrick made a motion, and Mr. Dan Sobrinski seconded the motion. A motion was passed unanimously.

IX. Old Business

A. The mockup light fixtures have been shipped for the North Street Garage.



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X. New Business

A. Digital Occupancy Sign Project

There are a few locations we are considering placing the 5'x3' sign. The sign will show parking availability for the Walnut Street Garage, North Street Garage, etc. This will be real-time data. The signs are from a company in Germany. The entrance of Walnut Street Garage will also have a sign displaying parking availability, as well as for the North Street Garage.

XI. Adjournment

- A.** Mr. Mark Jobs 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.