

Joseph Hoffmeier– Chairman  
Dino Cantelmi– Vice Chairman  
Lynn Cunningham– Treasurer  
Diana Morganelli– Secretary  
Billy Kounoupis – Member  
Bryan Callahan– City Counsel Liaison  
Kevin Livingston– Executive Director

Jim Broughal – BPA Solicitor

## BETHLEHEM PARKING AUTHORITY BOARD OF DIRECTORS MINUTES

A regular meeting of the Bethlehem Parking Authority Board was held at 4:00 p.m. on February 28th, 2018 at the offices of the Bethlehem Parking Authority, 85 W North Street, Bethlehem PA 18018.

The following were in attendance:

Joseph Hoffmeier-Chairman  
Dino Cantelmi-Vice Chairman  
Lynn Cunningham-Treasurer  
Diana Morganelli-Secretary  
Jim Broughal-BPA Solicitor  
Kevin Livingston-Executive Director

Also in attendance:

Jeremy Alleshouse-Operation Manager  
Steve Fernstrom-Operation Manager  
Jill Fessler-Finance Manager  
Attorney John Harrison  
Barry Golazeski

Joseph Hoffmeier, the Chairman of the Board called the February 28, 2018 meeting of the Bethlehem Parking Authority to order. The Director announced that the Board would be going into an Executive Session.

Attorney Broughal stated to Mr. Chairman to let the record show that we had an Executive Session at the beginning of the meeting which lasted for approximately 15 to 20 minutes to discuss personnel issues pursuant to section 708A of the Sunshine Act. Also, let the record show that the Board member

Billy Kounoupis is now in attendance.

## **MINUTES**

Mr. Hoffmeier asked the Board for a motion to approve the Minutes from the previous meeting. A motion was made by Lynn Cunningham and seconded by Diana Morganelli to approve the minutes from the February meeting. Motion passed unanimously.

Mr. Hoffmeier announced that we will move to Courtesy of the Floor.

## **COURTESY OF THE FLOOR**

Mr. Hoffmeier announced that that the first person today is Carol Nichol of Raspberry Street. Mrs. Nichol stated that she lives at 51 E Raspberry Street and there are neighbors that continuously park their cars in the alley half on the pavement and half in the street. She explained that she cannot back her car in because of the big pole aside of her house. She explained that this is between School Street and Long Street and between North Street and Broad Street. She is requesting a sign be placed on the pole.

Mr. Livingston explained that he will have to approach the City and get approval to put a no parking sign on the block. It shouldn't be an issue. Once we sign it, we can go out and ticket. Mr. Livingston confirmed that it is a no parking spot. There is no legal parking operating in this area. Mr. Livingston announced that he would follow back up with her with a phone call once the sign is about to go up and that he will make sure that it is enforced.

Glenn Womer and his wife who reside at 650 Ontario Street attended the meeting. His wife asked if something can be done with their handicap spot in front of their house. She explained that she is constantly calling the Police since the blue paint is fading and people park halfway into their spot.

Mr. Livingston explained that the City no longer allows the curbs to be painted. The City moved away from painting curbs so he explained that it is 21 or 22 feet from the sign. He advised them to call the Parking Authority if someone is parking in their space, and we will send someone out to give them a ticket. The Director explained that we can start sending enforcement over at night to check on it. We will increase enforcement, and we will look at the sign to make sure it's the right height and it is correct. He explained that with the increased enforcement, we will be able to take care of this for you. Mr. Livingston explained that he would follow up with a phone call once we look at the sign.

Mr. Hoffmeier announced that we are moving onto the Director's report.

## **DIRECTOR'S REPORT**

Mr. Livingston stated that the first item on the Director's report is to notify the Board that there will be a Public Parking Meeting on March 21st at 6:00 PM at Townhall for Desman and myself to present the Parking Study initial findings and initial recommendations which will be a draft form. Everybody is welcomed. We're going to invite the City and the public. Mr. Livingston explained that he will send the Board the Parking Study prior to the meeting. He mentioned that we've had very little public input to this point. So hopefully, people will show up. We're going to do a press release from the Mayor's Office on Friday and we're going to use the Chamber. Then, we'll put it on the City

website, our website, the City Facebook and the City blast. We'll do everything we can to get it out there for people to come.

Mr. Livingston announced that the second item on the Director's report is to let the Board know that we're going to begin the capital repairs for 2018. He explained that we will be getting quotes from banks for lending terms. He reported that it's going to be around \$650,000, and he explained that he would bring the quotes back to the Board. He reported that we are working with Jim to draft the loan documents. We should have something finalized for the Board to pass at the March meeting.

The Director reported that last item on the Director's report is the Wayfinding. Mr. Livingston announced that everybody should have a digital copy. Mr. Livingston explained that we should get public input. There are four different versions. After much discussion, it was decided that the Parking Authority would make a survey. The Director explained, that Jeremy Alleshouse would work with Tangram and we would publish the survey for public input. Mr. Livingston explained that he would put together a plan for March and execute it. Hopefully in April or May, we will have a final vote.

Mr. Hoffmeier announced that we will move to the Solicitor's Report.

### **SOLICITOR'S REPORT**

Attorney Broughal announced that Kevin is going to handle Lehigh University Lease Agreement.

Mr. Livingston clarified that this is a Parking Lease Agreement with Lehigh University. He explained that Lehigh needs an additional thirty-six spaces and that Jim helped draft the lease. The Director pointed out that the only change that we noticed was the 10-year rate lock at 65. He stated that Lehigh has agreed to the five-year lease. The Director asked if there were any questions on the proposed Lehigh lease for the New Street Garage.

Mr. Hoffmeier asked the Board for a motion to approve the Lehigh University Lease Agreement and to authorize the Chairman and Secretary to sign. A motion was made Dino Cantelmi and seconded by Billy Kounoupis to approve the Lehigh University Lease Agreement and to authorize the Chairman and Secretary to sign. Motion passed unanimously.

Mr. Hoffmeier announced that we will move to the Financial Report.

### **FINANCIAL REPORT**

Jill Fessler reported that as of January 31, 2018, our total operating revenue for the month was \$424,609 our total operating expenses were \$373,623 leaving us with a net income in the amount of \$50,987. Looking at the cash flow projection for January 2018, we began the month with \$2,073,638 and we ended the month of January 2018 \$2,449,304. Our current assets for the month of January 2018 were \$3,034,421 our restricted assets were \$841,196 our total long-term assets were \$30,993,337 ending the month with total assets of \$34,868,953. Our current liabilities were \$829,525 our long-term liabilities are \$24,172,200 our short-term loan \$1,763,472 our total equity is \$8,103,756 our total liabilities and equity equaled \$34,868,953.

Mr. Hoffmeier asked the Board for a motion to approve the Financial Reports. A motion was made by Billy Kounoupis and seconded by Lynn Cunningham. Motion passed unanimously.

Mr. Hoffmeier asked if the debt service payment due in October in the amount of \$800,000 included the New Street Deck. Jill Fessler responded "yes". Mr. Hoffmeier asked if it included the refinance and the new money. Jill Fessler responded "yes" and it includes the 2015 A and B and the 2016 A and B. Mr. Hoffmeier asked if it is our big bond payment that includes the New St Deck. Jill Fessler responded "yes".

Mr. Hoffmeier announced that we will move onto Old Business.

### **OLD BUSINESS**

Mr. Livingston announced that the Statement of Financial Interests are still due by a few members; however, it's not due until May.

Mr. Hoffmeier announced that we will move onto New Business.

### **NEW BUSINESS**

#### **Defined Contribution Plan**

Mr. Livingston announced that the first item under New Business is the Defined Contribution Plan. The Director announced that new employees will no longer be pension eligible. They will be enrolled in a 401A plan. Mr. Livingston informed the Board that we need to approve the resolution authorizing the plan. He explained that everything in the plan is outlined in the CBA. Mr. Livingston explained that he is asking the Board to pass this resolution for the Defined Contribution plan through Valic. He informed the Board that the plan comes at no cost to the Parking Authority initially. He explained that there are no upfront fees; since, we already work with Valic through our 457 B. Mr. Livingston explained that the fees begin once we start investing. Also, he informed the Board that the resolution was reviewed by the Solicitor.

Mr. Hoffmeier asked the Board for a motion to approve the Resolution for the Defined Contribution Plan. A motion was made by Lynn Cunningham and seconded by Dino Cantelmi to approve the Resolution. Motion passed unanimously. Mr. Livingston explained that the employee must contribute 3% and we will match 4% into this fund.

#### **Maser Traffic Study Proposal**

The Director announced that the next item under New Business is the Maser Traffic Study Proposal. Mr. Livingston explained that the City of Bethlehem is re-doing the light at Broad and Main. He explained that they are re-doing the timing, and they're also adding a left turn only lane on Broad to Main. The Director informed the Board that they are only looking at this one intersection but there are other intersections that are impacting the entrance to the garages. He reported that he asked the City to include Main and North and Maine and Union. Since the City doesn't have funding, Mr. Livingston informed the Board that he received a proposal from Maser to do the timing for the City for those two lights. The Director stated that the Maser Proposal to complete the two intersections is \$14,000. The Director explained that this is the way that the Parking Authority can give customer service to our customers coming to the North Street garage to make it easier to get in and out of the garage. Mr. Livingston asked the Board to approve this proposal to time the two intersections in

concurrent with the City's intersection. Mr. Hoffmeier asked whether we would have another \$14,000 to do the two additional lights at Guetter and Broad and New and Broad. Then, we can affect two decks. Mr. Livingston agreed. Mr. Livingston stated that he would get a quote to do the other intersections around Walnut but would ask the Board to pass the Maser Traffic Study for the two intersections for \$14,000. This is for Professional Services for Maser to do all the timing and all the counts and to get everything the City needs to make the adjustments.

Mr. Hoffmeier asked the Board for a motion to approve the Maser Traffic Study for \$14,000. A motion was made by Billy Kounoupis and seconded by Diana Morganelli. Motion passed unanimously.

### **DBM Proposal**

Mr. Livingston announced that the next item under New Business is the DMV Proposal for the internal investigations that was previously sent out to the Board. Mr. Livingston asked the Board for a vote to ratify the proposal.

Mr. Hoffmeier asked the Board for a motion to ratify the DMV Proposal. A motion was made by Lynn Cunningham and seconded by Billy Kounoupis. Motion passed unanimously.

### **Valet Contract**

The Director announced that the next item under New Business is the Valet Contract. Mr. Livingston reported that we are proposing to privatize the Valet. The Director informed the Board that the Hotel Bethlehem stopped using our services and that this is the same valet company that they use. He reported that they are already on Main Street and that the only downside to privatizing is that it is potentially more expensive by about \$10,000. He explained that we had staffing issues due to the hours. We are proposing that it starts on March 9<sup>th</sup>. Mr. Livingston informed the Board that there is an opportunity that it wouldn't cost as much since the contract allows us to cancel for weather or if Artsquest cancels last minute because they don't need the service. He explained that it is a one-year contract and if it doesn't work we can take it back in-house. Mr. Livingston explained that we set the rate and they collect the money and take it off the bill. The Director informed the Board that we pay them hourly per employee. Mr. Livingston asked the Board to approve this contract for a March 9<sup>th</sup> start and to try it out for a year.

Mr. Hoffmeier asked the Board for a motion to approve the Valet Contract. A motion was made by Dino Cantelmi and seconded by Lynn Cunningham to approve the Valet Contract. Motion passed unanimously.

### **Handicap Issues**

Mr. Livingston announced the last item for New Business is the Handicap Issue. The Director asked the Board where should we go from here. We proposed changing the guidelines for the handicapped to be more restrictive and have more doctor input. He asked the Board to decide on the direction they would like to precede. Mr. Livingston reported that he would prefer a third party making the decision; however, he explained that he doesn't think that the third party exists. Diana Morganelli suggested reaching out to other Parking Authorities. After a lengthy discussion, the Board asked for a month to review. The Director stated he would put it on the agenda for next month and that he would

do some research to find more information. He also stated that he would reach out to Desman.

### **Adjournment**

Mr. Hoffmeier asked the Board for a motion to adjourn. Dino Cantelmi made a motion to adjourn the meeting and Billy Kounoupis seconded. Motion passed unanimously.

**THE NEXT BOARD MEETING WILL BE HELD ON MARCH 28<sup>th</sup>, 2018.**