

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 January 24th, 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
John Harrison-BPA Solicitor
Kevin Livingston-Executive Director

Also in attendance:

Jeremy Alleshouse-Operation Manager
Steve Fernstrom-Operation Manager
Jill Fessler-Finance Manager

Joseph Hoffmeier called the meeting to order at 4:30 p.m.

MINUTES

Mr. Hoffmeier asked the Board for a motion to approve the minutes. A motion was made by Diana Morganelli and seconded by Dino Cantelmi to approve the minutes from the January meeting. Motion passed unanimously.

COURTESY OF THE FLOOR

Jeanne Morales from 1117 Fritz Drive attended the meeting since she was denied a handicap sign. Mr. Livingston explained that she lives in housing provided from the BHA and they should provide a handicap sign since it is out of our jurisdiction. Mr. Livingston explained that it is their responsibility to provide handicap parking and that he would contact Miriam at the Bethlehem Housing Authority.

Mr. Livingston called for an Executive Session.

Joseph Hoffmeier announced that the Board would go into an Executive Session to discuss personnel and potential litigation issues.

Joseph Hoffmeier announced that the Board has returned from Executive Session.

DIRECTOR'S REPORT

Mr. Livingston announced that Dick Lynn has retired. He has done a great job for us. Steve Fernstrom is here. He is Mr. Lynn's replacement and he was hired on December 11, 2017. Steve comes from the Sands and he is doing a great job.

SOLICITOR'S REPORT

None

FINANCIAL REPORT

Jill Fessler reported that as of December 2017, our total operating revenue for the month was \$454,597 our total operating expenses were \$417,843 leaving us with a net income in the amount of \$36,754. With a transfer to the City in the amount of \$275,000, we ended the month with a net loss in the amount of \$238,246. Looking at the cash flow projection for December 2017, we began the month with \$2,353,776 and we ended the month of December 2017 with \$2,073,638. Our current assets for the month of December 2017 were \$2,691,817 our restricted assets are \$840,636 our total long-term assets were \$30,969,524 ending the month with total assets of \$34,501,977. Our current liabilities were \$803,829 our total long-term liabilities were \$24,172,430 our short-term loan in the amount of \$1,447,093 and our total equity of \$8,078,625 our total liabilities and equity equaled \$34,501,977. Mr. Hoffmeier asked the Board for a motion to approve the November and December financial reports. A motion was made by Lynn Cunningham and seconded by Diana Morganelli to approve the November and December financial reports. Motion passed unanimously.

OLD BUSINESS

None

NEW BUSINESS

Statement of Financial Interest

Mr. Livingston handed out the Statement of Financial Interests to the Board Members. It is due back

to us by May.

Records Retention

Mr. Livingston explained that we want to destroy more records and he is asking the Board for a motion. He explained that they were approved by Jim Broughal. They are in accordance with the Records Retention Act of Pennsylvania.

Mr. Hoffmeier asked the Board for a motion to destroy the records. A motion was made by Diana Morganelli and seconded by Dino Cantelmi to destroy the records. Motion passed unanimously.

Star of Bethlehem Festival License Agreement

Mr. Livingston announced that last year we were approached by the Christmas City Wine Festival. We allowed them to hold the festival in the West Lehigh St Lot next to the Wooden Match. Since they have the festival every year and the City likes it so much, we now have a license agreement.

Mr. Livingston announced that he has an agreement that needs to be signed. It is the same agreement as the agreement that was signed for Celtic and Musikfest. It is a 3-year license agreement with the same liabilities. It was drafted by Jim Broughal and was approved by the City Wine Festival. It is a 9-day lease at the West Lehigh St Lot for 2018, 2019, and 2020. He is asking the Board for a motion to approve the license agreement for the next three years.

Mr. Hoffmeier asked the Board for a motion to approve the Star of Bethlehem Festival License Agreement. A motion was made by Lynn Cunningham and seconded by Diana Morganelli to approve the License Agreement. Motion passed unanimously.

Employee Handbook

Mr. Hoffmeier asked the Board for a motion to approve the Employee Handbook. A motion was made by Diana Morganelli and seconded by Dino Cantelmi to approve the Employee Handbook. Motion passed unanimously.

Adjournment

Mr. Hoffmeier asked the Board for a motion to adjourn. Lynn Cunningham made a motion to adjourn the meeting and Diana Morganelli seconded.

THE NEXT BOARD MEETING WILL BE HELD ON FEBRUARY 28th, 2018.