

AGENDA
BETHLEHEM PARKING AUTHORITY BOARD MEETING
October 24, 2018 AT 4:00 P.M.
85 W. NORTH STREET, BETHLEHEM, PA

- I. Call Meeting to Order
- II. Roll Call
- III. Minutes
- IV. Courtesy of the floor
- V. Reports
 - A. Director's Report
 - B. Solicitor's Report
 - C. Financial Report
- VI. Old Business
 - A. Audit
- VII. New Business
 - A. Wayfinding
- VIII. Adjournment

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 on September 26, 2018 at 4:00 p.m. at the offices of The Bethlehem Parking Authority, 85 W. North Street, Bethlehem, PA 18018.

The following were in attendance:

Joseph Hoffmeier – 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
Luz Vega – RPP/HP Coordinator

Joseph Hoffmeier, The Chairman of The Board called the September 26, 2018 meeting of The Bethlehem Parking Authority to order.

MINUTES

Dino Cantelmi was running late so The Board decided to wait until his arrival to go over the Minutes.

COURTESY OF THE FLOOR

Ms. Jennifer Downs of 345 Hanover Street, Bethlehem came to appeal the decision of her daughter's denial of a handicap space. She brought along Ms. Kerrin Zuercher, her daughter's BSC from Valley Youth House. Ms. Zuercher provided a report and an evaluation of Ms. Downs' daughter. Ms. Zuercher stated that it is more of a safety issue due to her cognitive delays related to her mental health.

Mr. Livingston stated that the reason the request was denied was because the criteria of being able to walk 200 feet was checked off as yes by the physician. Ms. Downs was told that if she wanted to appeal the decision, to attend The Bethlehem Parking Authority's Board Meeting.

Mr. Hoffmeier told Ms. Downs that The Board will review her appeal and she will be contacted with the decision.

Billy Kounoupis is now in attendance.

Mr. Eric Serrano of 1135 W. North Street, Bethlehem is requesting a residential permit for Eleventh Avenue in the "D" zone. Mr. Serrano lives in a corner property of W. North Street and Eleventh Avenue. Mr. Hoffmeier asked Mr. Serrano if the front of the property is zoned and Mr. Serrano stated that it was not zoned. Mr. Serrano also stated that only five vehicles park in the zone and that there was plenty of parking. Mr. Livingston asked Mr. Serrano that he can have one of the residents from the 600 block of Eleventh Avenue petition to have their block un-zoned.

Mr. Livingston will review the request and contact Mr. Serrano with the decision.

Mr. Hoffmeier announced that he would like to have an Executive Session to discuss real estate.

Mr. Broughal announced that the Executive Session lasted ten minutes to deal with real estate and potential litigation.

Dino Cantelmi is now in attendance.

Mr. Hoffmeier stated that they will now go back to review the 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 Dino Cantelmi. Motion passed unanimously.

DIRECTOR'S REPORT

Mr. Livingston discussed pay by plate off-street and permit by plate off-street. As of September 24, 2018, the off-street parking lots are now permit by plate. The hang tags have been eliminated. We will now test pay by plate at the Broad Street Lot for ninety days beginning November 1, 2018. We will then be able to enforce the lot with the License Plate Readers and the officers will only get alerted if the vehicle does not have a valid permit or has not paid to park. Proper signage will be displayed notifying the public of the change. Mr. Livingston stated that signage for pull in parking also needs to be displayed since Pennsylvania does not have front license plates.

Diana Morganelli asked Mr. Livingston if he was going to allow a grace period or give warnings before issuing a violation? Mr. Livingston said we will give a one-time courtesy dismissal if they receive a violation.

SOLICITOR'S REPORT

Mr. Broughal stated that we have entered an agreement with the Sands Casino to purchase the property of Third and Polk Streets for a potential new parking garage. That agreement of sale basically requires a sub division because the Sands demanded that we give them ten thousand square feet on Third Street. Mr. Broughal went back to the Sands and negotiated with them and now the Sands has agreed to sell us the entire property. Mr. Broughal requested authorization for the Executive Director to sign an amended and restated agreement of sale for \$2,100,000.00 instead of \$1,800,000.00. The additional \$300,000.00 is for the extra land.

Mr. Hoffmeier asked The Board for a motion to approve the amended agreement of sale for the Third and Polk Streets property with the Sands Casino. A motion was made by Billy Kounoupis and seconded by Lynn Cunningham. Motion passed unanimously.

Mr. Broughal asked The Board to pass a resolution of condemnation for the Sands Casino property. Mr. Broughal would like to have this if for any reason something were to happen after all the planning had been made and we were ready to build.

Mr. Hoffmeier asked The Board for a motion to approve the resolution of condemnation for the Third and Polk Streets property if something were to occur. A motion was made by Dino Cantelmi and seconded by Diana Morganelli. Motion passed unanimously.

FINANCIAL REPORT

Mr. Hoffmeier stated we currently do not have a financial manager and the financials were not completed.

Mr. Livingston stated we hired a new financial manager. Her name is Ivy Harding and she will begin Monday, October 1, 2018. Once she begins, we will have all the previous months of financials for The Board to approve.

OLD BUSINESS

NONE

NEW BUSINESS

Mr. Livingston stated that in the July meeting he had discussed and passed out the audit and said we were going to add to the September meeting. In between then and now, we were down a financial manager. Mr. Livingston suggested we wait until Ivy Harding starts and reviews the audit and answers any questions that you may have. She will most likely be ready in November 2018 to discuss the audit.

Mr. Ed Gallagher arrived late for Courtesy of the Floor and wanted to discuss the parking fees. He passed out some minutes to The Board that he took from the public meeting.

Mr. Hoffmeier stated that is was out of the Bethlehem Parking Authority's realm and in the hands of the Mayor. Mr. Gallagher asked if The Bethlehem Parking Authority had any input and Mr. Hoffmeier stated it was all based on the Desman Report. The Mayor has the last decision. Mr. Gallagher asked if anyone would consider the citizens input or ideas? Mr. Broughal stated it was totally the Mayor's decision. Mr. Gallagher was worried that the citizens attend the meetings and their ideas seem to disappear. He's hoping the Mayor will consider the public's ideas and if the Mayor has questions, that he would come back to The Bethlehem Parking Authority and ask for an opinion.

Mr. Livingston stated that in the ordinance, it states that the Mayor will hold a public hearing after a recommendation. It's the Mayor's responsibility to have a public hearing and hear the public out, it's not the Bethlehem Parking Authority Board's responsibility.

Lynn Cunningham stated when Desman came up with the plan, they held meetings with stakeholders and someone from the Board attended those meetings.

Mr. Livingston stated that in the Desman Report, they do state the issues that came up in the stakeholder's meetings. The reason why the report isn't finalized is because they are memorializing the statements from the April 12, 2018 meeting to incorporate into the study. The stakeholders were acknowledged.

Mr. Ed Gallagher stated that the report does not say how they addressed the public's concerns and do not get a response.

Mr. Broughal stated that Courtesy of the Floor is not a hearing. The laws states, you have the right to come here and make statements, The Board, does not need to respond. You can present questions and The Board can accept the questions, but no one gets to interrogate The Board.

Mr. Ed Gallagher stated that the questions asked by the public were not an interrogation. One of the question was, when will a copy of the final report be available for the public to see? Mr. Livingston stated when the report is finalized, it will be posted on the website.

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.