

Joseph Hoffmeier – Chairman
Dino Cantelmi – Vice Chairman
Lynn Cunningham – Treasurer
Eugene Gonzalez – Secretary
Billy Kounoupis – Member
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 December 11, 2019 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
Dino Cantelmi – Vice Chairman
Billy Kounoupis – Member
Lynn Cunningham – Treasurer
Eugene Gonzalez - Secretary
Jim Broughal - Solicitor
Kevin Livingston – Executive Director
Eliana Cruz – Finance Manager
Steve Fernstrom – Operations Manager

Also, in attendance:

Jeremy Allehouse – Operations Manager
Luz Vega – RPP/HP Coordinator
Members of the press

Mr. Hoffmeier, the Chairman of the Board called the December 11, 2019 meeting of the Bethlehem Parking Authority to order.

MINUTES

Mr. Hoffmeier asked the Board for a motion to approve the Minutes for the October 23, 2019 meeting. Mr. Billy Kounoupis made a motion to approve the Minutes and Mr. Eugene Gonzalez seconds the motion. Motion passed unanimously.

Mr. Hoffmeier asked for an Executive Session.

Mr. Jim Broughal stated the Executive Session lasted for ten minutes and it was for potential litigation of personnel.

COURTESY OF THE FLOOR

Mr. Blake Marles from Stevens and Lee on behalf of the Market Street Villa Condominium Association is concerned with what’s going to happen with the Walnut Street Garage. He recognizes the garage needs to be built but would like to work with the Bethlehem Parking Authority so the Condominium Association can maintain their parking.

Mr. Anthony R. Thompson from Stevens and Lee and a resident of the Market Street Villa Condominium Association said the Condominium Association built the garage and has utilized the garage in the expectation and with the understanding that they would have the parking. The Condominium would have never been created without this parking which is required by the ordinances of the City of Bethlehem. Mr. Anthony R. Thompson is hoping this is discussed and worked out amicably and not have it go to court.

The appraiser report said the property that was appraised was owned by the Bethlehem Parking Authority and the twenty-five spaces that were appraised were assigned spaces. Mr. Anthony R. Thompson said they weren’t assigned spaces, they are owned by the Market Street Villa Condominium Association. The spaces were appraised at \$60,000. Under the Uniform Condominium Act, there’s a provision if the property is taken by eminent domain, the damages would be the differences in the before and after value of each unit.

DIRECTOR’S REPORT

NONE

SOLICITOR’S REPORT

Market Street Villa Condominium Association

Resolution of condemnation of land owned by the Market Street Villa Condominium Association. The resolution is good for one year.

Mr. Hoffmeier asked for a motion to approve the condemnation of the Market Street Villa Condominium Association. Ms. Lynn Cunningham made a motion and Mr. Eugene Gonzalez seconds the motion. Ms. Lynn Cunningham said discussions have already taken place. Mr. Kevin Livingston confirmed there has been discussions and offered to share the emails with anyone. Motion passed unanimously.

St. John’s Windish Evangelical Lutheran Church

The Bethlehem Parking Authority entered into a lease agreement with St. John’s Windish Church in May 2016. The lease was for five years and the Bethlehem Parking Authority would like to extend the lease for an additional five years. The lease amount will increase to \$1,000 a month.

Mr. Hoffmeier asked for a motion to approve the addendum to the lease agreement with St. John's Windish Evangelical Lutheran Church. Mr. Eugene Gonzalez made a motion. Mr. Dino Cantelmi seconds the motion. Motion passed unanimously.

Consultant Agreement with Mr. Kevin Livingston

The consulting agreement is for ten months for \$50,000. Mr. Billy Kounoupis made a motion to approve the consultant agreement with Mr. Kevin Livingston. Ms. Lynn Cunningham seconds the motion. Motion passed unanimously.

FINANCIAL REPORT

NONE

OLD BUSINESS

NONE

NEW BUSINESS

Mr. Kevin Livingston said he has left out capital expenses due to his departure and if there are any capital needs, the Interim Director needs to go to the Board for approval.

2019 projected revenue summary was \$7,500,000
2020 estimated revenue budget \$7,800,000
2019 projected in expenses \$5,800,000
2020 estimated expenses \$5,700,000
2019 projected net surplus \$1,738,223
2020 estimated net surplus \$2,040,143
2019 projected net income after transfers \$1,201,693
2020 estimated net income after transfers \$1,425,143

Ms. Lynn Cunningham asked when do we stop making payments to the City? Mr. Kevin Livingston said the Mayor has said 2020 will be the last year but we will have to wait until 2021 to have that discussion.

Mr. Hoffmeier asked for a motion to approve the 2020 Budget. Ms. Lynn Cunningham made a motion to approve the budget. Mr. Billy Kounoupis seconds the motion. Motion passed unanimously.

Handicap Parking Guidelines

The initial determination will be made by Ms. Luz Vega according to the guidelines. If they are denied, the applicant has thirty days to appeal the decision in writing. They will no longer come in front of the Board, they will appeal to the AD HOC Committee. The AD HOC Committee will make the final determination.

Mr. Hoffmeier asked for a motion to approve the new handicap guidelines. Mr. Eugene Gonzalez made a motion to approve the new handicap guidelines and Mr. Dino Cantelmi seconds the motion. Mr. Jim Broughal asked that at the next Board Meeting the AD HOC Committee be appointed. Motion passed unanimously.

Buckno Lisicky and Company

Mr. Kevin Livingston presented a proposal from Buckno Lisicky & Company for the auditing services for the Bethlehem Parking Authority. He strongly recommends the proposal from Buckno Lisicky & Company since they also handle the Allentown Parking Authority's Audit.

Mr. Chris Betley from Buckno Lisicky & Company met with Mr. Kevin Livingston and Ms. Eliana Cruz to discuss the proposal in detail and the audit approach. Mr. Billy Kounoupis asked if it was a yearly audit and Mr. Chris Betley replied, yes. Mr. Eugene Gonzalez asked how long will they be on site? Mr. Chris Betley replied, they will be onsite for a week and a half. Mr. Billy Kounoupis asked how many people will be involved in the actual audit? Mr. Chris Betley replied, an average of four people.

Mr. Hoffmeier asked for a motion to approve the proposal from Buckno Lisicky & Company. Mr. Billy Kounoupis made a motion to approve Buckno Lisicky & Company's proposal and Ms. Lynn Cunningham seconds the motion. Motion passed unanimously.

Interim Executive Director

Mr. Hoffmeier asked for a motion to approve Mr. Steve Fernstrom as Interim Executive Director of the Bethlehem Parking Authority. Mr. Jim Broughal went over the agreement with Mr. Steve Fernstrom. The salary is \$97,000 a year with medical, dental, pension and vacation. The letter Mr. Steve Fernstrom will need to sign states, your position as Interim Executive Director is at the will. Which means the Bethlehem Parking Authority or Mr. Steve Fernstrom can terminate this position at any time for any reason with or without notice and with or without cause. Mr. Hoffmeier mentioned that the position has been advertised and are in the process of accepting applications.

Mr. Dino Cantelmi made a motion to accept Mr. Steve Fernstrom as Interim Executive Director of the Bethlehem Parking Authority. Mr. Billy Kounoupis seconds the motion. Motion passed unanimously.

Mr. Hoffmeier and the Board all thanked Mr. Kevin Livingston for his years at the Bethlehem Parking Authority and everything he has done.

ADJOURNMENT

Mr. Hoffmeier asked the Board for a motion to adjourn. Ms. Lynn Cunningham made a motion to adjourn the meeting and Mr. Billy Kounoupis seconds the motion. Motion passed unanimously.