

Dino Cantelmi – Vice Chairman
Lynn Cunningham – Treasurer
Eugene Gonzalez – Secretary
Billy Kounoupis – Assistant Secretary / Treasurer
Mark Jobes - Member
Steve Fernstrom – Interim Executive Director
Paige Van Wirt – City Liaison

Jim Broughal – BPA Solicitor

BETHLEHEM PARKING AUTHORITY BOARD OF DIRECTORS MINUTES

A virtual meeting of the Bethlehem Parking Authority Board was held on September 23, 2020 at 4:00 p.m.

The following were in attendance:

Dino Cantelmi – Vice Chairman
Lynn Cunningham – Treasurer
Eugene Gonzalez – Secretary
Billy Kounoupis – Asst. Secretary / Treasurer
Mark Jobes - Member
Jim Broughal - Solicitor
Steve Fernstrom – Executive Director
Luz Vega – RPP/HP Coordinator
Carol Wladika – Staff Accountant

Mr. Dino Cantelmi, the Vice Chairman of the Board called the September 23, 2020 meeting of the Bethlehem Parking Authority to order. Mr. Dino Cantelmi introduced the newest Board Member, Mark Jobes.

Election of Officers

The Election of Officers will serve until the next Reorganizational Meeting in January.
Ms. Lynn Cunningham nominated Mr. Dino Cantelmi as Chairman. All were in favor.
Mr. Dino Cantelmi nominated Ms. Lynn Cunningham as Vice Chairman. All were in favor.
Mr. Dino Cantelmi nominated Mr. Eugene Gonzalez as Treasurer. All were in favor.
Mr. Eugene Gonzalez nominated Mr. Mark Jobes as Secretary. All were in favor.
Ms. Lynn Cunningham nominated Mr. Billy Kounoupis as Assistant Secretary/Treasurer. All were in favor.

MINUTES

Mr. Dino Cantelmi asked the Board for a motion to approve the Minutes for the July 22, 2020 meeting. Ms. Lynn Cunningham made a motion to approve the Minutes and Mr. Eugene Gonzalez seconds the motion. Motion passed unanimously.

COURTESY OF THE FLOOR

None

DIRECTOR'S REPORT

Mr. Steve Fernstrom reported that the Enforcement Officer's uniform will be changing to a more comfortable and approachable uniform.

The Walnut Street Garage Capital Repairs update for 2020. Desman conducted additional surveys and uncovered additional emergency repair for a total of \$298,000.00. The work is progressing.

SOLICITOR'S REPORT

A lease agreement was entered in June 2020 between 810 Mill, LLC for 15 parking spaces in the Old York Rd. Lot. They have asked to lease an additional 3 parking spaces under the same term as the initial 15 spaces.

Mr. Jim Broughal asked for a motion to approve the Execution of The First Amendment to the Parking Space Lease Agreement to increase the number of parking spaces from 15 to 18. Terms to remain the same as the June 6, 2020 lease agreement. Mr. Eugene Gonzalez made a motion and Ms. Lynn Cunningham second. Motion passed unanimously.

The Redevelopment Authority of the City of Bethlehem is going to contribute to the Bethlehem Parking Authority the sum of \$500,000 to reimburse the Bethlehem Parking Authority for the acquisition of the land at E. Third and Polk Streets. The \$500,000 has to be utilized in two ways; to pay down the debt on the loan to acquire the land or put the \$500,000 in a segregated account to be used for the future cost of construction of the Polk Street Garage.

Mr. Jim Broughal asked for a motion to approve the execution by the Chairman of the agreement between the Redevelopment Authority and the Bethlehem Parking Authority for the receipt of those funds. Ms. Lynn Cunningham made a motion and Mr. Eugene Gonzalez second the motion. Motion passed unanimously.

Mr. Jim Broughal asked the Chairman for a brief Executive Session for litigation.

FINANCIAL REPORT

Ms. Carol Wladika report the total revenue for July 2020 was \$496,912. Total expenses were \$446,510. Total change in net position was \$44,152. The beginning cash flow for July 2020 was \$3,181,482.23 and ending with \$3,341,215.01

Total revenue for the month of August 2020 was \$527,621. Total expenses were \$419,409. Total change in net position was \$101,962. The beginning cash flow for August 2020 was \$3,341,215.01 and ending with \$3,518,594.88.

Ms. Lynn Cunningham made a motion to approve the July and August 2020 financial reports and Mr. Eugene Gonzalez second the motion. Motion passes unanimously.

OLD BUSINESS

None

NEW BUSINESS**WSG Site Feasibility Study**

In 2014, Desman Design Management evaluated the condition of the Walnut Street Garage and at that time based on the surveys performed, the WSG was in need of \$5,000,000.00 in repairs. Between the years of 2015, 2016, 2017 and 2018, the Bethlehem Parking Authority invested \$600,000 in repairs. In 2019 and 2020 the ongoing repairs have been \$600,000. The survey performed in June of 2020 determined the WSG has continued to deteriorate. Based on the survey just completed, Desman is forecasting \$12,000,000 to \$14,000,000 in capital improvements in order to maintain the WSG for 15 years.

Mr. Steve Fernstrom stated no final decision has been made on design or construction of the Walnut Street Garage.

Ms. Lynn Cunningham asked how many spaces were in the WSG? Mr. Steve Fernstrom stated, 777 spaces and normally the garage is full especially during holiday weekends and Musikfest.

Mr. Eric Evans, Business Administrator for the City of Bethlehem asked Mr. Tim Tracy, if voted on by the Board, what's the timeline of the steps mentioned in the study? Mr. Tim Tracy said roughly 6 months from initiation to having it publicly presented.

Ms. Paige VanWirt asked if a representative from Desman be available for a presentation before City Council to inform them of what's going on? Mr. Tim Tracy agreed to the request.

Mr. Jim Broughal asked what was the cost? Mr. Steve Fernstrom replied, not to exceed \$42,500.

Ms. Lynn Cunningham made motion to approve the Site Feasibility Study. Mr. Eugene Gonzalez second the motion. Motion passed unanimously.

Audit Report

Mr. Chris Betley of Buckno Lisicky & Co. went over the audit. Ms. Lynn Cunningham approved the audit and Mr. Eugene Gonzalez second the motion. Motion passed unanimously.

ADJOURNMENT

Mr. Dino Cantelmi 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.