

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 May 23rd, 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  
Jim Broughal-BPA Solicitor  
Kevin Livingston-Executive Director

Also in attendance:

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

Joseph Hoffmeier, the Chairman of the Board, called the May 23, 2018 meeting of the Bethlehem Parking Authority to order.

### **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 to approve the minutes from the previous meeting. Motion passed unanimously.

Mr. Hoffmeier announced that we have Courtesy of the Floor.

## **COURTESY OF THE FLOOR**

Debra McCauley from 1442 High St was here to discuss her handicap application which was denied due to having off-street parking. Mrs. McCauley informed the Board that their garage is small and that they use it for storage. She explained that her husband has a F150 extended cab and it will not fit in the garage. She gave pictures to the Board for review. The Chairman of the Board explained to her that we hear appeals and we will reach out to her with our decision.

Joel Figueroa was here from 903 E 6<sup>th</sup> St to request a “K” zone permit since his address is on the corner of 6<sup>th</sup> and Hayes. The Board asked if he petitioned for RPP and if he would be willing to petition his block. He agreed to petition. Upon review, it was discovered that his license wasn’t registered to his home address.

The Board decided to deny the handicap application submitted for 1442 High St since they have off-street parking.

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

## **DIRECTOR’S REPORT**

Mr. Livingston notified the Board that we are receiving requests for reserved parking spaces in our parking lots. Numerous entities are requesting a sign and a space. The Director asked the Board for permission to charge more for these spaces. Mr. Livingston explained that he reached out to Tim Tracey about what the reserved space premium should be, and he informed the Board that most places go with a 50% premium. The Board approved to charge a 100% premium as a 90-day trial.

Mr. Hoffmeier asked the Board for a motion to approve a double the rate for reserved parking in the lots. Lynn Cunningham made a motion to approve the rate and Dino Cantelmi seconded. Motion passed unanimously.

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

## **SOLICITOR’S REPORT**

Attorney Broughal announced that we have two items to discuss. The first is to approve a tow contract which he is allowing the Executive Director to discuss. Mr. Livingston explained that we are using MSG for towing and that the contract is based on the City’s contract and the City’s rate. The Executive asked the Board to approve the Tow Contract with MSG Towing.

Mr. Hoffmeier asked the Board for a motion to approve the Tow Contract. Lynn Cunningham made a motion to approve the contract and Dino Cantelmi seconded. Motion passed unanimously.

Attorney Broughal explained that the second item is a resolution that we need to adopt. He explained that this resolution accepts the transfer of certain plans and files from the Bethlehem Redevelopment Authority for Polk St.

Mr. Hoffmeier asked the Board for a motion to approve the Polk Street Resolution. Lynn Cunningham made a motion to approve the Resolution and Dino Cantelmi seconded. Motion passed

unanimously.

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

## **FINANCIAL REPORT**

Jill Fessler reported that as of April 30, 2018, our total operating revenue for the month was \$513,523 our total operating expenses were \$393,736, we had a transfer to the City of Bethlehem Police in the amount of \$25,000, we ended the month with a net income in the amount of \$94,786.

Looking at the cash flow projection for April 2018, we began the month with \$2,247,573 and we ended the month of April 2018 \$2,462,096.

Our current assets for the month of April 2018 were \$3,023,788 our restricted assets were \$840,980 our total long-term assets were \$31,940,196 ending the month with total assets of \$35,804,964. Our current liabilities were \$697,593 our long-term liabilities are \$24,171,510 our short-term loan \$2,591,097 our total equity is \$8,344,764 our total liabilities and equity equaled \$35,804,964.

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

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

## **OLD BUSINESS**

Mr. Livingston announced that the Morning Call is writing an article about the Wayfinding Survey and that the Chamber will put it out on their email blast. He explained that we are going to leave it out for 30-days and then bring it back to the Board.

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

## **NEW BUSINESS**

### **2018 Capital Repairs**

Mr. Livingston announced that the first item is the 2018 Capital Repairs. He asked the Board for a motion to accept Maarv Waterproofing as the lowest qualified bidder. He explained that 2018 Capital Repairs are for repairs at the Walnut Street and the Commons Deck.

Mr. Hoffmeier asked the Board to approve Maarv Waterproofing as the lowest qualified bidder. A motion was made by Dino Cantelmi and seconded by Lynn Cunningham. Motion passed unanimously.

### **North and South Downtown Parking Study Presentation**

Mr. Livingston announced that Tim Tracey from Desman is here to discuss the North and South Downtown Parking Study presentation. Mr. Tracey discussed the history and the purpose of the parking study and the recommendations that were drafted in the document. Mr. Livingston asked the

Board to accept the Parking Study and the findings with the understanding that the recommendations will be reviewed later one by one.

Mr. Hoffmeier asked the Board to accept the Parking Study. Dino Cantelmi made a motion to accept the Parking Study and Lynn Cunningham seconded. Motion passed unanimously.

### **Adjournment**

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

**THE NEXT BOARD MEETING WILL BE HELD ON July 25th, 2018.**