



BETHLEHEM PARKING AUTHORITY

85 W. North Street
Bethlehem, Pennsylvania 18018
Phone: 610-865-7123 – Fax: 610-865-7124
Email: info@bethpark.org - Website: www.bethpark.org

Board Meeting Minutes

Date: 05/01/2024

Time: 4:00PM

Location: Bethlehem Parking Authority Offices

I. Call Meeting to Order at The Bethlehem Parking Authority Office on Wednesday, May 1, 2024 at 4:00pm.

II. Roll Call

A. Present: Mr. Mark Jobes, Chairperson; Mr. Eugene Gonzalez, Vice Chairman; Mr. Jim Broughal, Solicitor; Mr. Dan Sobrinski, Board Member; Ms. Karen Widrick, Treasurer and Secretary; Mr. Steve Fernstrom, Executive Director; Mr. Chris Betley, Buckno & Lisicky Financial Consultant; Ms. Tiffany Wells, Deputy Director; BPA Staff

III. Minutes

A. Mr. Mark Jobes asked for a motion to approve the Minutes from March 27, 2024. Mr. Eugene Gonzalez made a motion, and Ms. Karen Widrick seconded it. The motion was passed unanimously.

IV. Courtesy of the Floor

A. Mr. Arthur Curatola from 813 Laufer Street, Bethlehem, suggested raising the RPP permits to \$20 and limiting them to one per household.

V. Director's Report

A. Walnut Street Garage Project

1. Mr. Steve Fernstrom reported that 20% of the superstructure is remaining. There's a PPL transformer in the last 20% of the garage. We are working on removing the transformer to finish removing all the structure. The work will start May 16th and will take several weeks to complete. They're digging numerous test pits to survey a Verizon duct bank parallel to the site.
2. Mr. Steve Fernstrom stated that BPA has partnered with HBMS, DBA, LANta to unveil a Musikfest Parking Garage Shuttle that will move people from the south side to the north side. A press



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conference will be held in July 2024. If the event rate is paid for the garage, you will have access to the shuttle for that day.

VI. Solicitor's Report

- A.** Mr. Jim Broughal asked for a motion to authorize the execution of the amended and restated lease agreement with Moravian University for a five-year lease at the Lehigh Street Lot. Mr. Mark Jobes made a motion and Ms. Karen Widrick seconded the motion. The motion was passed unanimously.

VII. Financial Report

- A.** Mr. Chris Betley reported total revenue through March 2024 was \$1,951,223.37, total expenses were \$1,041,562.90, and total net income was \$823,478.85. Mr. Mark Jobes asked for a motion to approve the financials. Mr. Eugene Gonzalez made a motion, and Ms. Karen Widrick seconded it. The motion was passed unanimously.

VIII. Old Business

- A. None**

IX. New Business

- A.** Mr. Brian Wolst from Whiting-Turner is overseeing the new construction of the Walnut Street Garage. A pre-cast bid package went out publicly on March 20, 2024, and is due back on April 9, 2024. Two bids were received, one from High Concrete Group and the other from Nitterhouse Concrete Products. The recommendation was awarded to High Concrete Group. Mr. Mark Jobes asked for a motion to award the bid package to High Concrete Group. Ms. Karen Widrick made a motion and Mr. Eugene Gonzalez seconded the motion.

X. Adjournment

- A.** Mr. Mark Jobes asked for a motion to adjourn the meeting. Ms. Karen Widrick motioned to adjourn the meeting and Mr. Eugene Gonzalez seconded the motion. A motion was passed unanimously.



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Special Board Meeting Minutes

Date: 05/30/2024

Time: 4:00PM

Location: Bethlehem Parking Authority Offices

- I. **Call Meeting to Order** at The Bethlehem Parking Authority Office on Thursday, May 30, 2024 at 4:00pm.
- II. **Roll Call**
 - A. **Present:** Mr. Mark Jobes, Chairperson; Mr. Eugene Gonzalez, Vice Chairman; Mr. Jim Broughal, Solicitor; Mr. Dan Sobrinski, Board Member; Ms. Karen Widrick, Treasurer and Secretary; Mr. Steve Fernstrom, Executive Director; Ms. Tiffany Wells, Deputy Director; BPA Staff
- III. **Courtesy of the Floor**
 - A. None
- IV. **Executive Session**
 - A. Mr. Mark Jobes asked to go to an Executive Session.
 - B. Mr. Jim Broughal reported that the Executive Session lasted for thirty minutes to discuss contract negotiations.
- V. **Director's Report**
 - A. None
- VI. **Solicitor's Report**
 - A. Mr. Jim Broughal asked for a motion to approve the Memorandum of Understanding for the excess land in the Walnut Street Garage once it's built and authorize the Chairman and Secretary to sign. Mr. Mark Jobes made a motion, and Ms. Karen Widrick seconded it. A motion was passed unanimously.
- VII. **Financial Report**
 - A. None



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VIII. Old Business

A. None

IX. New Business

A. None

X. Adjournment

A. Mr. Mark Jobses asked for a motion to adjourn the meeting. Mr. Eugene Gonzalez made a motion to adjourn and Ms. Karen Widrick seconded the motion. A motion was passed unanimously.