



Ted Zeller – Chairperson
Candida Affa – Vice Chairperson
Brent Hartzell – Treasurer
Daryl Hendricks - Secretary
Santo Napoli

John N. Morgan – Executive Director
Dan McCarthy, Davison McCarthy – APA Solicitor

ALLENTOWN PARKING AUTHORITY BOARD OF DIRECTORS MINUTES

A regular meeting of the Allentown Parking Authority Board was held at 12:00 p.m. on January 22, 2020 at the office of the Allentown Parking Authority, 603 W. Linden St. Allentown, PA 18101

The following were in attendance:

Ted Zeller – Chairperson
Candida Affa – Vice Chairperson (via phone)
Daryl Hendricks – Secretary
Brent Hartzell – Treasurer
Santo Napoli (arrived late)
Dan McCarthy – APA Solicitor
John Morgan – Executive Director
George J. Grazer, Jr. – Deputy Director
Jon Haney – Enforcement Manager
Connie Abercrombie – Finance Manager
Janet Canevari – Minutes
Gunnar Fox of the PPL Center – Guest
Andy Wagaman of the Morning Call – Guest

Mr. Zeller called the meeting to order at 12:17pm. He asked for a review of the November Meeting Minutes, and then asked for a motion to approve. Mr. Hendricks made a motion, Ms. Affa seconded. The Board voted and approved the November minutes.

He welcomed the guests and offered Courtesy of the Floor first, so they did not have to sit through the entire meeting before we got to the “Courtesy of Floor” segment.



COURTESY OF THE FLOOR

Mr. Fox introduced himself as the VP/General Manager of the PPL Center and prepared a statement that he wanted to read. He prefaced that his statements are strictly related to Event Parking times. They do not have an opinion on the daily parking from 9 to 5. Safety of their guests before, during and after their shows is their main concern. They focus on the entire guest experience. Mr. Fox had learned of the Head In Parking Only policy from several season ticket holders that received these type of tickets while parking for a home game. That was the first time Mr. Fox had heard of the policy. He urged the APA to better communicate these types of policies and changes with the businesses of downtown Allentown.

Mr. Zeller said he would like to wait for Mr. Napoli's arrival, as he felt he would have good input as far as the merchants' and visitors' feedback. This conversation will be continued.

NEW BUSINESS

Mr. McCarthy stated that being it was January; it was time to consider positions for the Board of Directors of the Parking Authority. The four positions are: Chairman, Vice-Chairman, Treasurer and Secretary. All members have the designation of "Assistant Secretary", so any member can act as the Secretary, should the current Secretary be unavailable. He would like to take nominations for each office, then conduct a vote. The duties of each office position are stated in the APA Board's By-Laws.

Mr. McCarthy opened it up for nominations for the position of Chairman. (Mr. Zeller currently holds the position of Chairperson. Ms. Affa nominated Ted Zeller for the position of Chairman. (Mr. Napoli entered the meeting at this time). A vote was conducted and the Board approved Mr. Zeller to be the Chairperson for 2020.

The Vice-Chairperson nominations were taken. (Ms. Affa currently holds the position of Vice-Chairperson). Mr. Zeller nominated Candida Affa to continue in her role of Vice-Chairperson. A vote was conducted and the Board approved Ms. Affa to be the Vice-Chairperson for 2020.



NEW BUSINESS continued....

Mr. McCarthy requested nominations for the position of Treasurer. (This position is currently held by Mr. Hartzell. Mr. Hartzell is not available to hold a position on the Board for 2020, as he is relocating out of state). Mr. Zeller nominated Santo Napoli for the position of Treasurer. The Board voted and approved Mr. Napoli to be the Treasurer for 2020.

Secretary nominations were taken. (Mr. Hendricks currently holds the position of Secretary). Ms. Affa nominated Daryl Hendricks to continue his role as Secretary for the upcoming year. The Board voted and approved Daryl Hendricks to be the Secretary for 2020.

COURTESY OF THE FLOOR....continued

As stated earlier, Mr. Zeller wanted to continue the conversation regarding the Head In Parking issue that began the meeting.

Mr. Morgan explained that the APA only enforces the parking decks that we own (AGAPS, ATC, Community, Spiral, Strata Symphony & 9W). We **do not** enforce in the Arena North & South decks, the 5CC deck or the ArtsWalk deck. We only enforce in these decks when the client (owner) calls and requests we cite a vehicle parked in their garage.

Mr. Haney explained the history of the HIPO policy. Our Government deck (AGAPS) has had signs posted and has been receiving citations since February 2018. Complaints were coming in, because of safety issues, with the way garage is designed. Backing into spaces was causing major traffic flow issues, as well as safety problems. With the advent of our new ticket management system, with it's LPR capabilities, we decided to enforce the HIPO policy in all our parking garages.

On October 10, 2019, e-mails were sent out to **all** of our permit holders, regardless of what deck or lot they park in, explaining the HIPO policy and that it will soon be strictly enforcing it.

On November 11, 2019, HIPO signs were clearly posted throughout the ATC deck and on November 12, 2019 another e-mail was sent to the permit holders of this deck, again re-stating the HIPO policy and that it will be strictly enforced.



COURTESY OF THE FLOOR....continued

On November 12, 2019, HIPO signs were clearly posted throughout the 9W deck and on November 13, 2019 another e-mail was sent to the permit holders of this deck, again re-stating the HIPO policy and that it will be strictly enforced.

On November 18, 2019, HIPO signs were clearly posted throughout the Spiral deck and on November 19, 2019 another e-mail was sent to the permit holders of this deck, again re-stating the HIPO policy and that it will be strictly enforced.

On November 20, 2019, HIPO signs were clearly posted throughout the Community deck and on November 20, 2019 another e-mail was sent to the permit holders of this deck, again re-stating the HIPO policy and that it will be strictly enforced.

On December 20, 2019, HIPO signs were clearly posted throughout the 9W deck and on January 2, 2020 another e-mail was sent to the permit holders of this deck, again re-stating the HIPO policy and that it will be strictly enforced.

Mr. Haney stated that warnings were given the first week of enforcement in each garage.

Beginning this Thursday, the 23rd, information cards with HIPO policy information will be handed out to every Event parker in our garages.

Mr. Grazer explained the garages' flow of traffic. The way the lanes are striped and the direction of the flow, it is a safety issue to back into a parking space. It slows down the flow of moving traffic, when someone stops and begins to back into a space. When these parking garages were built, our capacities were no where near even half full. Within the past two years, the capacities of our garages have grown to nearly full and the amount of traffic inside these decks has grossly increased. It's really a matter of safety and efficiency for our users.

Mr. Hendricks stated that he spoke without proper knowledge on this subject, including the fact that he was unaware of the directional issue and the safety issue it poses inside our parking decks. He said the safety factor is truly the key to this policy.



COURTESY OF THE FLOOR....continued

Mr. Napoli asked about the \$35.00 fine amount for a HIPO violation. Mr. Haney explained that City Council sets the violation fees. The Parking Authority enforces the violations and issues tickets in the amount set by Council. Mr. Napoli asked that we find a way to educate our transient (visitor) parkers on the HIPO policy. Mr. Morgan reiterated the fact that each garage has a minimum of at least 17 signs posted, plus we have it advertised on our website, plus on social media outlets. Mr. Napoli stated he thought downtown Allentown merchants and retailers need to find a way to get the word out to their customers as well.

EXECUTIVE DIRECTOR'S REPORT

Mr. Morgan wanted to review the 2019 Year in Parking for the APA. It was a busy year and we accomplished many projects.

1. Installed 83 Amano Paystations on the streets and public lots.
2. Updated our MobileNow! mobile parking app to go by License Plate Recognition.
3. Installed new LED Lighting in both the Spiral & 9W decks.
4. Set up Reserved Parking through ParkWhiz for our Events.
5. Installed 28 Electric Vehicle Charging Stations in our decks.
6. Installed new TIBA (LPR) gate equipment in three decks.
7. Changed the Street Cleaning Route that runs through the Downtown Allentown Business Area from 12pm-3pm, to 4am- 6am. This has drastically reduced the amount of citations issued during business hours, plus has made it more convenient and less stressful for our visitors & guests downtown.
8. Extended enforcement hours to 3am to 11pm, Monday through Friday.
9. Verizon Phone system that allows a direct Dispatch Number for the public.
10. Installed a Tracker System, so customers can submit enforcement requests on-line, plus provides documentation of calls, dates, times and dispositions.
11. Put out an RFP for development of our North Lot. A hotel has won the bid.
12. Converted our software system to United Public Safety – huge project.
13. Hosted the Pennsylvania Parking Association's Fall Training Conference.
14. International Parking Day 2019 was a HUGE success.



COURTESY OF THE FLOOR....continued

Mr. Zeller asked Mr. Wagaman if he had any follow-up questions that he wanted to present, before the Board went into Executive Session. Mr. Wagaman asked what the specific violation number is for the HIPO violation. Mr. Haney stated it is "531.10". It is a Private Property Violation. Mr. Wagaman asked how that relates to the HIPO violation.

Mr. Zeller explained that the Parking Authority is an independent entity that owns these parking decks, so it is a private property violation. It is the same as if we issue a "3-Hour" parking violation, or a "Handicap" parking violation in a deck, it is all the same violation number. It is the general statute that covers violations on private property, which for the Parking Authority, it is inside a parking deck. Mr. McCarthy added that the Parking Authority puts conditions on the uses of our parking spaces, such as, must have a current registered vehicle, must have a license plate present, head in parking only, etc., Mr. Wagaman asked if it applies to the EVCS spaces as well. Mr. Zeller replied that yes, it is for all parking spaces.

Mr. Wagaman asked about the hotel project on the North Lot. Mr. McCarthy explained that the RFP was put out for "Commercial Development". The response we received was for a hotel. It was the only response we got back. It was advertised in the Morning Call, as well as our website.

Mr. Wagaman asked that someone from the Administration respond to the questions that arise, as opposed to other members of the Board. Mr. Zeller stated that the only portion of information that he did not present to Mr. Wagaman was the specifics on the angled parking for flow of traffic. Mr. Zeller stated he thought the article was balanced and there wasn't much that was left out.

Mr. Zeller suggested they go over the financials before going into Executive Session. The Board agreed.

FINANCIALS

Ms. Abercrombie provided this month's Financial Report. She stated that this was a preliminary statement, as we are beginning our audit process.



FINANCIALS...continued

Total Revenue for the month of December was \$549,141, which is below budget. The Operating Revenue was \$502,063, which is below budget. Non-Operating revenue was \$47,078, which was below budget.

Total Operating expenses for December were \$334,775 which was below budget and YTD expenses were \$4,428,662, which is below budget.

For the month of December, Total Revenue exceeded Total Expenses by \$214,365 which is below budget. After transfers to capital, the City of Allentown and the debt service, the general operating fund shows a deficit of \$45,888.

Overall for the twelve-month period, YTD our total revenue exceeded our total operating expenses by \$4,762,021 which is ahead of budget. After transfer from sale of assets, transfer to capital projects, the City of Allentown and debt service, the excess for the period is \$1,523,989

Not shown on the Operating Statement are the work-in-process costs incurred for capital and grant projects, currently at \$1,446,101 year to date.

Mr. Zeller thanked the guests for attending this month's meeting. He asked if they had any other questions. Mr. Wagaman asked if he could get the number of HIPO citations given since November 2019. Mr. Haney said he would e-mail Andy the totals.

Mr. Zeller stated the Executive Session will include an employment issue, the RFP response, and real estate matters.

The Board broke at 1:25 p.m. for an Executive Session to discuss the RFP response, Real Estate Matters and Other Issues. The Board ended their Executive Session and the regular meeting resumed at 2:02 p.m.



OUT OF EXECUTIVE SESSION

Mr. Zeller moved to replace Mr. Hartzell on the negotiating team with Mr. Napoli, so they can move forward with the negotiations on the North Lot development. Mr. Hartzell seconded. The Board voted and approved Mr. Napoli to replace Mr. Hartzell on the negotiating team.

Mr. Zeller made a motion that our APA Solicitor prepare a Consulting Agreement for George Grazer to continue and consult on an independent contractor relationship basis to provide various services that he did while employed with the APA. It is terminable with a 30-day notice, by either party, without cause. This is a one-year term; good until March 1, 2021. Mr. Hendricks seconded. The Board voted and approved Mr. Grazer to remain on as a Consultant.

Mr. Zeller wanted to take a moment to thank Brent Hartzell for his service to the Board. He was a valuable member of this Board and he will be missed. Mr. Hartzell thanked everyone around the table. He said this position has been a pleasant diversion to his other responsibilities and enjoyed his time served. He wished the APA a profitable future and gave a special thanks to Connie Abercrombie, as she always provided a clear perspective of the APA's finances and position on contributions, etc.,

This meeting was adjourned at 2:07 pm

The next Board Meeting will be held on Wednesday, February 26, 2020 at 12:00pm
at The Allentown Parking Authority 603 W. Linden St. Allentown, PA 18101