



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

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 April 22, 2020 telephonically, from the office of the Allentown Parking Authority, located at 603 W. Linden St. Allentown, PA 18101.

The following attended at the APA Office:

Santo Napoli – Treasurer
John Morgan – Executive Director
Connie Abercrombie – Finance Manager
Richard A. Young, P.E. – Project Manager
Janet Canevari – Minutes

The following were in attendance, via phone conference call:

Ted Zeller – Chairperson
Daryl Hendricks – Secretary
Dan McCarthy – APA Solicitor
Jon Haney – Deputy Director

Candida Affa – Vice Chairperson - ABSENT
Christina Dayton – Deputy Director - ABSENT

Mr. Zeller called the meeting to order at 12:14pm. Mr. Zeller asked for a review of the March Meeting Minutes, and then asked for a motion to approve. Mr. Hendricks made a motion, Mr. Napoli seconded. The Board voted and approved the March minutes.

Mr. Zeller asked Mr. Morgan about the RFP's we received for the Germania Parking Garage project. Mr. McCarthy stated that the discussion regarding the RFP's is done in open session, unless there is proprietary information, which would be discussed in Executive Session.



Mr. Zeller directed Mr. Morgan to discuss the information received in Open Session, and if the discussion moves toward proprietary information, they will move the discussion into the Executive Session. Mr. Morgan stated he only had one topic that should be discussed in Executive Session, which was a payroll issue. Mr. McCarthy advised it should be discussed in a closed session.

Mr. Zeller requested we enter into Executive Session to discuss the employee issue and then get back to open session to discuss the RFP submittals.

The Board broke at 12:19 p.m. for an Executive Session to discuss Employment Payroll and Other Issues. The Board ended their Executive Session and the regular meeting resumed at 12:25 p.m.

NEW BUSINESS

RFP's for the Germania Parking Deck Project -

Mr. Morgan reported that the RFP for Design Work (Architectural, Engineering and Bid phase) of the Germania Parking Deck project was advertised and we received great response. Richard Young, our Project Manager, handled the process from start to finish. Mr. McCarthy added that to make sure everyone is aware; we are not obligated to take the lowest bid.

Mr. Young explained the process of RFP submission review. We received seven (7) submissions: Baker, Desman, Harman Group, Pennoni, Tim Haahs, Walker and W2A&OS. All of them have Parking Deck Design experience and they all attended the mandatory Pre-Bid Meeting. Each one included a design schedule and cost. He set up two separate rankings – one for time frame and one for cost.

Time frames ranged from 7 months to 17 months. Costs ranged from \$493,970.00 to \$1.2 Million. All seven submissions stayed within the framework of our request: they included everything we asked for and none of them added anything extra that we did not ask for. These bids did not include the demolition of the property at 718 Walnut Street.

After rankings were complete and scores were tallied, the lowest total score was W2A&OS. Their time frame is 7 months for the design and the cost is \$515,016.50. There were three bids with a 7-month time frame.



NEW BUSINESS....continued

Mr. McCarthy wanted it to be very clear that there are two entities on this bid specification who will be handling this project – one for design (appearance of the building), which will be handled by W2A; and one for engineering and bidding specifications (structural design), which will be handled by O&S. W2A&OS is a local company – their office is in Allentown on Hamilton St.

W2A&OS had a list of references for Parking Deck projects completed nearby. Mr. Morgan called several of them and received very high ratings of their work.

Mr. McCarthy asked what the size of this parking deck will be. Mr. Young replied that it will have 1,200 parking spaces and will be approximately 10 levels. He also added that W2A&OS provided a layout as to what the deck could possibly look like. Not everyone included that.

Mr. Zeller made a motion to direct the Executive Director, John Morgan, to move forward with the APA's recommendation to select W2A&OS to complete the design & specifications of the Germania Parking Structure, through the bidding process. Mr. Morgan has been granted authority to execute the contract for design. Mr. Hendricks seconded. The Board voted and approved to pass this resolution.

Mr. McCarthy will prepare a resolution to reflect this decision. Mr. Morgan shall inform W2A&OS that they have been selected, whereas they will most likely submit a contract for review for their services.

North 7th Street Property Project –

Mr. Young stated that we had a Pre-Bid Meeting scheduled for last week, for the demolition of our property located at 544 N. 7th Street. No one showed up. Mr. Young assumed it was due to the Co-Vid 19 situation. He called four different contractors to verify if they could attend the re-scheduled meeting next week. Three of them said they would be attending on Tuesday, April 28, 2020. The reschedule date was advertised. We will offer tours of the building, and we will include the asbestos report that we recently received. Mr. Morgan added that it has been abated already.



NEW BUSINESS....continued

718 Walnut Street Property Project -

Mr. Young stated we are going to be doing some demolition work at our Walnut Street property, which is adjacent to the Germania Lot.

We have exterminators on the property today and we have a firm coming in on Friday to do an evaluation of asbestos, lead-based paints or anything else that needs to be remediated during the demolition process. We requested three different quotes from engineering firms to do the demolition work. SSM out of Reading; Langan out of Bethlehem; and T&M Associates. Mr. Young asked the Board if they had any questions.

Mr. Zeller thanked Mr. Young for his work on all these current projects.

EXECUTIVE DIRECTOR'S REPORT

Mr. Morgan stated that we are still working on a staggered schedule and the ship has been moving along smoothly. Everyone is wearing a mask. We have provided hand sanitizers, masks and work-space sanitizers (even for vehicles) to all employees. We are using the social distancing guidelines in all our common areas. We continue to allow customers to enter the office, only with a previously scheduled appointment and they are required to wear a mask upon entry.

Mr. Morgan asked Ms. Abercrombie to provide the financial report at this time.

FINANCIALS

Total Revenue for the month of March was \$857,927 YTD Total Revenue was \$2,612,948. Operating Revenue was \$817,305. YTD Operating Revenue was \$2,545,749.

Total Operating Expenses for the month of March were \$420,876. and YTD were \$1,113,034. Personnel costs were \$292,063. Services and Charges were \$115,837 and Materials and Supplies were \$12,977.



FINANCIALS.....continued

For the month of March, total Revenue exceeded total Expenses by \$437,051. After transfers to the City of Allentown, the general operating fund shows an excess of \$164,427.

Overall, for the three-month period ending March 31st (YTD), total Revenue exceeded total Expenses \$1,499,914. After transfers to Capital, the City of Allentown and Debt Service Fund, the operating fund shows an excess of \$727,903.

Not shown on the Operating Statement are the work-in-process costs incurred for capital and grant projects, currently at \$103,819. year-to-date.

Mr. Morgan added that he understands from the PPL Event Center, that almost all of the bigger events have been rescheduled for later in the year. Only one has been cancelled.

COURTESY OF FLOOR

Mr. Morgan asked if anyone had anything to add, suggest or wish to discuss. Mr. Zeller stated that everything has been relatively quiet, and we need to just remain on track until we are back to full schedule. He thanked everyone for their efforts.

This meeting was adjourned at 1:02 pm

The next Board Meeting will be held on Wednesday, May 27, 2020 at 12:00pm
at The Allentown Parking Authority - 603 W. Linden St. Allentown, PA 18101