



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 May 27, 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:

Ted Zeller – Chairperson  
Daryl Hendricks – Secretary  
John Morgan – Executive Director  
Jon Haney – Deputy Director  
Connie Abercrombie – Finance Manager  
Janet Canevari – Minutes

The following were in attendance, via phone conference call:

Candida Affa – Vice Chairperson  
Santo Napoli – Treasurer  
Dan McCarthy – APA Solicitor  
Jeffrey Dobeck – Buckno Lisicky & Co.  
Chris Betley – Buckno Lisicky & Co.

Christina Dayton – Deputy Director - ABSENT

Mr. Zeller called the meeting to order at 12:11pm. Mr. Zeller asked for a review of the April Meeting Minutes, and then asked for a motion to approve. Mr. Hendricks made a motion, Ms. Affa seconded. The Board voted and approved the April minutes.

The Annual Audit was presented by Mr. Dobeck and Mr. Betley, of Buckno Lisicky & Co.



The two CPA's noted that this year's audit was different than last year's. Everyone was handed a copy of the audit. They spoke on the Independent Auditor's Report. Mr. Betley stated that overall, their unmodified opinion is basically an "A" on our report card.

On pages 48-51, the Budget to Actual increase of \$720K from the previous year, had two big factors – enforcement tickets and contract parkers (mostly the Spiral Deck with the addition of the ADP parkers).

Non-operating revenue went from \$288K prior year, to \$1 million this year. The increase was due to grant money from ANIZDA and the DEP.

Regarding Wages and OPEB Numbers... We were left with a negative expense of \$331K, which has to do with changing the OPEB Policy, going from 11 participants to 7 participants. The liability went way down. Total Operating Expenses of \$4.2M, as compared to the prior year of \$4.6M, is a difference of \$370K. The two main reasons for the decrease is the OPEB and the Bond Issuance Cost of \$150K.

We had a change in net position of \$1.5M. From \$16.5M the previous year to a net position of \$18M this year. Last year we had a net position of -\$633K. A very good position for us now.

To summarize it all, the Net Pension Asset improved, considering we had a liability of approximately \$44K the previous year. We now have a Net Pension Asset of \$389K. Our total assets increased by about \$500K.

The processes of the APA were covered briefly. Mr. Betley asked if anyone had any questions on the report. Mr. Dobeck added that due to the COVID-19 situation, there are several standards that may affect the APA in the next few years, but will not be implemented until the fiscal years of 2021 and 2022.

Buckno Lisicky & Co. issued a Governance Letter. It is a required communication given to the governing board, stating they had no issues or disagreements with Management. That is a testament to Connie and our staff, for providing all required documentation.

Mr. Zeller asked again for any questions. No one had questions to pose to the auditors. Mr. Morgan asked the auditors if we are in the final year of our contract with them. Mr. Dobeck stated that we have one more year, as 2020 will be the last year of our 4-year contract.



## **EXECUTIVE DIRECTOR'S REPORT**

1. The RFP for demo on the N. 7<sup>th</sup> Street property. Only one bid came in at \$497K. We will reject, as our engineer's estimate was below \$300K. Mr. Morgan's recommendation is to re-bid the job.
2. Mr. Morgan anticipates signing a contract with a new mobile vendor. Should be up and running by the end of next week.
3. Received our forklift, for the Spiral Deck. We will be able to put all the heavier equipment and materials on the large shelving unit we purchased previously.
4. Received our G4 Interceptor vehicles yesterday. They'll mostly be used for Street Cleaning. They are very small/narrow and can enter/exit from both sides of the vehicle.
5. Back to full staff. The building is cleaned every single day.... All handles, button, handrails, surfaces
6. 9<sup>th</sup> & Walnut – completely automated, so no need for an attendant there. You can pay at the POF machines or pay in lane with a credit card.
7. Meter enforcement started last week. Street cleaning started Tuesday. We are issuing warnings for this week, in both English and Spanish. Actual tickets begin next Monday, June 1<sup>st</sup>.. Surface Lot enforcement will also begin on Monday, June 1<sup>st</sup>, as well.
8. Mr. Hendricks added that the APA has given plenty of warnings to our residents, and he thinks we did a great job allowing residents time to be prepared for the enforcement starting again.
9. Encroachment permits for future Paystations have been pulled. At the City Council meeting, it went into a debate about RPP, which is totally off subject. The APA pulled it, until we are ready to put the Paystations in the ground.
10. Mr. Morgan gave examples of the measures we have taken to keep everyone safe and healthy. We take every employees' temperature when they arrive at work. All surfaces have been cleaned DAILY, with sanitizing products. We have gloves, masks, face shields, hand sanitizers, and all vehicles are supplied with sanitizing wipes, hand sanitizing spray, and all personnel that are working on the streets or in facilities, have been issued hand sanitizer spray that is carried on their duty belts. The business office had new windows installed at the customer service counter, to provide extra protection for both the customer and our staff. HVAC filters have been changed and put on a new schedule. Office has been re-painted. The cleaning crew arrives daily at 7am to begin wiping down all surfaces. The water filters have all been changed, as well.



## **FINANCIAL REPORT**

Ms. Abercrombie reported on this past month's financials.

Total Revenue for the month of April was \$453K (under budget). Operating revenue was \$440K (under budget). Non-operating revenue in April was \$13K (ahead of budget).

Total Operating Expenses for the month of April were \$398K (under budget). Personnel costs for the month were \$260K (under budget), services and charges were \$129K (over budget), and materials and supplies were \$9K (over budget).

For the month of April, total Revenue exceeded total Expenses by \$55K (79.8% under budget). After transfers to Capital, the City of Allentown, and the Debt Service Fund, the general operating fund shows a deficit of \$153,949.

**YTD** - Total Revenue was \$3,065,757 (under budget) and 12% higher than this time last year. Operating Revenue was \$2,984,821 (under budget) and 11% higher than April 2019. Expenses were \$1,510,812 (under budget) and 19% higher than this time last year.

Overall, for the four-month period ending April 30<sup>th</sup>, total Revenue exceeded total Expenses by \$1,554,944 (42.8% ahead of budget). After transfers to Capital, the City of Allentown and Debt Service Fund, the operating fund shows an excess of \$573,954.

Not shown on the Operating Statement are the work-in-process costs incurred for capital and grant projects, currently at \$103,539 year-to-date.

Today we received our letter and check for our first 50% of Surplus from our Health Insurance, in the amount of \$72,700.00 (total will be \$145K.), which represents 26% of the money we spent on health insurance last year. Our insurance is up for renewal in June.

Ms. Abercrombie is preparing documentation for them, and they will come back to us with a renewal price.



## **NEW BUSINESS**

Mr. Morgan explained that we have contracted a TEXT ALERT company, CodeRed, which we will be able to contact citizens of all kinds, residents, workforce, visitors, etc., of alerts – Emergencies, road closures, parking information, weather conditions, etc., A discussion ensued. Citizens that would like to receive text message alerts regarding parking information and emergencies. Mr. Zeller asked if this was an avenue, we could use to alert folks of the “Event Parking Rates”. Mr. Morgan said yes, this is the type of message alerts we can send. As an example, if the system was up and running right now, we could send out alerts reminding people that street cleaning routes will begin enforcement on Monday. It is very simple to sign up.... Just text our code word to a 5-digit number and follow the steps to sign up for a managed account. The citizens can actually pick and choose what type of alerts they want to receive – one type or all of the alerts!

At this time, Mr. Zeller asked if we could offer Courtesy of the Floor to Mr. Wagaman.

## **COURTESY OF FLOOR**

Mr. Wagaman asked about mobile parking app. He asked who the vendor was. Mr. Morgan said it was Park Mobile, and a press release is being released on this information.

Ms. Canevari explained that we offered the public the opportunity to submit e-mails for the Board to review and discuss during the meetings, being as our office is closed to the public at this time. We received an e-mail, submitted by Julian Kern, for questions to be answered by Board.

Mr. Zeller read the e-mail from Mr. Kern. There were some very good suggestions about making our website more user-friendly. Some of the items he suggested are currently being revamped as we speak. Mr. Kern thinks the Board Meetings should be live-streamed for the Public to see. We are not set-up for that. The Sunshine Act was brought up regarding taking official action with the public participation. Mr. Zeller said he would take that under advisement. Mr. Kern asked what can be done about painting the yellow lines on the curbs. Mr. Morgan stated that the APA does not paint curbs. That is done by the City. The APA does not have the authority to do that. Mr. Kern also



## **COURTESY OF FLOOR.....continued**

asked about how it is determined where the Officers patrol in the City. He asks because he sees officers in some areas all the time, and hardly ever in other areas. Mr. Morgan answered that. We have zones that our officers are sent out to patrol and answer complaint calls. We do not target any street or neighborhood. Our enforcement software can show on a map, where every single ticket was written. Most of our tickets are written in the CBD area, Walnut to Linden and 4<sup>th</sup> to 12<sup>th</sup>. Obviously, this is an area with the most parked cars. Mr. Haney added that the only routine patrols are the posted street cleaning routes. Those are the only streets that they must enforce on the scheduled days. Other than that, they are free to roam within their assigned zone to enforce. Mr. Haney will reply to Mr. Kern's e-mail today.

Mr. Wagaman asked about the status of the RFP on the North Lot project. Mr. Zeller stated there was a contract, but it has expired. It is on hold for right now. He explained about a comprehensive plan for the entire block, from Turner to Linden and from 7<sup>th</sup> to Hall St., with a natural progression of the development.

Mr. Wagaman asked for copies of documents from the meeting. He then exited the meeting.

## **EXECUTIVE SESSION.**

**The Board broke at 1:12 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 2:46 p.m.**

## **RECAP OF EXECUTIVE SESSION**

The Board spoke about present negotiations, and responses to RFP's. There are no initial actions to be taken coming out of Executive Session.

**This meeting was adjourned at 2:47 pm**

The next Board Meeting will be held on Wednesday, June 24, 2020 at 12:00pm at The Allentown Parking Authority - 603 W. Linden St. Allentown, PA 18101