



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 June 24, 2020, at the office of the Allentown Parking Authority, located at 603 W. Linden St. Allentown, PA 18101.

The following attended:

Ted Zeller – Chairperson
Candida Affa – Vice Chairperson
Daryl Hendricks – Secretary
Santo Napoli – Treasurer
Jon Haney – Deputy Director
Janet Canevari – Minutes
Andrew Wagaman – Guest – The Morning Call

The following were in attendance, via phone conference call:

Dan McCarthy – APA Solicitor
John Morgan – Executive Director

Christina Dayton – Deputy Director - ABSENT
Connie Abercrombie – Finance Manager - ABSENT

Mr. Zeller called the meeting to order at 12:15pm. Mr. Zeller asked for a review of the May Meeting Minutes, and then asked for a motion to approve. Mr. Hendricks made a motion, Mr. Napoli seconded. The Board voted and approved the May minutes.

Mr. Zeller said the Executive Session could wait, as we had a guest from the Morning Call present. Mr. Zeller asked Mr. Morgan to give the Executive Director's Report at this time.



EXECUTIVE DIRECTOR'S REPORT

1. Mr. Morgan stated that beginning next Monday, June 29th, we go "GREEN". We will keep the same protocol for the past three months, until we see that there are no more case numbers rising. We will continue the masks and the daily cleaning. Monday we will open the office lobby but will open it on a limited basis. 6-foot distancing markers and we will only allow the number of people in the lobby that the 6-foot distancing rule will accompany. Our tickets paid by on-line, IVR and drop-box have increased to 87%, which helps with the number of people coming into the lobby to pay their citations.
2. Park Mobile is our new mobile app, and all other Parking Authorities in the Valley (Bethlehem, Easton and Reading) have all signed with Park Mobile, although we are the only ones up and running right now. We had 41 people using the Park Mobile app on the very first day, and within two weeks, we were up to approximately 140 users.
3. Street Revenue on the streets is climbing up from our recent "0" status, as there was no curbside enforcement during the COVID shutdown.
4. City Center has asked us to extend the "Free Parking" program until the end of the year, due to the absence of downtown activity during the COVID crisis. We will have to put that to a vote of the Board. Mr. Zeller asked the specifics of City Center's proposal. Mr. Morgan stated that it is simply an extension of the existing agreement, due to the last three month's situation. This includes the meters and the parking decks after 5:00pm. Mr. Zeller made a motion to approve that. Ms. Affa seconded that. The Board voted and approved extending the Free Parking Program until December 31, 2020. Mr. Morgan will inform City Center.
5. The ATC property where the Lanta Bus runs through, and our NorthEast Lot were approved to be moved into the "NIZ". That was done through a committee and then voted and approved by the ANIZDA Board.
6. City Center announced an additional tenant for Tower 6, so that building is now full. Mr. Wagaman stated that the company is Iota Communications, but does not have the number of employees yet.
7. Mr. Haney stated the numbers in enforcement are coming back up. Beginning Monday, as we enter the GREEN phase, enforcement will begin on RPP's, 72hr Violations, Timed Areas and Registration and Inspection Violations. PA DOT did extend Reg and Inspection through June 30th, for those customers who's expiration fell in March, April or May. So we will begin enforcing Registration and Inspection Violations beginning July 1st. We have been enforcing expirations before 2020 (2019 and earlier), as they had time before COVID to renew.



EXECUTIVE DIRECTOR'S REPORT.....continued

8. Mr. Haney reported that he answered Mr. Kerns, via e-mail, who submitted a list of questions to be discussed in last month's meeting. Mr. Haney addressed and answered all of his questions and concerns and believes Mr. Kerns was satisfied with the answers provided. Mr. Haney then stated that we did receive one other e-mail request, but it arrived the day after the Board Meeting. It was from a citizen on the 700 block of Washington Street inquiring about an RPP zone. We are looking into it, so we can provide an answer.
9. Mr. Zeller stated that the one thing from Mr. Kerns that we took under advisement was regarding The Sunshine Act law issue, which is a very prevalent issue with a municipal body. Hopefully, it becomes less of an issue as we are coming into the Green Phase, our doors are open. We were available and open for business, so he does not think we violated the Sunshine Act during the COVID crisis. He thinks the PA Legislature to amend it somehow to make it legal for things like Zoom to be a public meeting, as the law did not contemplate that. He asked Mr. Wagaman if he has been seeing a lot of this, and Mr. Wagaman replied that yes, there have been issues of folks wanting options to attend meetings, if the "in-person" option was not available.
10. Mr. Zeller stated that we had several double-parking violations, that were clear violations, and they were all dismissed by a District Justice. Mr. Zeller would like to appeal these decisions. Mr. McCarthy asked if we know why they were dismissed? Mr. Morgan stated that he believes the statement by the Magistrate was, "I'm having a good day, so...I'm going to let you go this time". Mr. Morgan explained the real issue. We spend the time and effort to enforce the law. Then we spend HOURS, with two of our officers in line at the Magistrate's Office, and of the 22 items reviewed, not ONE was brought to a clear conviction. He does not know why the system is the way it is in PA. He would think that a Magistrate would be hard pressed to enforce the law of the people that are voting for them. Mr. Zeller asked why we should not appeal this. Mr. McCarthy would like to suggest a better remedy, possibly Court Administration? He wants more information on why this happened. Several people asked who the Magistrate was. Mr. Hendricks stated he has a real problem with this. Everyday, as he drives into the City, or is driving around during the daytime, there are NUMEROUS double-parkers interrupting the flow of traffic, all around the downtown area.



EXECUTIVE DIRECTOR'S REPORT.....continued

Mr. Zeller requested that Mr. McCarthy look into this matter. Mr. Hendricks asked that Mr. McCarthy report back to the Board as to his findings and he would like to know who the Magistrate is.

11. Mr. Morgan asked Mr. Wagaman to put something in the Morning Call stating the details of enforcement beginning on Monday, June 29th, as some of these violations have not been enforced for a few months. Mr. Wagaman agreed to do so, after confirming the violations that will again begin being enforced.

FINANCIAL REPORT

Ms. Abercrombie was absent, so Mr. Haney reported on this past month's financials.

Total Revenue for the month of May was \$403K (under budget). Operating revenue was \$318K (under budget). Non-operating revenue in May was \$84K (ahead of budget).

Total Operating Expenses for the month of May were \$443K (under budget). Personnel costs for the month were \$342K (under budget), services and charges were \$96K (under budget), and materials and supplies were \$4K (under budget).

For the month of May, total Revenue exceeded total Expenses by \$40K (under budget). After transfers to Capital, the City of Allentown, and the Debt Service Fund, the general operating fund shows a deficit of \$317,868.

YTD - Total Revenue was \$3,468,947 (under budget) and 2% lower than last May. Operating Revenue was \$3,303,092 (under budget) and 2% lower than May, 2019. Expenses were \$1,954,339 (under budget) and 13% higher than this time last year.

Overall, for the five-month period ending May 31st, total Revenue exceeded total Expenses by \$1,514,608 (11.3% ahead of budget). After transfers to Capital, the City of Allentown and Debt Service Fund, the operating fund shows an excess of \$255,932.

Not shown on the Operating Statement are the work-in-process costs incurred for capital and grant projects, currently at \$109,009 year-to-date.



COURTESY OF FLOOR

Mr. Zeller asked Mr. Wagaman if he had anything for Courtesy of the Floor. He stated no and he exited the meeting at this time.

EXECUTIVE SESSION.

The Board broke at 12:50 p.m. for an Executive Session to discuss Real Estate and Other Issues. The Board ended their Executive Session and the regular meeting resumed at 1:15 p.m.

RECAP OF EXECUTIVE SESSION

Mr. Napoli asked if there have been a lot of permit holders asking for refunds. Mr. Morgan stated that not "refunds" but for a "disconnect" or freeze of their accounts. We allowed them to cancel their permit, but there was no guarantee that their space would be available when they return.

This meeting was adjourned at 1:27 pm

The next Board Meeting will be held on Wednesday, July 22, 2020 at 12:00pm at The Allentown Parking Authority - 603 W. Linden St. Allentown, PA 18101