



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

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 of Directors was held at 12:00 p.m. on Wednesday, February 24, 2021 at the Office of The Allentown Parking Authority, located at 603 W. Linden Street, Allentown, PA 18101.

The following attended:

Ted Zeller – Chairperson (via phone conference)
Candida Affa – Vice Chairperson
Daryl Hendricks – Secretary
Santo Napoli – Treasurer (via phone conference)
Jessica Baraket - Member
Dan McCarthy – APA Solicitor
John Morgan – Executive Director
Jon Haney – Deputy Director
Connie Abercrombie – Finance Manager
Richard Young – Project Manager
Janet Canevari – Minutes
Andrew Wagaman Morning Call – Guest (via phone conference)

Mr. Zeller called the meeting to order at 12:10pm. Mr. Zeller asked if anyone else was in the meeting room or on the conference call line, other than the (above) identified folks. Mr. Zeller stated we must enter Executive Session immediately, due to time restraints on a few Board Members.

The Board broke at 12:11 p.m. for an Executive Session to discuss Real Estate and Litigation Issues. The Board ended their Executive Session and the regular meeting resumed at 12:51p.m.



EXECUTIVE SESSION - ACTION TAKEN

Mr. Zeller stated that coming out of Executive Session, the subject of a response to an RFP was discussed and we can move forward with a resolution. Mr. McCarthy outlined the Resolution.

It reflects that the parking structure located at 901-933 W. Walnut St. will configure a portion of the land along the 900 block of Walnut Street would be available for private development. In furtherance to that objective, the APA went out for RFP for disposition of that Real Estate, it advertised in the Morning Call Newspaper, the APA's website and provided for proposals to be submitted by 11/20/2020. By the November 20th deadline, they received one proposal – it was from City Center Investment Corporation. They propose to construct 39 residential units and pay the APA \$1,000,000.00 for the land acquisition.

Ted Zeller made a motion to entertain a Resolution to authorize the Executive Director to enter negotiations with NorthStar Construction Company of Allentown, to commence design of a parking facility, at the 9th Street parking garage location. NorthStar Construction Management Incorporated will come to the Board with a Design Build Contract, which would be reviewed and approved by the Solicitor; for execution by the Chairman and attested to by the Secretary; and further authorized by the Board. Santo Napoli seconded. The Board voted unanimously to approve.

Mr. Zeller made a motion to give Mr. Morgan authority to finalize agreements and pay \$4,000.00 for the final payment to the condemnee, on the North 7th Street Taking property. Mr. Hendricks seconded. The Board voted and approved the motion.

Mr. Zeller asked for a review of the January Board Meeting Minutes. He asked for any questions or comments. Mr. Hendricks made a motion to approve the minutes, and Ms. Baraket seconded. The Board voted and approved the January Meeting Minutes.

Mr. Zeller then asked Mr. Morgan for his Executive Director's Report.



EXECUTIVE DIRECTOR'S REPORT

In regard to the recent snowstorms we've had, our Maintenance crew was on-duty 24/7 during these times and should be commended for their efforts. Both Maintenance and Enforcement answered so many calls for service, along with their regular daily duties. We recently bought a new salt spreader and plow, for our used pick-up truck that we recently purchased. They all got used, for sure these past few weeks. They have more than paid for themselves.

Before COVID hit, we were taking almost 70% of all ticket payments over the counter, in our office. Since COVID, we are now taking 28% of our ticket payments in the office, so our customers are using the on-line payment portal and the IVR system (pay-by-phone).

Mr. Morgan asked Deputy Director Christina Dayton to report on the social media outlets we are using. Ms. Dayton reported that our social media posts regarding special parking we established for the snowstorms are getting noticed and are getting shared hundreds of times. Mr. Zeller said he is glad we have been diligent with our up-to-date postings. Ms. Dayton added that our social media outlets are very helpful in our recruiting efforts.

Mr. Morgan stated that we are having trouble getting over that hurdle of gaining a few more PCO's, to finally be able to cover the streets 24/7. Ms. Dayton presented our new employee handbooks for salaried employees. She will next complete the non-salaried employee's handbooks. The APA will be conducting an in-house food drive "Spring Into Action" for a chosen charity. It will run from February 25th through March 19th (last day of winter).

Mr. Haney reported that following up with the Grace Montessori parking issue, it seems to be working out well for everyone. It appears that the average time spent per parent for dropping off or picking up students, is 13 minutes. This keeps everyone safe, off the streets, out of traffic and thankfully as of late... out of the weather! Everyone seems to be happy with the new procedure.

In January, the Enforcement staff handed out 109 double-parking tickets in the troubled area of N. 7th Street. APD issued 4.



EXECUTIVE DIRECTOR'S REPORT.....continued

Mr. Morgan stated that he and Richard Young are waiting for their permit for the curb cut on N. 7th Street from PennDOT. Once they have that document, they will put out an RFP to pave and curb N. 7th Street, so the new surface lot (7A) can be opened within the next 60 days. At that time, we will be rescinding RPP's on the 400, 500 & 600 blocks of N. 7th Street. There will be over 50 parking spots for people to use either hourly or by permit, in our new 7A Lot. Folks can still use RPP in that zone, just not on the three blocks previously mentioned.

Mr. Morgan asked Ms. Abercrombie to provide the financials next.

FINANCIAL REPORT

Ms. Abercrombie presented The APA's Financial Report for the month of January 2021, as well as the projected 2021 Budget numbers.

Total Revenue is budgeted at \$8.8 Million, which is a decrease of 8% from 2020.

Total Operating is budgeted at \$8,725,600, which is a decrease of 7% from 2020.

Enforcement Revenue is budgeted at \$5,612,700, which represents 64% of the Operating Budget. These amounts are based on what we did in the last quarter of 2020.

Transient & Event Revenue has been modified and based on a 9-month schedule. We are not sure when parking/visitors, etc., will come back full circle.

The Fountain Lot, North East Lot and 9W deck were based on three months, as all three are entering into construction projects and will no longer be used.

The biggest section is Wages & Benefits is budgeted at \$4,119,600 which is a decrease of 13% from the 2020 budget. We have a few new positions in this budget. A big portion is our benefits. Our annual increase is 2.5%, which is very good compared to fully funded types of insurances.



FINANCIAL REPORT.....continued

Something new, which has not been finalized, is the Tuition Reimbursement Plan. It may begin in the fall of 2021.

We are working on a temporary budget until April 1st. Mr. Zeller asked that they all have a chance to review it in detail, before voting on it. Mr. Morgan suggested they vote on it in the March meeting. Mr. Zeller agreed.

Mr. Zeller stated he had to exit the meeting at this time and Mr. Napoli exited, as well. Mr. Hendricks took over the meeting and stated that January's Financials will have to be presented at the next month's meeting. Due to the number of Board Members remaining (2), Mr. Hendricks ended the meeting.

This meeting was adjourned at 1:25 pm

The next Board Meeting will be held on Wednesday, March 24, 2021