



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, January 27, 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
Jessica Baraket - Member
Dan McCarthy – APA Solicitor
John Morgan – Executive Director
Jon Haney – Deputy Director
Connie Abercrombie – Finance Manager
Janet Canevari – Minutes
Andrew Wagaman, Morning Call – Guest (via phone conference)
Michael Parusso, Meals on Wheels – Guest (via phone conference)

Mr. Zeller called the meeting to order at 12:15pm. 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 suggested we start with Courtesy of the Floor.



COURTESY OF FLOOR

Mr. Zeller stated he was familiar with Mr. Parusso, by an e-mail he received at an earlier time regarding a double-parking ticket Mr. Parusso had received while making a delivery for Meals on Wheels. Mr. Parusso confirmed that was correct. Mr. Zeller asked Mr. Parusso to explain his situation and circumstances of the ticket he received.

Mr. Parusso explained that back on November 30th of 2020, he and his wife Nancy delivered a meal during a heavy rainstorm. Typically, a delivery takes about 30 seconds. MOW's policy is that they make physical contact with their clients when making the deliveries, as it also serves as a welfare check, as well as a food delivery service. In this case, the client did not answer the door right away. His wife called from her cell phone, and it took two attempts to reach the client and they eventually came to the door and received the food delivery.

At this time, his wife returned to the vehicle and Mr. Parusso noticed the flashing yellow lights behind him. A photo was displayed for everyone to view, which was the picture used for the citation violation, as all citations issued include a picture. Mr. Parusso explained that what was not in view of the picture being shown, was that there was a large delivery truck double-parked several yards behind him on that same side of the street. He stated it made it hard for him to pull into the open park space right next to where he was double-parked in the lane of traffic. Mr. Parusso asked that the APA honor his appeal to overturn his "lazy double-parking ticket" and donate the \$200.00 fee to MOWs. He thanks the APA for the opportunity to be heard.

Mr. Zeller thanked Mr. Parusso and his wife for their service and appreciate all they do for the community. He explained that he himself, is like him, a volunteer and takes the COVID protocols serious. The APA has limited office access which is why they offer phone conferencing for these meetings. The Allentown City Council and the APA has struggled with the Double-Parking issue for a while now. We have had a prior incident with MOW and we worked out a way to address MOW deliveries. We have not had any issues since. Mr. Zeller asked the City Council members on our board to address the issue of "lazy double parking".

Mr. Zeller stated he could not understand how, when looking at the photo, Mr. Parusso was not able to pull into the parking space that was available at the curb. There was clearly at least 40 feet of available curb space to park.



Mr. Hendricks introduced himself as a retired Allentown Police Department Captain. He spent 10 years overseeing the Traffic Unit. He stated the reason they implemented the “lazy double parking” ordinance is because it causes a hazard for those who are using the roadway and puts other drivers at risk, as well as the lazy double parker themselves.

Mr. Parusso stated that he had to get around the big delivery truck and could not park in that space. Mr. Zeller stated that if an enforcement vehicle was able to get around a delivery truck and pull in behind your vehicle, there was probably enough space to pull into that available curbside space.

Ms. Affa introduced herself as a council member and a board member. Her concern is not the actual double-parking issue when MOWs is making a delivery, it is the “lazy double-parking”. Everyone completely understands the necessity of MOWs making the deliveries and understand that there may be times when they MUST double park.... but they must understand that if there are available parking spaces, they MUST use them.

Mr. Zeller reiterated what Ms. Affa stated. Mr. Parusso thanked everyone again for their time. Mr. Parusso left the meeting (via phone conference) at this time.

Mr. Morgan stated that we need to turn the meeting over to Mr. Dan McCarthy, as this is the first meeting of the new year.

Mr. McCarthy stated it is January of a new year (2021) and under the provisions of the Pennsylvania Parking Authority Law Act of 1947, we must appoint officers for the year. Chairperson, Vice-Chairperson, Secretary and Treasurer. Nominations:

Chairperson: Ted Zeller. Voted ~ *Approved by the Board*

Vice-Chairperson: Candida Affa ~ Voted ~ *Approved by the Board*

Treasurer: Santo Napoli. Voted ~ *Approved by the Board*

Secretary : Daryl Hendricks Voted ~ *Approved by the Board*

Mr. Zeller then asked for a review of the November 2020 meeting minutes. Mr. Zeller made a motion to approve the November minutes. Mr. Hendricks seconded it. The Board voted and approved the November meeting minutes.

The Board broke at 12:45 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 1:30 p.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. The resolution will authorize Mr. Morgan to begin negotiations with CCIC to come to an agreement of sale, to be approved by the Solicitor and the Board of Directors.

Mr. Zeller added that the public will benefit from this construction of residential units. As we are building a larger parking garage and increasing the number of public parking spaces, the construction of these modernized units will hide the parking deck and improve the streetscape into yet another few blocks of our city. Mr. Zeller made a motion to approve the Resolution. Mr. Hendricks seconded. The Board voted and approved the Resolution.

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

EXECUTIVE DIRECTOR'S REPORT

Mr. Morgan stated that 2020 was a tough year. Fortunately, we were able to keep 100% of the employees working, at 50% of the time during the 6-week COVID outbreak. They were all able to keep earning their full salaries, but we were able to stagger their shifts to keep them distanced and safe. We are continuing to sanitize all surfaces, following protocols, etc., We are working together to make the best of the situation.

Mr. Haney reported that for the year of 2020, the APA wrote a total of 647 double-parking tickets on N. 7th Street. Compared to 2019, we wrote a total of 231. Referring back to the Grace Montessori issue of a safe place for their parents to park while dropping off and picking up their children, we came to a resolution.



The school agreed to purchase vouchers for their parents to park in the Spiral Deck. Mr. Hendricks stated that people must understand that our overall issue is ALWAYS going to be SAFETY.

We may be criticized for the things we do, but we must stay true to what is the important issue here, and that is everyone's safety! Mr. Zeller agreed. He asked Ms. Abercrombie to present December's financials.

FINANCIAL REPORT

Ms. Abercrombie presented The APA's Financial Report for the month of December 2020.

Total Revenue for the month of December was \$689,919 (under budget). Operating revenue was \$673,567 (under budget). Non-operating revenue in December was \$16,353 (ahead of budget).

Total Operating Expenses for the month of December were \$403,399 (under budget). Personnel costs for the month were \$262,121 (under budget), services and charges were \$135,973 (over budget), and materials and supplies were \$5,305 (over budget).

For the month of December, total Revenue exceeded total Expenses by \$286,520 (ahead of budget). After transfers to from the Sale of Assets and transfers to Capital, the City of Allentown, and the Debt Service Fund, the general operating fund shows an excess of \$11,193.

YTD – Operating Revenue was \$8,210,073 (under budget) and Non-Operating Revenue was \$319,998 (ahead of budget). Expenses were \$4,771,652 (under budget).

Overall, for the twelve-month period ending December 31st, total revenue exceeded total expenses by \$3,758,419 (ahead of budget). After transfers from Sale of Assets and transfers to Capital, the City of Allentown and Debt Service Fund, the operating fund shows an excess of \$839,300.

Not shown on the Operating Statement are the work-in-process costs incurred for capital projects, currently at \$1,122,684 year-to-date, leaving a deficit of \$283,384.



On a cash basis, in December, we received \$667K in receipts and paid out \$1.2 million, which included \$623K for quarterly debt services. Leaving a monthly deficit of \$607K and cash on hand of \$87K.

Ms. Abercrombie asked with the Board approval, the Temporary Budget will be the same for the first quarter of 2020. Our 2021 Budget will be ready before the end of the first quarter of 2021.

Total Operating Revenue:	\$2,545,000.00
Non-Operating Revenue:	\$ 67,200.00
Total Revenue:	\$2,613,000.00
Operating Expenses:	\$1,113,000.00
Leaving an Excess of:	\$1,500,000.00
Transfers of:	\$ 772,000.00
Excess of:	\$ 727,900.00

Ms. Affa made a motion – Mr. Napoli seconded. The Board voted and approved. Mr. Zeller asked Mr. Wagaman had any other questions. And he did... he asked how many floors the residential units were going to be on the Walnut Street construction project. Mr. Morgan stated including the ground floor, it would be four floors. Then Mr. Wagaman requested the financial reports be sent to him. No other questions were asked.

At this time, Mr. Zeller ended the meeting.

This meeting was adjourned at 1:22 pm

The next Board Meeting will be held on Wednesday, February 24, 2021 at 12:00pm.