



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, March 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
Candida Affa – Vice Chairperson
Daryl Hendricks – Secretary
Santo Napoli – Treasurer
Jessica Baraket – Member (via phone conference)
Dan McCarthy – APA Solicitor
John Morgan – Executive Director
Jon Haney – Deputy Director
Christina Dayton – Deputy Director
Connie Abercrombie – Finance Manager
Janet Canevari – Minutes
Andrew Wagaman of Morning Call – Guest (via phone conference)

Mr. Zeller called the meeting to order at 12:21pm. Mr. Zeller asked for a review of the February Board Meeting Minutes. He asked for any questions or comments. Ms. Affa made a motion to approve the minutes, and Mr. Napoli seconded. The Board voted and approved the February Meeting Minutes.

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



Mr. Zeller asked Mr. McCarthy if he wanted to give the Board an update on the general contracting agreement that he has been negotiating with NorthStar. Mr. Morgan stated he wanted to give an update on the financing with ESSA. Mr. Zeller requested they enter into Executive Session at this time to discuss these matters.

The Board broke at 12:25 p.m. for an Executive Session to discuss contractual matters. The Board ended their Executive Session and the regular meeting resumed at 12:55p.m.

EXECUTIVE SESSION - ACTION TAKEN

Mr. Zeller stated that coming out of Executive Session, he is making a motion to authorize John Morgan to enter into an agreement with NorthStar Construction for general Construction Management Services for the Maple Street Garage, subject to the requirements of law, after the conclusion of his negotiations. The contract would be subject to ratification at the April, 2021 Board Meeting, so we are all apprised of what Mr. Morgan did. Ms. Affa seconded the motion. The Board voted and unanimously approved the motion.

EXECUTIVE DIRECTOR'S REPORT

Mr. Zeller asked Mr. Morgan if we had anything new to share. Mr. Morgan stated he had a new program to introduce. It is our "Vacation Parking Permit". The cost of the permit is \$25.00. The vacation permit is only offered at the Spiral Deck, located at 820-832 Linden Street. The permit must be requested by an Allentown Resident and documents must be provided to show proof of residency (Driver's License and VALID Registration). Each resident is eligible for two vacation permits per vehicle annually (calendar year). The permitted vehicle shall not be exempt from other parking restrictions in the garage, including No Parking Areas, Authorized Parking Spaces, EV Charging Spaces, 15 Min Spaces, Head in Parking Only and all other general safety regulations. Permit approval is at the desecration of the Allentown Parking Authority. This is a nice feature for residents, so if they have to go out of town, they don't have to worry about leaving their vehicle on the street and possibly getting a street sweeping citation and they can avoid the 72-hour violation.



Mr. Zeller made a motion to offer the Vacation Permit for \$25.00 to the Allentown residents. Ms. Affa seconded and asked Mr. Wagaman to advertise this new permit. She feels it is a wonderful thing for the Parking Authority to offer the Residents. The Board voted and approved the new Vacation Permit.

Mr. Morgan spoke about our CodeRED Text Alert system that we have in place. He asked Janet to speak about it. Janet explained how the system works. Its very easy to sign up for. You simply text a specific code to a number and it gives you prompts to get set up and start receiving FREE text messages about what's going on within the City and with the Parking Authority.

We will be having our ribbon-cutting ceremony for our new Enforcement Building, which is located inside the Community Deck, within the next month. It is finally up and running and is working out well. We are saving time and money.

Mr. Morgan spoke about the N. 7th Street property.... We are just waiting for our permit from PennDOT for our curb cut. We are hoping by the end of April. Once we get that, we will be able to finish that project, finish that surface lot and hopefully help out with that double-parking problem on N. 7th Street.

Mr. Zeller asked Ms. Abercrombie for the Financial Report.

FINANCIAL REPORT

Ms. Abercrombie started out with the approval of the 2021 Budget. The budget was prepared on a conservative basis and prepared on what we know now. We did not make any estimation on the future, as we learned last year... they are not worth much!

Our Total Revenue is budgeted at \$8,884K and our Operating Expenses at \$5,666K. Our Capital is budgeted at \$635K and our Debt Service is budgeted at \$2,537K. Our excess is \$5,700.00.

Mr. Zeller asked what were our historical expenses for last year's budget...the actuals? Ms. Abercrombie stated it was the \$5,666,000.00.



Mr. Zeller asked if anyone had any questions about the budget. No one had any questions or comments. Ms. Affa made a motion to approve the 2021 Budget. Mr. Zeller seconded it. The Board voted and unanimously approved the 2021 Bud

February = Total Revenue \$587K / Operating \$576K - Non-Operating \$10K
YTD = Total Revenue \$1.3M ; February= Total Expenses \$387K / YTD = Total Expenses \$749K; Revenue exceeded expenses by \$200K. After transfers, deficit of \$21K. YTD = \$618K...after all transfers, excess of \$153K, but YTD work in process cost is \$219K. Resulting in a deficit of \$66K. The biggest overall problem in February was snow and lack of enforcement.

We received notification that our PPE loan was forgiven. Univest Bank was paid by the SBA, so that loan is done and over.

COURTESY OF THE FLOOR

Ms. Affa addressed the on-going double-parking problem on N. 7th Street. She stated that Daryl Hendricks has been in several meetings with the Chief of APD and she feels that he got a very good response for the Police Department.

Mr. Hendricks spoke about a plan he thought APD might follow through with and he said they were very receptive, and he has seen the officers out and about on N. 7th Street dealing with the issue.

Mr. Wagaman spoke about the e-mail he sent to Mr. Haney regarding a "Right to Know" request – noting information regarding posting of our documents in regards to our Board Meetings, financial documents, etc.,

Below is an abridged RECAP of the above mentioned e-mail:

Mr. Wagaman specifically requested that the Authority; 1) Post agendas on its website by 6 p.m. the day before a scheduled meeting. Stating the agenda should list the items the board will discuss and vote on, including but not limited to a draft of the previous meeting's minutes, monthly financial records, proposed resolutions and staff reports. It should also list the phone number or videoconference link at which members of the public can participate in the meeting (at least while the public is not allowed to physically attend meetings); and 2) The agenda document should include the actual records listed on the agenda, such as a draft of the meeting minutes that will be voted on, financial



Below is an abridged RECAP of the above mentioned e-mail:.... continued

records, reports, and proposed resolutions (excluding those that require executive session deliberation). Some of these practices are not necessarily mandated under the letter of Pennsylvania's Right to Know Law and Sunshine Act. And I suppose you could postpone disclosure of the proposed budget and monthly financials by requiring the public to formally file RTKL requests, which gives you at least another five days to respond. However, I would hope that an agency as well-intentioned as the APA would strive for a level of transparency exceeding the bare minimum required by the law.

These are common transparency efforts practiced by other local agencies. As Mr. Hendricks and Ms. Affa can attest, the City of Allentown posts City Council meeting agendas and agenda materials at least 24 hours in advance, with committee meeting agenda packets usually published five days in advance. The budget & financial committee agenda includes a monthly financial report compiled by Ms. Baraket and her colleagues.

Even though these practices are NOT required by law, he hoped that the APA would be like other agencies and follow the practices.

Mr. Zeller responded and stated our agenda should be posted in advance. He has taken measures to streamline that and thinks that is a reasonable request. Some of the more detail items that Mr. Wagaman had listed in his Right to Know Request (that he is referring to in the e-mail he sent) require further conversations with our Solicitor. Some of the more detailed items, like posting a **Proposed Budget... a Proposal** on a Resolution – when you are talking about “working documents”, I think you start posting them on websites or making them available for public perusal before they are actually discussed, voted upon and approved by a governmental agency, it could have a tendency, to leading to a significant amount of disinformation to the extent there might be mistakes in there, that could be corrected at the Board level, mistakes from the time their first published in draft, to when their finally finished to product approved by the Board, and therefore could lead to general misinformation. I will assure you that I will also take another look at the e-mail with the Solicitor and see if any of the additional suggestions you made are warranted and are in the best interest of not only the Authority but the citizens of the City of Allentown.

Mr. Wagaman added that he knows that other City agencies post “working documents” and have not had problems with “misinformation”.



Mr. Zeller agreed that he will look at, with the Solicitor and the Executive Director, reasonable protocols that public agencies should employ to appropriately conduct public meetings. He again thanked Mr. Wagaman for his comments.

This meeting was adjourned at 1:51 pm

The next Board Meeting will be held on Wednesday, April 28, 2021