



Ted Zeller – Chairperson
Candida Affa – Vice Chairperson
Santo Napoli – Treasurer
Daryl Hendricks – Secretary
Seth O’Neill- 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, June 23, 2021 at the Office of The Allentown Parking Authority, located at 603 W. Linden Street, Allentown, PA 18101.

The following attended:

Ted Zeller – Chairperson
Daryl Hendricks – Secretary
Santo Napoli – Treasurer
Seth O’Neill - Member
Dan McCarthy – APA Solicitor
John Morgan – Executive Director
Jon Haney – Deputy Director
Connie Abercrombie – Finance Manager
Janet Canevari – Minutes
Candida Affa – Vice Chairperson ABSENT
Christina Dayton – Deputy Director ABSENT

Mr. Zeller called the meeting to order at 12:20pm. Mr. Zeller asked for a review of the May Board Meeting Minutes. He asked for any questions or comments. Mr. Hendricks made a motion to approve the minutes, and Mr. Napoli seconded. The Board voted and approved the May Meeting Minutes.

The Board broke at 12:24 p.m. for an Executive Session to discuss contractual matters. The Board ended their Executive Session and the regular meeting resumed at 1:29p.m.



EXECUTIVE SESSION - ACTION TAKEN

Mr. Zeller stated that in Executive Session, we talked about several matters. One being how we are going out to bid for construction on N. 7th Street, also setting rates for our parking lot there. We discussed our loan financing for the MSG project, and other development concerns that we have been addressing continuously.

First action to be addressed, is our new 7A surface lot, that we are expecting to come online in late September 2021. Construction bids are due back in early July 2021. The lot will have just over 50 spaces. As an Authority, we are not bound by any specific ordinance in setting rates for our individual lots. We are also charged with appropriately administering the RPP permits in the City and the RPP Ordinance allows the Authority to declare sections that have been deemed an RPP area, not to be one, if the businesses in that area exceed 50%. Based on all the information we have received to date, the businesses in the 400, 500 and 600 blocks of N. 7th Street exceed 50%, so we will be removing the option of a RPP permit on those blocks.

Even though we have no obligation to provide notice, we are going to give a 90-day notice to all residents on these blocks, which will be sent out on July 1, 2021. The notice will explain that as of October 1, 2021, the 400, 500 and 600 blocks of N. 7th Street will no longer be in a RPP zone.

Mr. Zeller stated he was making a resolution to remove the RPP zone from the 400, 500 and 600 blocks of N. 7th Street, beginning October 1, 2021, with a 90-day notice in advance. Mr. O'Neill seconded. The Board voted and approved to remove the RPP zone.

Mr. Zeller wanted to make a special accommodation for the residents of the 400, 500 and 600 blocks of N. 7th Street, that currently have a RPP permit (or will have before October 1st, 2021) ...that beginning October 1st, 2021 when the RPP is removed, a special rate of \$20.00 per month, for one vehicle, for one year, on our new 7A Lot will be offered. Then the second year will be at a special rate of \$30.00 per month and the third year will be at a special rate of \$40.00 per month. After the third year, the special program will cease and the permit for the 7A Lot would be charged at the full, market rate at that time. Mr. Zeller stated this is his second motion coming out of Executive Session. Mr. Napoli seconded. The Board voted and approved to offer the special rates for the 7A Lot to the residents of the 400, 500 and 600 blocks of N. 7th Street for the first three years after the RPP is removed from these blocks of Zone 2.



EXECUTIVE SESSION - ACTION TAKEN....continued

Mr. Zeller made a motion to approve the consent to an assignment of the current lease for Dunkin Donuts' new owners. Mr. Zeller asked that Mr. McCarthy write a letter outlining the terms of compliance with certain aspects of the lease concerning dealing with levels of vandalism and vagrancy. Notifying them of our consent.

Mr. McCarthy stated it is consenting to an assignment and assumption of lease, dated Oct 1, 2017. It is a lease for 112 N. 6th St., currently utilized by Dunkin Donuts, which runs until Sept. 30th, 2027. Approving assignment from Bus Plaza Donuts, LLC to BAPA 6th Street, LLC, assignee. Mr. O'Neill seconded. The Board voted and approved.

EXECUTIVE DIRECTOR'S REPORT

Mr. Haney reported the double-parking numbers for May 2021. 87 tickets were issued in the core area of N. 7th Street, which is down from the previous month's number of 159. We have issued 588 DP Tickets year to date in this area. For the entire year of 2020, we wrote 647 DP tickets, so by the end of June, we will most likely surpass our annual count from last year.

COURTESY OF THE FLOOR

Mr. Napoli brought up the event coming to downtown Allentown at the end of July, Blues, Brews & BBQ. It is scheduled for Saturday, July 31st and will take place on the 600 and 700 blocks of Hamilton Street, from 12 Noon to 10:00pm. It will be a smaller event than in the past years, but DABA still anticipates a huge crowd.

The parking situation was discussed, and Mr. Zeller made a motion to set the event parking rate for that day at \$3.00 in the Community, ATC and Spiral Decks, and the Farr, Germania and North Lots., from 6am to Midnight. Mr. O'Neill seconded. The Board voted and approved the parking rate, times and locations. Mr. Napoli abstained from the voting on this issue.



COURTESY OF THE FLOOR..... continued

Mr. Morgan revisited the issue of the pricing of our ticket violation fees needing to be raised. In comparison to all other major cities in PA, Allentown, as the third largest city in PA, is vastly behind in the pricing of violation fees. Mr. Morgan explained to Mr. O'Neill that he presented to the Finance Committee last year, that by raising the ticket fees by \$10.00 per ticket (with a few exceptions), the APA would split the raise amount of \$10.00 with the City. The APA would keep \$5.00 and the City would get the other \$5.00, which would give the City an approximate extra \$420,000.00 annually.

Mr. O'Neill suggested the conversation should be done on a grander scale. Mr. Napoli suggested that we do not increase EVERY violation across the board at \$10.00 but look at the effects of each violation increase. Some violations should be increased more, and some should not be increased. Mr. Hendricks asked that Mr. Haney send him the information on this, so he can review. The board agreed that a separate meeting needs to take place to further discuss this in detail.

Mr. Zeller asked Ms. Abercrombie to present the financial report.

FINANCIAL REPORT

Total revenue for the month of May was \$759,285 (2.9% ahead of budget). Operating revenue was \$749,039 (3.0% ahead of budget). Enforcement revenue contributed \$514,911 (10.1% ahead of budget) and Off-Street and Events contributed \$237,041 (9.3% under budget). Non-operating revenue was \$10,247 (3.4% ahead of budget).

Total operating expenses for the month of May were \$399,381 (15.4% under budget). For the month, Personnel costs were \$268,043 (21.0% under budget), services and charges were \$124,050 (3.4% over budget), and materials and supplies were \$7,289 (18.1% under budget).

For the month of May, total revenue exceeded total expenses by \$359,904 (35.9% ahead of budget). After transfers to capital, the City and the debt service fund, the general operating fund shows an excess of \$118,699.



FINANCIAL REPORT.....continued

YTD total revenue was \$3,665,953 (less than 1% under budget). YTD operating expenses were \$2,068,306 (12.4% under budget). Overall, for the five-month period ending May, total revenue exceeded total operating expenses by \$1,597,647 (20.6% ahead of budget). After transfers from the sale of assets, transfers to capital projects, the City and debt service, the excess for the period is \$196,719.

Not shown on the Operating Statement are the work-in-process costs incurred for capital projects, currently at \$346,593 year-to-date, resulting in a deficit of \$149,874.

On a cash basis, receipts for the month were \$785,000. Cash paid out was \$493,000., leaving us with an excess of \$292,000.00. YTD, we are still at a deficit of \$166,000.00. We are hoping for a good June, because we have a debt service payment due at the end of the month of \$618,000.00.

Mr. Zeller asked if there was any other business. No one had anything else to discuss. At this time, the meeting ended.

This meeting was adjourned at 2:05 pm

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