



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, July 28, 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
Seth O’Neill - Member
Dan McCarthy – APA Solicitor
John Morgan – Executive Director
Jon Haney – Deputy Director
Christina Dayton – Deputy Director
Connie Abercrombie – Finance Manager
Janet Canevari – Minutes

Mr. Zeller called the meeting to order at 12:20pm. Mr. Zeller asked for a review of the June 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 June Meeting Minutes.

The Board broke at 12:21 p.m. for an Executive Session to discuss contractual matters. The Board ended their Executive Session and the regular meeting resumed at 1:40p.m.



EXECUTIVE SESSION - ACTION TAKEN

Mr. Zeller stated that in Executive Session, we talked about several contract matters, notices we've gotten on conditions of property, potential litigation, and a couple of action items.

First, we have received a couple of RFP's for the paving of our 7A lot, which is located on the 500 block of N. 7th Street. Our Project Manager, Richard Young, reviewed all the proposals submitted and made his recommendation to the Board. Mr. Zeller made a motion to accept Mr. Young's recommendation and the proposal from G&B Contractors, who were the lowest bidders and due diligence has been done on their work. Ms. Affa seconded the motion. The Board voted and approved the acceptance of G&B Contractor's bid for the paving project of our 7A surface lot.

On our Maple Street Garage project, we have a situation that is impacting the progress. We are in a position to no longer delay anything, so Mr. Zeller made a motion to approve the APA taking, by eminent domain, the easement that services the property addresses of 939 – 945 W. Walnut Street. We would hire attorney Chuck Smith to handle this litigation. Mr. Hendricks seconded. The Board voted and approved to have attorney Chuck Smith proceed with filing a taking, by eminent domain, of the easement that services the properties with street addresses of 939 – 945 W. Walnut Street.

Mr. Zeller then requested Mr. Morgan provide the Executive Director's report.

EXECUTIVE DIRECTOR'S REPORT

Mr. Morgan started with updates on our construction projects.

1. Lanta Project – on schedule to open the 11 bus lanes between September 1st and Labor Day. There will be three bus routes that will still be running from Linden Street, but on the 500 block, in front of the Morning Call building. The operation on the 600 block of Linden St will go back to normal with the bus lanes being removed. We have weekly meetings with the contractor and Lanta and so far, so good.
2. North 7th St. – as we talked about earlier... voted and approved a bid. Rich will contact them. They should be able to start the work within 10 – 14 days.



EXECUTIVE DIRECTOR'S REPORT.....continued

3. Maple Street Garage Project – the old 9W garage is completely down. Contractor has 50 -60 micropiles in place.
4. We are talking with the Jaendl's about managing a parking facility for them at the Waterfront development.
5. Richard Young is looking into getting us some RCAP money. There is a significant amount of funds available through this grant program. He suggested we hire a person he worked with at the city, Lauren Giguere, to do the entire grant request process for us. She did the grant requests for the city when he worked there. She would do the entire process – completes the applications, writes the grants, submits them, corresponds with Harrisburg, follows up, files proper documents requested, etc...Mr. Morgan stated that he wanted to be upfront and inform everyone that he knows Ms.Giguere personally. She is his sister-in-law. He told Richard that he wants him to take over that negotiation with her. Mr. Zeller stated that since there is a relationship there, Mr. Morgan should detail any financial consideration that might be considered so it is transparent with everybody. \$2 - \$4 Million could help with the MSG project and \$4 - \$5 Million could help with the Waterfront project. Mr. Morgan stated her fee for each project would be \$4,700.00.
6. RPP Ordinance – we need to notify City Council of our intention to modify the blocks noted in the ZONE 2 area. Mr. Zeller asked Mr. Haney to draft a letter to submit to City Council.
7. Memorializing our Fees – We have a list of fees that we charge for various items. Mr. O'Neil made a motion to keep fees and post the few that are not already on there, onto the website. Mr. Zeller seconded. The Board voted and approved.
8. Mr. Haney reported the number of Double-Parking Tickets on N. 7th St. for June was 97. Year to Date, the number is 685, which has already surpassed all of 2020's total of 647 tickets written. It was noted that APD wrote 1 Double Parking ticket in June. Ms. Affa requested to get later, the total number of Double-Parking tickets written throughout the city for the month of June and YTD.



FINANCIAL REPORT

Ms. Abercrombie stated she was going to report the year-to-date figures because it made more sense.

YTD Total Revenue was \$4.4 Million (1% ahead of budget). YTD Operating Revenue was just under \$4 Million (which has us breaking even). Enforcement revenue contributed \$537,161 (14.8% ahead of budget) and Off-Street and Events contributed \$232,696 (7.4% below budget). YTD Contract revenue is 1% below budget, Transient revenue is 36% ahead of revenue and Event revenue is 93% below budget.

YTD operating expenses were \$2,485,751 (12.3% below budget). Overall, for the six-month period ending June, total revenue exceeded total operating expenses by \$1,969,938 (24.0% ahead of budget).

Not shown on the Operating Statement are the work-in-process costs incurred for capital projects, currently at \$349,771 year-to-date, resulting in an excess of \$3,805.

On a cash basis, receipts for the month were \$2.3 Million, which included payment for Maple St., the money we are borrowing from City Center for the MSG project. Our cash paid out was \$2.2 Million, which also included payment to NorthStar, so our excess for the month of June was \$99,000.00, leaving us with a YTD deficit of \$67,000. We did make our June debt service payment of \$617,805.00.

COURTESY OF THE FLOOR

Mr. Zeller asked if anyone had any new business to discuss. No one had anything to discuss.

This meeting was adjourned at 2:30 pm

The next Board Meeting will be held on Wednesday, August 25, 2021