



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, February 9, 2022, 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  
Christina Dayton – Deputy Director  
Connie Abercrombie – Finance Manager  
Christina Nolden – Minutes  
Richard Young – APA Project Manager

Jon Haney – Deputy Director (Absent)

Judy Borelli, Chief Operating Officer, City Center – Guest  
Jason Blumenfeld, Assistant General Manager, PPL Arena – Guest  
Keith W. Weitknecht, PE, SECB, Pennoni – Guest  
Joseph G. Lichman, Jr., EIT, Pennoni - Guest

Mr. Zeller called the meeting to order at 12:14 p.m. He announced that this meeting is a continued meeting from the originally scheduled meeting of Wednesday, January 26, 2022.

Mr. Zeller then asked for an approval of the November 2021 meeting minutes. Mr. Hendricks made a motion to approve the November minutes. Mr. Napoli seconded it. The Board voted and approved the November meeting minutes.

## **SPIRAL DECK CONDITION PRESENTATION BY PENNONI ASSOCIATES**

Richard Young, APA's Project manager introduced Pennoni Associates. He explained that in October the city gave APA an order on the Spiral Deck because it felt it was dangerous. Pennoni did an evaluation of the deck and determined that there were no safety issues. The deck was cleared to be reopened. APA decided at that point to have Pennoni do a condition assessment on the entire deck to find out what the issues are and made recommendations to correct the issues, as well as the cost for repairs. Mr. Young introduced Keith Weitknecht and Joe Lichman. Mr. Morgan clarified that Pennoni is the city's engineering company for the structure. An inspector from the city came over, who is not an engineer basically said you need to take the garage down and get everyone out. Mr. Morgan arranged for the city engineer and APA's engineer to meet at the deck to outline the concerns. Mr. Morgan pointed out that APA hired the same engineer that the city is using to do this report. Keith introduced himself as the structural engineer from Pennoni. Mr. Weitknecht then introduced Joe as the project manager for Pennoni. Mr. Weitknecht explained there was an incident that a piece of material fell off the bottom. Someone noticed it, called the city, a city inspector came out, saw it, and said there was a problem that it is going to fall down. Pennoni did an initial assessment for the city and did not agree with the falling down statement. Pennoni stated that it was not a true statement. APA retained Pennoni to do a full condition assessment. In summary, Mr. Lichman explained that there two entrances, one from Linden and one from 9<sup>th</sup> Street. In the report, they assessed the ramp bay which is the bay closest to Linden Street. That is the one that connects between each of the levels and how the cars get up and down. There is no other way to transverse between levels. There are two flat bays where the majority of cars are parked on because that is closest to the elevators. The spiral deck is the only point of exit between the levels and the spiral is separating between two different levels. One that will serve all the even, and one that will serve all the odds. They are not interconnected. The deck was designed and constructed in 1969, 1970. The façade restoration that you see on the outside, the renovation was performed in 2014. As you walk the garage, you can see multiple patches that were done. Multiple attempts were done to patch the garage. The most recent attempt was in 2017 when you go out to the garage you see the rebar that is exposed. That was what was done in 2017. In July 2021, Pennoni got the call. He came out personally and walked the deck. Based on what he saw, he recommended to have the condition assessment performed to get a better understanding of the condition of the garage and what priorities should be done to do repairs. The original drawings were reviewed. A visual investigation was done. A tactical investigation was performed by using a steel chain, hooked a rope on each end and drug it across about 90% of the exposed concrete. There is an actual difference in sound where you either hear a hollow sound or if its good concrete you hear a ringing noise. It is not very scientific, but very definitive with the noise. Pennoni documented deficiencies found and did material testing. Chloride ion content that comes from de-icing the roads was found. It goes under the car; car comes into the deck and then filters into the concrete. Pennoni explained the level of detail that was assessed was 90% of the structure. The patches are indicated in the report. The pictures shown are some of the worst as to what happened in 2017. The existing concrete was removed. A corrosion inhibitor was put on the reinforcement, but no concrete was put back. Those areas are still extremely poor because they are still exposed to the elements. There was a gray coating, but no concrete was replaced. The corrosion is coming back through. The bottom layer of the rebar was protected, but the water and de-icing salt is still filtering through which begins the corrosion of the rebar again. The asphalt on the second floor is a good short-term solution, but long term the water gets trapped between the asphalt and the concrete. You are unable to see what deterioration is happening and it does not allow evaporation of the water. Long term it is a detrimental to the garage. Mr. Zeller confirmed the asphalt repair was done in 2017 and that asphalt would not be the recommended course of repair. Mr. Weitknecht mentioned that asphalt

is porous and that it is not waterproof in any way. Water is being trapped on top of that concrete layer and any freeze/thaw causes deterioration. The water is unable to evaporate, and the de-icing material gets trapped. Mr. Lichman mentioned one benefit that was seen that a traffic bearing membrane, a waterproof material that is point on top of the joints. Those were installed at each of the columns where the steel beams are located. The material is beginning to be at its useful life. You usually get 7 to 10 years depending upon the wear of it, you will begin to see some of the edges start to peel up. The best way to protect the existing service is routine maintenance. Another item is between the spiral deck and that flat portion. The expansion joints up on the 8<sup>th</sup> level is gone. There are other ones that are deteriorated and again water is getting through that joint. You get years out of expansion joints not decades depending on the materials used. The top beams are incased in concrete. There is corrosion occurring, but the extent is unknown until the concrete is removed for repairs. In 2017, the spiral walls show removal of damaged concrete, a corrosion inhibitor was placed on top and then left it the way it was. The spiral is exposed to the most moisture and water which is when minerals are deposited. At the end of the spiral, there is a beam that transfers into the column and there are significant repairs that are recommended. The steel channel acts as a barrier between the levels. This is due to the drain failing above. Water is not going into the drain. It is going to the side which is why it is sitting on top of the steel channel. There is corrosion all the way through. The corrosion of the top flange of the beams. Typically, that happens at the expansion joints. There is corrosion at the steel column basis. Depending on the pitch with the levels, the water is actually collecting at the high side of the column and that water will start corrosion. It is not an issue right now, but it would need to be cleaned and painted. As touched upon before, some of the drains were clogged during Pennoni's visit during a rain event. Overall, the drains were in good shape, but there are a few drains that need to be unclogged. The wall panels were in good shape. There were some spalls. There was leftover wood used to form the spandrels and the concrete is thin at that point. So, when you get water that does freeze/thaw it pops it off. On the 8<sup>th</sup> level, they poured a very thin layer of concrete on top of the cap to try to protect. There was not enough to bond there so overtime the freeze/thaw causes issues. 9<sup>th</sup> Street ramp – the vehicle ramp is concrete, the pedestrian ramp is metal deck, steel beam and then concrete on that metal deck. The metal deck is not vented which traps the water. Mr. Zeller asked for any design flaws for insurance purposes. Mr. Weitknecht confirms that no there were no designs flaws. Mr. Weitknecht concluded that this is a summary of the immediate, short-term things that they are working with the Authority to develop those immediate repairs that focus on life safety, use material, things that can be done in short order. Some of the items are longer term repairs. They all go back to deferred maintenance. There were a number of years over the life of this structure where things were not done and maintained in maybe the best way they could. Mr. Zeller asked about different categories, emergent, short-term, and immediate. When Mr. Zeller heard emergent, he asked does this have to be done today or tomorrow. Mr. Weitknecht stated that immediate is doing the investigation and design now so that it is done within the year. Mr. Zeller clarified as long as we look at it now and do it within the year, we are in good shape. Mr. Weitknecht stated that emergency items are loose material dangling that could fall on someone's head are exactly that, right now, this second. Mr. Zeller asked if we have any of those conditions present. Pennoni stated no. Immediate are the ones we are going after right now that are within the year. Short-term is 2 to 5 years. Long term will be 5 years. Mr. Zeller confirmed that there are no emergent items. Mr. Weitknecht stated there are some maintenance protocols that are being put in place or are in place already, like washing down the deck in the Spring to wash down the salt. Newer decks have hose on every level. Mr. Weitknecht asked for any other questions. Mr. Zeller asked if there was a picture of the original complaint. Mr. Weitknecht said it was a small piece of material. Mr. Lichman stated that for immediate repairs for all levels for areas designated by Pennoni is estimated to be \$250,000.00. These are spot

repairs which makes the price higher. When a contractor has to jump around that makes the price higher. The work must be phased out over 3 to 5 years. Spaces will be needed elsewhere because you cannot have parked cars on the top without closing the bottom. Pennoni is looking at now how the work can be phased. It was asked for full repair cost. Pennoni says about \$16 million. Mr. Young asked for the cost to raze and replace. For a new garage, it will be \$20 million for just the pre-cast, not the demolition.

## **COURTESY OF THE FLOOR**

Judy Borelli, Chief Operating Officer for City Center stated she is attending the meeting to add information regarding the management arrangement for the Arena. It functions different than a lot of the municipal decks the Parking Authority manages. Spectra then steps up to manage that deck. Utilities have to change, and rights have to be switched off, as well as software, hardware. As representing the owner of two parts of that, she started talking with the management company over at Spectra for which Jason Blumenfeld will introduce himself in a second. As they went through the process, they realized that Arena was built unlike 8<sup>th</sup> and Walnut and Arts Walk, and you put new parking into spiral. There were some things that if we did them as one, it would not cost everyone as much. The same happened with Arena. Arena's software sits with the APA as the same software that is used in Community and Government. Mr. Morgan confirmed that it is all Amano. Amano is at Community and Government. It was across the street, but that was changed out. We had it at Spiral but changed it out. We have it at Rite Aid and Arena. Ms. Borelli stated that what they are talking about is more or less data entry. Ms. Borelli found out that to buy that and make it a standalone, it would be a very large price tag. So, all that was needed was just the data entry. Spectra is requesting that the APA consider the service to provide that data entry. The data entry would be from City Center. The only time they are asking for data entry if putting in a new tenant, or a brand-new lease or a new hire. She stated that since last October there was a group of 50, probably nothing. She has a new hire right now. That is the volume they are talking about. APA would not be known to the public at all. The request for parking would all be under the name of Spectra. The request was for instead of having a \$28 - \$30,000.00 capital spend, the request was for a fee to recover labor, would you be willing to do the data entry when the request would come in. The request would come through Spectra, not the public. Spectra would be managing the request. The form would be the data entry request. Jason Blumenfeld, Assistant General Manager of the PPL Center stated that he started in November of last year. Mr. Blumenfeld is still learning the processes here in the city. Mr. Blumenfeld has been doing the day-to-day with the Authority whether it's coordinating the parking for big events with the trucks coming in. Assisting with setting up a monthly meeting of all parties involved with the parking in the city and the traffic to make it a smooth transition. His only experience with the APA has been a great one. Mr. Blumenfeld is looking forward to working the APA and City Center in the future. Mr. Blumenfeld stated that due to the many different parts of this, they thought it would be best to have APA do the data entry and pay the fee of \$500.00, with an annual increase of 3%. Spectra would handle any customer service to make sure that Spectra should be the one taking the calls on event days and non-event days. Mr. Zeller asked if it is key card management and data entry. Mr. Morgan stated that the data entry is two-fold. First, we have to put it in as a record. Then second it has to be entered into the Amano database and activate the card. Ms. Borelli said that City Center would be the one driving that volume, which is mandated by their two main customers, one being LVHN. The other would be reassigning a new lease with a batch. She stated that the volume would be somewhat limited. Mr. Morgan states that there is a cost to upgrade the server because there are frequent updates. Mr. Zeller confirmed that there are no added costs because that is something APA already has to do. Ms. Borelli stated that in the letter to APA for its proposal that if there is any cost for an update than that cost would be proportionately passed on. Ms. Borelli

again stated that there will be no reference to APA so that APA is not involved any more than it would be just associated with general parking. Mr. Zeller asked for any further questions.

Mr. Zeller stated that the Board will be going into Executive Session to discuss several matters. There will be internal updates with regard to construction at the Walnut Deck. The Board received a financial proposal from Spectra who is the Arena deck. The Board will need to discuss internal employee matters and salaries.

**The Board broke for an Executive Session at 1:27 p.m. The Board ended their Executive Session and the regular meeting resumed at 1:44 p.m.**

### **EXECUTIVE SESSION – ACTION TAKEN**

Mr. McCarthy stated that coming out of Executive Session, there was discussion on personnel, personnel salaries, and a potential contract with Spectra. Mr. Zeller stated that the APA has had experience with the PPL deck and its various problems associated with that facility, the administrative challenges associated with that facility because of unique features of it being a part of the hotel, being a part of an event center and also having one way in of ingress and egress. For that the staff expressed a lot of reservations or reluctance about proceeding on the basis. Mr. Zeller suggested that it can be controlled through terms. It seems what City Center is proposing is limited in scope. If it only takes them, based upon our information, 30 to 45 days to get its own system up and running, Mr. Zeller recommended that APA should do it for a trial period of 90 days to see how it is working. Then a six-month interval before APA goes year-to-year with some type of proposal. Mr. Napoli agrees with Mr. Zeller's recommendation. Mr. Hendricks' believes it is reasonable. Mr. Zeller makes a motion that the Board accepts the proposal limited to a 90-day interim and then a six-month and then if it is still going year-to-year. Ms. Affa seconded the motion. The Board voted and approved the motion.

Mr. McCarthy stated it is time for the annual election of officers of the Authority for 2022. This is for one year. The positions available are chairperson, vice-chairperson, treasurer and secretary. Mr. McCarthy reminded the members of the Board that all members are designated as assistant secretary.

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 Mr. Morgan for his Executive Director's Report.

### **EXECUTIVE DIRECTOR'S REPORT**

Mr. Morgan expressed good news that the APA now has a seat on the special event committee. The new mayor has made it a point to make sure that APA has a seat at the table. The old list has Police, Fire, EMS, EMA, Health, Traffic, Streets, Recycling, Waste Management, Parks and Recreation and, no APA. The new list has APA with a seat at the table.

Since the dialog has emerged with the Arena, APA now has a monthly meeting to go over the events that are showing up and any traffic or parking issues that might occur. The Arena no longer takes cash, only reservations. If you do not have a reservation, you cannot park at the Arena deck. The intersection now backs up at the Arena because now people who are in line to

get into the Arena deck cannot get in because they only get reservations. APA does not manage the Arena deck. If there are complaints, customers should contact Jason Blumenfeld, the Assistant General Manager for the PPL Center. Mr. Morgan stated that we are paying part-time people \$20.00 per hour to take money or credit card payments. The APA cannot get enough staff to handle the parking.

Mr. Morgan stated that effective February 1<sup>st</sup> there is no more Farr Lot, which is 100 plus spots that APA no longer has to park cars.

The upside of parking, the APA believes that the schedule for the new garage will be moved up to at least July 1<sup>st</sup>, perhaps June 15<sup>th</sup>. Mr. Young is working with the city inspectors that when the first level is poured and all the safety measures are in and the gate system is in, if that happens by the end of May to have vehicles at least park on the first floor. Both elevators have been delivered, in parts, which need to be installed. They have a labor shortage so they do not know when they can start building the elevators. The electrical contractor superintendent just left so there is a labor problem there as well.

The North 7<sup>th</sup> Street is complete. However, there was miscommunication regarding a permit to do the sidewalk and apron on North 7<sup>th</sup> Street. There was never any permit for the lot itself. They did not get any permit for any of the work. The electrical contractor also received a permit from City Hall for the wrong location. So, they now need to apply for a new permit. Mr. Young met with the inspector. The inspector agreed that he would require APA to dig two pits, one next to the light and one next to the new sidewalk to make sure the depth of the sidewalk is complete. Mr. Morgan believed that the sidewalk is the correct depth.

Mr. Morgan confirmed that the Board will need to authorize the release of the RFP for the Spiral Deck repairs.

Mr. Morgan confirmed that the next meeting will be on February 23, 2022.

Mr. Morgan stated that the mayor mentioned how many people park at the corners, at the curbs and block intersections and block the crosswalks. At the first meeting, the mayor brought the fire and police department and streets. The mayor stated that he would like the APA to own the curb. This summer APA will be painting yellow curbs and the fire hydrants. The APA will do that so it can be enforced. Mr. Morgan stated that the APA will be looking at hiring college students to do the work this summer.

Double Parking numbers for 2021 was 1,263. APA took 15,140 calls for service at the dispatch center in 2021. It was recommended to APA that the monthly report be placed on social media to let people know the calls for service.

Mrs. Dayton reported on the employee turnover list she took from January 1, 2021, to the present day. APA has had 55 employees or potential employees already hired either not take the job, resign or be terminated. Mrs. Dayton confirmed that we have 58 employees. Out of those numbers, 42 people have resigned. At least 15 of those people stated it was for money and the others were for another job. Mr. Morgan stated that it was not just people on the front line, it is people who are in management who have been here for 3 to 4 years. APA informed the Board that a new events manager will be starting February 22<sup>nd</sup>. He started earlier as part-time by shadowing an event staff at one of the gates.

## FINANCIAL REPORT

Ms. Abercrombie asked the Board to approve a temporary budget just for the first quarter and then a new budget will be ready for the Board review in March. Mr. Zeller made a motion to approve the interim budget based on the 2021 numbers. Mr. Hendricks seconded the motion. The Board voted and approved.

Preliminary operating numbers for December:

Total Revenue for the month of December was \$916,000 (24% ahead of budget). YTD Total Revenue was \$10,500 in change (19% ahead of budget). Operating Revenue was \$930,000. YTD Operating Revenue was \$9,700,000 in change which is 11% ahead of budget. Enforcement Revenue in December contributed \$593,000. Off-street and events contributed \$320,000. All ahead of budget. On a YTD basis contract revenue is 17% ahead of budget. Transient is 65% ahead of budget and event revenue is 75% below budget. Total Operating Expenses for the month of December was \$518,000 (9% over budget). YTD Operating Expenses were \$5,200,000 (6% below budget). For the year, personnel costs were \$3,600,000 which was 11% below budget. Services and charges were \$1,500,000 which was 5% over budget and materials and supplies \$131,000 (22% over budget). For the month of December, the total revenue exceeded total expenses by \$397,000. After all the transfers, the operating fund shows an excess of \$134,000. On a YTD basis, revenue exceeded operating by \$5,200,000 and after all transfers the excess is \$2,100,000 but included in that was the prior entry for the PPP Grant income which was \$581,000 so without that the excess is \$1,500,000. Not shown on the operating statement or the work in process costs at \$527,000 so our excess is just over \$1,000,000. The project costs for the Maple Street garage at \$18,200,000 are no included in this calculation. On a cash basis, in December, we took in just under \$5,000,000 and we paid out just under \$9,000,000. So, for the month we had a deficient of just under \$4,000,000 but if you recall at the end of November, we had an excess of \$4,600,000. Overall, at the end of the year, we have an excess of \$674,000. We have a reserve of \$2,000,000. The excess from last year will be put in reserves. \$2,000,000 is two months of operating. A contingency fund will need to be kept until the Maple Street garage is complete. Final numbers for the Maple Street garage will not be available until approximately August when it is closed out.

## NEW BUSINESS

Mr. Zeller introduced new business by giving a list of items for the Board to work on during the next two weeks.

**This meeting was adjourned at 2:37 pm.**

The next Board Meeting will be held on Wednesday, February 23, 2022.