



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 22, 2022, 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’Neil - Member  
Dan McCarthy – APA Solicitor  
John Morgan – Executive Director  
Jon Haney – Deputy Director  
Christina Dayton – Deputy Director  
Connie Abercrombie – Finance Manager  
Christina Nolden – Minutes  
Judy Borelli, City Center – Guest  
Nate Gilbert, City Center – Guest  
Lindsay Weber, Morning Call– Guest  
Matt Tuerk, Mayor – Guest

Candida Affa – Vice Chairperson (Absent)

#### **CALL TO ORDER**

Mr. Zeller called the meeting to order at 12:16 p.m.

#### **APPROVAL OF THE MAY MINUTES**

Mr. Zeller asked for an approval of the June 22nd meeting minutes. Mr. O’Neil made a motion to approve. Mr. Napoli seconded it. The Board voted and approved the April 22nd meeting minutes.

#### **EXECUTIVE SESSION**

No action was taken coming out of Executive Session.

## EXECUTIVE DIRECTOR'S REPORT

7A Lot: Mr Morgan stated that the contractor has been back to the 7A Lot, and the punch list is completed. This weekend coming up Dan Bosket is holding his first event there on the Linden Street side. This allows our permit parkers which are up to twenty-five, to continue to park. Mr. Bosket's neighborhood community action group is having an event on the 26th of June. Mr. Napoli asked what type of event. Mr Morgan said it's a picnic for families with games for the kids and that we have an insurance form for this.

Sidewalk Project: Mr Morgan said that the sidewalk project has begun. There was a minor gas leak, but it was taken care of.

Maple Street Project: Mr. Morgan discussed that the Maple Street project is about 90% done. We have one group (City Place North) totaling about 140 parkers in the deck currently. We do not have occupancy for the rest of the building. There were some issues that North Star is working out with the city to get final approval on. The gate system on Walnut Street is not completed yet, as soon as that is finished and we get the final approval from the city we can start moving in City Place South, and all the other residential parkers on Hamilton. Once all the residential parkers are in then we will start moving in the commercial parkers.

500 Railroad Project: Mr Morgan met with the City Planning Board last Tuesday for the 500 Railroad Project and was given the green light.

Da Vinci Project: Mr Morgan reported that Mayor Tuerk called a meeting on Tuesday June 11th and worked out an agreement with everyone that there will be a bus lane, a travel lane, and a drop off lane outside of the Da Vinci Center. We will also have a sidewalk that goes from Lumber Street over to 8<sup>th</sup> Street. Mr. Zeller asked if it was best for the development of the city to have sidewalks on both sides. Mr Morgan said that the Montessori school is very happy. Mayor Tuerk agreed that this is just the thing to move the project along. Mr Hendricks agreed that losing some space to make a sidewalk will be good for public safety. Mr. Zeller said that we are going to apply to ANIZDA for a grant since there is retainage for the sidewalk that needs to be installed. Mr. Zeller made a motion to approve the revised easement, subject to review of the solicitor. Mr Hendricks seconded the motion. The Board approved.

## DEPUTY DIRECTORS REPORTS

Labor report on hiring efforts: Ms. Dayton reported on positions that we are still hiring for. Currently, we are looking for a second shift FEOD supervisor, and a third shift FEOD supervisor. We have three openings for second shift maintenance. There are also three openings for third shift maintenance. We have one opening for first shift enforcement supervisor, and three more openings for regular enforcement supervisors. We have eleven openings for parking enforcement officers. Dayton mentioned that we have filled our FEOD manager position, our first shift FEOD supervisor position, and one first shift maintenance worker position. Additionally, we have a second shift maintenance worker interview on the 24th. We have a part time event staff employee that we are waiting on a background check to come back and two more parking enforcement officers that are scheduled to start in July. Mr. Napoli asked if we have a referral program for bringing in more employees. Ms. Nolden reported that we do not. Mr. Zeller asked if we have any extra summer personnel to help the city paint the curbs. Mr. Haney said yes, our event staff will be helping with this. Mr Haney is meeting with Mark Shahda to go over the details. Mayor Tuerk suggested to start painting the higher traffic areas. Mr.

Zeller also recommended painting the fire hydrants as well. Mr. Hendricks brought up possibly striping the intersections. Mr Zeller then said that we need a delivery plan for downtown.

May Enforcement Results: Mr. Haney said that our enforcement staff issued 35 double parking tickets on 7<sup>th</sup> Street, our area of focus. This was a drop from the previous month, which was 48. Mr. Zeller said he thinks this was the lowest in a year. Mr. Haney confirmed this and noted that currently now through the month of June we're at 111 double parking tickets issued. Mr. Haney mentioned that we also have been focusing on Hamilton Street, to try to reduce the amount of double parking. We issued 25 double parking tickets there. Mr Haney noted that by the end of the month we should be up to 140 to 150 double parking violations for 7<sup>th</sup> Street. Mr. Zeller asked if there was any police data. Mr. Haney said yes, there is one violation for North 7<sup>th</sup> Street and two violations for Hamilton Street issued by APD. Mr. Hendricks said this is something that needs to be addressed. Additionally, Mr. Haney said that the Allentown Parking Authority was able to assist with recovery of one stolen car and one stolen license plate.

Parking Rate Proposal: Mr. Haney reported that he is nearly done with the parking rate proposal. He doesn't have anything to show at this meeting because he came across some things in the ordinances that he needs to figure out first before he puts the proposal together. Mr. Zeller asked if he needed help. Mr. Haney said he does not need help. There are just some antiquated ordinances that are in there that we have not traditionally enforced. He is working through these to make sure that when the proposal is made, they are either eliminated or made sure that they are included in the proposal. Ex: It's illegal to wash your car on the city street; having a for sale sign on your car on the city street. Mayor Tuerk asked if he could put a list together of all those ordinances so they could be reviewed. Mr. Haney said yes, there are about fourteen of them. Mayor Tuerk said that city council has been very receptive to our efforts to cleaning up any ordinances that aren't being used. He welcomed any suggestions on helping with this and that updating these ordinances will better help us operate and make it easier for our residents to understand the rules of the city. When this is complete the proposal will go to city council as a one-shot deal Mr. Morgan said. Mr. Hendricks suggested to Mr. Haney to check with the traffic captain and Mark Shahda before finalizing.

## FINANCIAL REPORT

For May, the total revenue was \$923,000, just under 2% above budget. YTD at \$4.6 million, 1.5% above budget. Operating revenue was \$910,000.00, 1% above budget. YTD at \$4.5 million was on budget. For the month, the enforcement revenue contributed just under \$575,000.00, 3% above budget. Off-street and events contributed \$333,000.00, 1% below budget. However, without Maple Street budget, off street and events is 13% above budget. Non-Operating revenue was just under \$12,000.00. The total operating expenses for the month of May was \$461,000.00. 22% below budget and YTD at \$2.3 million, 21% below budget. For the month, the personnel costs were \$314,000.00, 26% below budget. That's why expenses are well under budget, Ms. Abercrombie noted. Services and charges at \$139,000.00 were 8% below budget and materials and supplies were at \$7,000.00. For May, revenue exceeded expenses by \$461,000.00, 48% above budget. After transfers from the sale of assets, transfers to capital, the city, and the debt service, the fund shows an excess of just under \$180,000.00. Overall, for the five-month period ending May 2022, total revenue exceeded expenses by \$2.2 million. After all transfers, the excess for the period is \$1.9 million, without the sale of the Walnut Street property which is a transfer from sale of assets. The excess YTD is \$921,000.00. The YTD project costs of \$4.8 million for Maple Street are not included in this. The total cost to date for Maple Street is \$23 million. Mr. Zeller said that this is on budget and Ms. Abercrombie confirmed. Mr. Zeller asked when we will start seeing revenue for the Maple Street Deck. Ms. Abercrombie said that revenue was budgeted to start in July, so anything earned for the month

of June is just extra. Mr. Zeller asked about the status of us refinancing our loan. Ms. Abercrombie said that inflation is having a major impact on interest rates right now. The bank just increased their interest rate by three quarters of a percent, so our construction loan is at \$4.75 million right now. Ms. Abercrombie said that our interest rate is going to be six to seven percent or possibly even more. She is going to start talking to a few people to look into other loans. Ms. Abercrombie doesn't think when refinancing that a lender is going to commit to the full amount for long term. It's probably going to be a situation where we're going to commit to a certain rate for maybe ten years and then agree to re-negotiate the loan with a cap or something like that, since no one will finance this long term for a fixed rate unless it's a really high interest rate. Ms. Abercrombie mentioned that in the past we have done this when we refinanced our bonds. There was a certain rate for a period of time and then there was an agreement to re-negotiate with a cap not to exceed a certain rate. Mr. Hendricks suggested to consider a bond financing with laddered rates. Ms. Abercrombie said we would first need to get a bond rate since we never had one of our own because the city always guaranteed our bonds. Ms. Abercrombie confirmed to Mr. Napoli that we've had loans without the city guarantying, but never bonds without the city guaranteeing. Ms. Abercrombie reported in May our total cash receipts were \$1.9 million, that included a draw on our ESSA loan of \$986,000.00. Our cash paid out was \$568,000.00. This is because the draw from ESSA was received on May 26, and we paid the North Star invoice of \$987,000.00 on June 1. This was a timing issue. So, the excess for May was \$1.3 million. The excess for the month without the draw was \$378,000.00. YTD, without the draw was \$950,000.00. We have a debt service payment coming up that is due next week, at the end of June for \$660,000.00. We have Spiral Deck repairs that are starting which are supposed to be completed in September, this is going to cost around \$400,000.00.

### **COURTESY OF THE FLOOR**

Mr. Zeller opened up courtesy of the floor. Ms. Weber from Morning Call asked to look at the regional rate increases chart that was presented by Mr. Haney at last month's meeting. After reviewing, Ms. Weber asked to clarify which rates are projected to be increased. Mr. Zeller confirmed that the APA is looking for increases in violation fees and increases for monthly rates. Not street rates or hourly rates. Mr. McCarthy mentioned that the city sets parking rates and fines, the Parking Authority only set rates for internal decks and lots. Mr. Zeller said that this is how we all work together.

**This meeting was adjourned at 1:16 pm.**  
**The next Board Meeting will be held on Wednesday, July 20, 2022.**