

Joseph Hoffmeier– Chairman  
Dino Cantelmi– Vice Chairman  
Lynn Cunningham– Treasurer  
Diana Morganelli– Secretary  
Billy Kounoupis – Member  
Bryan Callahan– City Counsel Liaison  
Kevin Livingston– Executive Director

Jim Broughal – BPA Solicitor

## BETHLEHEM PARKING AUTHORITY BOARD OF DIRECTORS MINUTES

A regular meeting of the Bethlehem Parking Authority Board was held at 4:00 p.m. on April 25th, 2018 at the offices of the Bethlehem Parking Authority, 85 W North Street, Bethlehem PA 18018.

The following were in attendance:

Joseph Hoffmeier-Chairman  
Dino Cantelmi-Vice Chairman  
Lynn Cunningham-Treasurer  
Diana Morganelli-Secretary  
Jim Broughal-BPA Solicitor  
Kevin Livingston-Executive Director

Also in attendance:

Jeremy Alleshouse-Operation Manager  
Steve Fernstrom-Operation Manager  
Jill Fessler-Finance Manager  
Attorney John Harrison  
Barry Golazeski

Joseph Hoffmeier, the Chairman of the Board, called the April 25, 2018 meeting of the Bethlehem Parking Authority to order. The Director announced that the Board would be going into an Executive Session.

Joseph Hoffmeier announced to let the record show that the Bethlehem Parking Authority Board is back in session after having an Executive Session to discuss potential litigation and contract negotiations.

## **MINUTES**

Mr. Hoffmeier asked the Board for a motion to approve the Minutes from the previous meeting. A motion was made by Lynn Cunningham and seconded by Diana Morganelli to approve the minutes from the previous meeting. Motion passed unanimously.

Mr. Hoffmeier announced that we have no Courtesy of the Floor.

## **COURTESY OF THE FLOOR**

None

Mr. Hoffmeier announced that we will move to the Director's Report.

## **DIRECTOR'S REPORT**

Mr. Livingston notified the Board that he has given everyone a hard copy of the parking study and that Tim Tracey would attend our May meeting to give a short presentation. At that time if you are comfortable, I would ask you to approve the study with the understanding that all recommendations would be individually approved if appropriate.

Mr. Livingston announced that the public session went well and explained that there were about fifty people that attended the meeting and that the main topic was the Walnut Street Garage.

Mr. Livingston stated that the next item under the Director's Report is to ask the Board to approve a \$25,000 donation to the Bethlehem Police Department.

Mr. Hoffmeier asked the Board for a motion to approve the donation to the Police Department. A motion was made by Diana Morganelli and seconded by Dino Cantelmi. Motion passed unanimously.

Lastly, Mr. Livingston announced that Jennifer is due May 16<sup>th</sup>, so he would be taking some time off.

Mr. Hoffmeier announced that we will move to the Solicitor's Report.

## **SOLICITOR'S REPORT**

Attorney Broughal announced that it will be discussed under New Business.

Mr. Hoffmeier announced that we will move to the Financial Report.

## **FINANCIAL REPORT**

Jill Fessler reported that as of March 31, 2018, our total operating revenue for the month was \$462,219 our total operating expenses were \$374,348 leaving us with a net income in the amount of \$87,871.

Looking at the cash flow projection for March 2018, we began the month with \$2,384,699 and we ended the month of March 2018 \$2,247,573.

Our current assets for the month of March 2018 were \$2,818,133 our restricted assets were \$1,167,602 our total long-term assets were \$31,976,499 ending the month with total assets of \$35,962,233. Our current liabilities were \$959,246 our long-term liabilities are \$24,171,740 our short-term loan \$2,581,269 our total equity is \$8,249,978 our total liabilities and equity equaled \$35,962,233.

Mr. Hoffmeier inquired on how the costs are down by \$275,000 from budget. Jill Fessler explained that it is depreciation and debt service interest.

Mr. Hoffmeier asked the Board for a motion to approve the Financial Reports. A motion was made by Lynn Cunningham and seconded by Diana Morganelli. Motion passed unanimously.

Mr. Hoffmeier announced that we will move onto Old Business.

### **OLD BUSINESS**

Tangram Conference Call will be discussed under New Business.

Mr. Hoffmeier announced that we will move onto New Business.

### **NEW BUSINESS**

#### **74 West Broad, LLC Lease**

Attorney Broughal announced that we have a new lease agreement with the new owners of 74 W Broad St. He explained that it was previously owned by Liberty Property Trust, and we have renegotiated the lease.

Mr. Hoffmeier asked the Board for a motion to approve the 74 West Broad, LLC Lease and authorize the Chairman and Secretary to sign. A motion was made by Dino Cantelmi and seconded by Lynn Cunningham. Motion passed unanimously.

#### **Polk Street Dev. Assoc. L.P. Second Addendum to Lease**

Attorney Broughal announced that the next item involves three parking lots on Mechanic Street that are owned by Polk Street Development L.P. The original lease was entered back in 2005 and this lease is the second Addendum. Since these lots are underutilized, we went back to the lessee and renegotiated the lease. Attorney Broughal informed the Board that lessee is going to give up two of the lots and only utilize one. Attorney Broughal explained that once the Polk Street Garage is built, we would move the lessee into the garage and we would have three surface lots available for future development.

Mr. Hoffmeier asked the Board for a motion to approve the execution of the Polk Street Dev. Assoc. L.P. Second Addendum. Diana Morganelli made a motion to approve the lease and Diana Lynn Cunningham seconded. Motion passed unanimously.

#### **Wayfinding**

Mr. Livingston notified the Board that last meeting the Board requested updated signs with new coloring. Mr. Livingston explained that he sent over the two new options that are the same as the first four but with new coloring involved. He informed the Board that we need to identify two that the Board agrees upon and that we will need to put out a survey to the public to get their input. Then, we can come back to the Board for a final decision. Mr. Livingston explained that he would like to have the signs installed before Christmas. The Director reported that once a decision is made, he would have Jeremy work with the company on the specs and pricing. Mr. Livingston stated that he would come back with the proposal for approval. Mr. Livingston stated that once the Board makes their decision, Jeremy and myself will work with Tangram in creating the survey. We will reach out to the papers and to the Chamber. He stated that he believes the process will take 30 days. Mr. Livingston explained that if we put this out before the next board meeting, we should aim for June in picking the actual signs. Jeremy Alleshouse explained that Tangram puts the specs together but they do not manufacture the signs. Mr. Alleshouse explained that we will probably be required to go out for bid. Mr. Livingston explained that unless the sign makers are on Costars, this will have to go out for bid. He informed the Board that his goal is to have them installed by Christmas. Lynn Cunningham mentioned the signs for the Trolley and Mr. Livingston explained that we could include it in the bid.

### **Adjournment**

Mr. Hoffmeier asked the Board for a motion to adjourn. Lynn Cunningham made a motion to adjourn the meeting and Diana Morganelli seconded. Motion passed unanimously.

**THE NEXT BOARD MEETING WILL BE HELD ON May 23<sup>rd</sup>, 2018.**