

Joseph Hoffmeier – Chairman
Dino Cantelmi – Vice Chairman
Lynn Cunningham – Treasurer
Eugene Gonzalez – Member
Billy Kounoupis – Member
Bryan Callahan – City Council 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 on September 25, 2019 at 4:00 p.m. 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
Eugene Gonzalez - Member
Jim Broughal - Solicitor
Kevin Livingston – Executive Director
Eliana Cruz – Finance Manager

Also, in attendance:

Steve Fernstrom – Operation Manager
Jeremy Alleshouse – Operation Manager
Luz Vega – RPP/HP Coordinator
Members of the press

Mr. Hoffmeier, the Chairman of the Board called the September 25, 2019 meeting of the Bethlehem Parking Authority to order.

MINUTES

Mr. Hoffmeier asked the Board for a motion to approve the Minutes for the August 28, 2019 meeting. Ms. Lynn Cunningham made a motion to approve the Minutes and Mr. Dino Cantelmi seconds the motion. Motion passed unanimously.

COURTESY OF THE FLOOR

Ms. Lynn Rothman from Bethlehem Environmental Advisory Council is asking the Bethlehem Parking Authority to consider putting solar panels on the Polk Street Garage as well as existing and future garages. Mr. Hoffmeier mentioned we've already looked into it.

Mr. Ed Gallagher of 49 W. Greenwich Street mentioned the Bethlehem Press has yet to publish the correct time for the meeting. He was also hoping to see the Agenda posted on the Bethlehem Parking Authority's website. Mr. Ed Gallagher went over last Board Meeting's decision to choose Peron over Nova. He said it was a quick decision without any discussions and suggested his statement be move to New Business and included in the Minutes.

Ms. Tammy Gehman is a licensed massage therapist at Healing Hands on 518 Main Street. She received an email that the Bethlehem Parking Authority will be taking over the Walnut Street Lot after September 30, 2019. Ms. Gehman had an assigned space and when she came to the Bethlehem Parking Authority's office, she learned no hang tags were being issued. She asked the Board if they would consider giving hang tags and assigning spaces in the lot. Mr. Kevin Livingston said there are no reserved spaces. If they wanted a reserve spot, the rate would double according to the Board. The lot is not oversold. All the lots are permit by plate. Mr. Kevin Livingston said tickets are issued first, if it becomes a problem, we will then tow the vehicle as last resort. When a lot is full and a permit holder does not have a place to park, the permit holder calls the office and we will allow them to park at the nearest lot. Ms. Lynn Cunningham asked if they had experienced having parkers that don't belonging in the lot? They said they have. Mr. Hoffmeier asked Ms. Gehman if she ever had a problem finding a space in the lot? Ms. Tammy Gehman said yes, in her assigned spot. Mr. Hoffmeier asked if she could've parked somewhere else in the lot and she said yes. Ms. Brittany Peters and Ms. Melissa Pitsko said it's a problem during Musikfest and other events. Mr. Kevin Livingston promised them that they take extreme measures to ensure permit holders always have spaces.

Dino Cantelmi is now in attendance.

DIRECTOR'S REPORT

Mr. Kevin Livingston mentioned he will be going in front of City Council on October 1, 2019 at 5:30 p.m. for the Public Safety Committee Meeting to begin the process to request the fine increase.

SOLICITOR'S REPORT

NONE

FINANCIAL REPORT

Ms. Eliana Cruz reported for August 2019, the total current assets were \$4,282,078. The total long-term assets were \$34,723,150 for total assets of \$39,005,228. The total current liabilities were \$748,327.

The total long-term liabilities were \$22,934,757. The short-term loan was \$2,543,625. The total liabilities were \$26,226,709. The total liabilities and equity were \$39,005,228.

The total revenue for the month of August 2019 was \$865,296. The total expenses before transfer were \$750,131 for revenue of \$115,165.

Looking at the cash flow, there was a beginning balance of \$5,150,588 with a debt service payment of \$1,133,430. The ending balance was \$4,375,875.

Mr. Hoffmeier asked for a motion to approve the financials for August 2019. Mr. Eugene Gonzalez made a motion to approve the financials and Ms. Lynn Cunningham seconds the motion. Motion passed unanimously.

OLD BUSINESS

NONE

NEW BUSINESS

Polk Street Leases

Mr. Jim Broughal has three leases for the Board to approve. The first one is from Lehigh Valley Charter High School for the Arts. They are leasing forty-five (45) spaces in the Polk Street Garage. The second lease is with Factory, LLC. They are leasing thirty-five (35) parking spaces. The third lease is with Northampton County Area Community College. They are leasing three hundred (300) parking spaces. Mr. Kevin Livingston noted that they will start paying the public rate. If they public rate increases, theirs will too.

Mr. Hoffmeier asked for a motion to approve all three (3) leases for the Polk Street Garage. Ms. Lynn Cunningham made a motion to approve the leases and Mr. Dino Cantelmi seconds the motion. Motion passed unanimously.

Capital Repairs 2019-2020

A bid went out for capital repairs for 2019-2020 and five (5) bids were received. The lowest bidder was South Shore Construction, LLC at \$1,416,000. Mr. Kevin Livingston said we had budgeted \$1,800,000 for the repairs. Mr. Kevin Livingston is asking the Board to accept the low qualifying bid from South Shore Construction, LLC in the amount of \$1,416,000. Mr. Eugene Gonzalez asked if the Parking Authority has ever used South Shore Construction. Mr. Kevin Livingston said no, we have used Maarv Waterproofing, Inc. which was the second lowest bidder. Desman has worked with them in the past and said they do good work. Mr. Eugene Gonzalez made a motion to approve South Shore Construction, LLC in the amount of \$1,416,000 and Ms. Lynn Cunningham seconds the motion. Motion passed unanimously.

ADJOURNMENT

Mr. Hoffmeier asked the Board for a motion to adjourn. Ms. Lynn Cunningham made a motion to adjourn the meeting and Mr. Dino Cantelmi seconds the motion. Motion passed unanimously.