

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 October 23, 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
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
Eric Evans – City of Bethlehem Business Administrator
Members from the press and the public

Mr. Hoffmeier, the Chairman of the Board called the October 23, 2019 meeting of the Bethlehem Parking Authority to order.

MINUTES

Mr. Hoffmeier asked the Board for a motion to approve the Minutes for the September 25, 2019 meeting. Mr. Eugene Gonzalez made a motion to approve the Minutes for September 25, 2019 and Mr. Dino Cantelmi seconds the motion. Motion passed unanimously.

Mr. Hoffmeier made a motion to appoint Mr. Eugene Gonzalez to become the Secretary of the Board and Mr. Dino Cantelmi seconds the motion. Motion passed unanimously.

Mr. Dino Cantelmi made a motion to authorize Mr. Hoffmeier, Mr. Kevin Livingston, Mr. Steve Fernstrom and Ms. Eliana Cruz as signers for UNIVEST Bank. Mr. Eugene Gonzalez seconds the motion. Motion passed unanimously

COURTESY OF THE FLOOR

Mr. David Williams of 645 Leibert Street came to appeal the decision of his denial for a handicap space. He stated he could no longer use the off-street parking that was provided to him by Bethlehem Housing Authority due to the distance he had to walk. He is asking to have a space on Leibert Street. Mr. Eugene Gonzalez told Mr. Williams that BHA provides a space and that the parking lot is on a flat surface. Mr. Hoffmeier suggested he go back to BHA and speak to them about his situation. Mr. Kevin Livingston said he would reach out to BHA and see what he can do.

Mr. Ed Gallagher of 49 W. Greenwich Street suggested to have the agenda posted on the website. He also asked for a follow up from the letter that was written to BPA from Bethlehem Environmental Advisory Council. He's hoping the Board is willing to meet with councilwoman Van Wirt and other council members who are interested in trading ideas about parking.

Ms. Mildred Scrak of 1174 Arcadia Street is appealing the decision of the denial of her handicap space. She stated she has a driveway but does not use it due to carry packages and going up the steps. Mr. Hoffmeier said it will be looked at again and Ms. Mildred Scrak will receive the decision.

DIRECTOR'S REPORT

Mr. Kevin Livingston updated the Board on the Polk Street Garage saying they had to push back the first bid from October 24, 2019 to November 7, 2019 which is the precast bid. This will determine the size and the price of the garage. We are still aiming for December 2020 completion of the garage.

We have officially awarded the bid to South Shore Construction, LLC and they are working on a schedule.

Mr. Kevin Livingston asked to Board to consider cancelling the November's Board Meeting and rescheduling December's meeting to December 11, 2019. In the December's meeting we will have the budget for 2020.

Mr. Hoffmeier asked for a motion to cancel November 2019 meeting and reschedule December 2019 meeting to December 11, 2019. Mr. Eugene Gonzalez made a motion to cancel November 2019 meeting and reschedule December 2019 meeting to December 11, 2019. Mr. Dino Cantelmi seconds the motion. Motion passed unanimously.

SOLICITOR'S REPORT

NONE

FINANCIAL REPORT

Ms. Eliana Cruz reported for September 2019, the total current assets were \$4,089,047. The total long-term assets were \$35,388,993 for total assets of \$39,478,040. The total current liabilities were \$757,131. The total long-term liabilities were \$22,934,757. The short-term loan was \$2,750,000. The total equity was \$13,036,152. The total liabilities and equity were \$39,478,040.

The total revenue for the month of July 2019 was \$696,377. The total expenses before transfer were \$413,635. Transfer to the City was \$25,109 for a total of \$257,633.

Looking at the cash flow, there was a beginning balance of \$4,380,411. The ending balance was \$2,701,554.

Mr. Hoffmeier asked for a motion to approve the financials for September 2019. Mr. Dino Cantelmi made a motion to approve the financials and Mr. Eugene Gonzalez seconds the motion. Motion passed unanimously.

OLD BUSINESS

NONE

Mr. Hoffmeier wanted to update the Board on the Health and Safety Committee meeting they attended on the fine increase. The Committee made a recommendation to Council to not raise the rates but wanted to discuss free parking on Main Street with higher fines. Council decided to remove the fine increase out of the Committee and voted to push it forward onto the next Council Meeting. Mr. Hoffmeier said we are willing to work with Council with any ideas they may have and is asking Mr. Kevin Livingston to write a memo to City Council for their input as far as rates, parts of the City and time of the year. Are they willing to add any funds to pay for parking studies? Mr. Hoffmeier said there were two consultants to discuss the variable rate parking and both said it wouldn't work for a city like Bethlehem.

NEW BUSINESS

Desman Design Management drafted a memo regarding off-street monthly rate increase. Mr. Kevin Livingston stated in May 2016 was the last increase. In the memo there were comparison rates from other cities and Mr. Timothy Tracy is willing to explain the memo to the Board if needed. Mr. Hoffmeier said the memo has been reviewed and made a motion to approve the rate increase for off-street monthly parking for garages and lots effective January 1, 2020. Mr. Eugene Gonzalez seconds the motion. Motion passed unanimously.

Mr. Jim Broughal stated we entered in an agreement of sale with Envy, LLC for 209 Broadway and the buyer asked for an extension. We have agreed to extend the agreement of sale until October 14, 2021 and pay us an additional \$10,000 on the purchase price.

Mr. Jim Broughal asked for authority to have the Chairman sign the second addendum to the contract of sale extending the settlement date to October 14, 2021 with an additional \$10,000. Mr. Hoffmeier asked if \$10,000 was a fair price, Mr. Jim Broughal said it was a fair amount. Mr. Kevin Livingston also added that the extension date of October 14, 2021 will be the last extension given.

Mr. Hoffmeier asked for a motion to approve the second addendum with Envy, LLC for 209 Broadway. Mr. Dino Cantelmi made a motion to approve the second addendum and Mr. Eugene Gonzalez seconds the motion. Motion passed unanimously.

ADJOURNMENT

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