

Dino Cantelmi – Vice Chairman  
Lynn Cunningham – Treasurer  
Eugene Gonzalez – Secretary  
Billy Kounoupis – Assistant Secretary / Treasurer  
Mark Jobes - Member  
Steve Fernstrom – Executive Director  
Paige Van Wirt – City Liaison  
  
Jim Broughal – BPA Solicitor

## BETHLEHEM PARKING AUTHORITY BOARD OF DIRECTORS MINUTES

A virtual meeting of the Bethlehem Parking Authority Board was held on October 28, 2020 at 4:00 p.m.

The following were in attendance:

Dino Cantelmi – Vice Chairman  
Lynn Cunningham – Treasurer  
Eugene Gonzalez – Secretary  
Billy Kounoupis – Asst. Secretary / Treasurer  
Mark Jobes - Member  
Jim Broughal - Solicitor  
Steve Fernstrom – Executive Director  
Luz Vega – RPP/HP Coordinator  
Carol Wladika – Staff Accountant

Mr. Dino Cantelmi, the Vice Chairman of the Board called the October 28, 2020 meeting of the Bethlehem Parking Authority to order.

### **MINUTES**

Mr. Dino Cantelmi asked the Board for a motion to approve the Minutes for the September 23, 2020 meeting. Ms. Lynn Cunningham made a motion to approve the Minutes and Mr. Eugene Gonzalez seconds the motion. Motion passed unanimously.

### **COURTESY OF THE FLOOR**

Mr. Arthur Curatola from 813 Laufer Street asked if parking permits can be limited to one permit per household? If they have multiple vehicles, he suggested they rent a space in a lot or a garage. He also asked why do we have street cleaning and why can't residents clean their own streets? He also suggested parkers have their phone number on the driver's side of the vehicle so that the Bethlehem Parking Authority may contact them before street cleaning so they can move their vehicles.

## **DIRECTOR'S REPORT**

Park Mobile stop feature allows customers to stop a session and only pay for how long they park. Office hours have been changed to from 9am to 8am.

### Holiday promotions

We are working with LVHN to bring back the green meter bags which allows 2 free hours of parking at a meter on Saturdays beginning November 28, 2020 until December 19, 2020.

There will be a 3-hour free meter parking session using the Park Mobile App beginning December 21, 2020 through December 24, 2020

We are offering 50% off garage chaser tickets for Bethlehem businesses. They will be able to purchase their chasers beginning October 26, 2020 through November 13, 2020. The chasers will be valid until February 5, 2021.

Mr. Billy Kounoupis has attended the meeting.

## **SOLICITOR'S REPORT**

Mr. Jim Broughal asked for a motion to approve the Chairman to execute the Forbearance Agreement with Steel Fitness at Riverport LLC. They have suffered and were shut down during the pandemic and ran up a debt to Bethlehem Parking Authority in the amount of \$4,326.00. They have agreed to pay an additional 21 payments in the amount of \$200.00.

Mr. Eugene Gonzalez made a motion to approve the Forbearance Agreement with Steel Fitness at Riverport LLC and Mr. Billy Kounoupis seconds the motion. Motion passed unanimously.

First Amendment to Consulting Agreement between the Bethlehem Parking Authority and Mr. Kevin Livingston. Mr. Steve Fernstrom mentioned the agreement will extend an additional six months at \$500.00 a month. Mr. Jim Broughal mentioned there was an initial consulting agreement that started in December 2019 and we are terminating the terms under that agreement and going with a \$500.00 a month consulting fee.

Ms. Lynn Cunningham made a motion to approve the First Amendment to Consulting Agreement and Mr. Eugene Gonzalez seconds the motion. Motion passed unanimously.

Mr. Jim Broughal asked to withdraw two resolutions with Market Street Villa Condo potential condemnation. The Market Street Condo attorney asked that we forgo passing the resolution. The first resolution was to terminate the earlier resolution from back in December 2019 which authorized the condemnation of the parking area. In December 12, 2020, that resolution will terminate by on itself because we have not moved ahead with the condemnation. The second resolution was for a temporary taking of the same property for when the new garage is built. Rather than pass another resolution, we would work on an agreement to find an off-site location for parking and shuttle them.

## **FINANCIAL REPORT**

Ms. Carol Wladika reported the total revenue for the month of September 2020 was \$572,566.00. The total expenses were \$455,317.00 with a total change in net position of \$110,999.00. The cash flow for September 2020 was \$3,572,740.90 and ending with \$2,462,812.94.

Ms. Lynn Cunningham made a motion to approve the September 2020 financials and Mr. Billy Kounoupis second the motion. Motion passed unanimously.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

We originally signed with Baker Tilly for six months for \$6,000.00 a month. We went out to the market and Buckno Lisicky & Company came in with a contract for \$3,300.00 a month. Mr. Steve Fernstrom is asking the Board to consider Buckno Lisicky & Company's contract at \$3,300.00 a month for accounting services beginning December 1, 2020 until November 30, 2021.

Ms. Lynn Cunningham made a motion to approve Buckno Lisicky & Company contract and Mr. Billy Kounoupis second the motion. Motion passed unanimously.

Mr. Steve Fernstrom asked to cancel the November 2020 Board Meeting and reschedule December 2020 meeting to Wednesday, December 9, 2020 at 4pm. Mr. Eugene Gonzalez made a motion to cancel November 2020 Board Meeting and Mr. Billy Kounoupis second the motion. Motion passed unanimously.

## **ADJOURNMENT**

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