

Dino Cantelmi – Chairman
Lynn Cunningham – Vice Chairman
Eugene Gonzalez – Treasurer
Billy Kounoupis – Member
Mark Jobes - Secretary
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 December 9, 2020 at 4:00 p.m.

The following were in attendance:

Dino Cantelmi
Lynn Cunningham
Eugene Gonzalez
Billy Kounoupis
Mark Jobes
Jim Broughal
Steve Fernstrom
Luz Vega
Carol Wladika

Mr. Dino Cantelmi, the Vice Chairman of the Board called the December 9, 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 October 28, 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. Arif Fazil from D’Huy Engineering is requesting for the second time a reduction in parking. Mr. Fazil tells us he pays \$3,000.00 a month for parking. He’s requesting to pay for only 15 out of the 31 spaces in the Broad Street Lot or waive the parking fee until COVID has been lifted.

DIRECTOR'S REPORT

NONE

SOLICITOR'S REPORT

NONE

FINANCIAL REPORT

Ms. Carol Wladika reported the total revenue for the month of October 2020 was \$517,411.00. The total expenses were \$512,931.00 with a total change in net position of \$1,770.00. The cash flow for September 2020 was \$2,472,109.00 and ending with \$2,728,619.00.

Mr. Steve Fernstrom mentioned the increase in expenses was due to debt service payments for October.

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

OLD BUSINESS

None

NEW BUSINESS

2021 Budget

Mr. Steve Fernstrom went over the 2021 Budget.

Mr. Steve Fernstrom asked for a motion to approve the transfer of \$425,000 to the City for 2020 contribution. Ms. Lynn Cunningham asked if the BPA could afford to make the transfer? Mr. Steve Fernstrom mentioned that the transfer of \$425,000 was included in the ended projected budget of \$62,678.00. Mr. Billy Kounoupis asked about the new technology that was in the 2021 budget and if the purchases were going to be made all at once or in steps? Mr. Steve Fernstrom said he would keep an eye on the cash flow before making any purchases, but the priority would be the debt service.

Mr. Mark Jobes asked if we can defer the transfer to the City for 2021 to see where we are at as far as the cash flow and to have a better idea and how has it historically been paid? Mr. Steve Fernstrom said the payment has been paid bi-annually and asked Mr. Evans for more information. Mr. Evans said before this administration, the Bethlehem Parking Authority made contributions to the City for many reasons. For several years the payment was split into two payments a year. This year when the payment was due, the pandemic hit and that's why it was deferred late in the year. The City's Budget

already includes the \$425,000 contribution from the Bethlehem Parking Authority. The City's budget for 2021 includes a contribution from the Parking Authority in the amount of \$400,000.

Mr. Dino Cantelmi asked for a motion to approve the transfer to the City in the amount of \$425,000.

Ms. Lynn Cunningham made a motion to approve the transfer to the City in the amount of \$425,000.

Mr. Mark Jobes seconds the motion. Motion passed unanimously.

Mr. Eugene Gonzalez made a motion to approve the 2021 Budget and Mr. Billy Kounoupis seconds the motion. Motion passed unanimously.

Enforcement and Permitting Software

UPSafety is a software used for enforcement and permitting. It brings improved handhelds for our Enforcement Officers, customers can manage their permits and accounts online through a customer portal, decreased face to face interactions in the office and easier ticket look up and processing. Current software pricing is 6% revenue share and the new software pricing remains the same at 6% with a more improved platform.

M. Steve Fernstrom asked for a motion to approve the new ticketing software, United Public Safety for a three-year contract with a 6% ticket share. When the revenue reaches \$1,500,000, the revenue share drops to 4%. Mr. Billy Kounoupis asked if he was comfortable giving up 6% of the revenue share? Mr. Steve Fernstrom said that 6% was on the low side compared to other pricing he had received. It is the same percent we have been paying for the past six years and the software has more positives than what we currently have for the same revenue share. Mr. Mark Jobes asked if the new software was tied in with the mobile app? Mr. Steve Fernstrom said the only tie in was only through enforcement. Mr. Mark Jobes asked if a ticket can be paid through the mobile app and Mr. Steve Fernstrom said he would ask if United Public Safety had a mobile app where they can pay tickets.

Mr. Dino Cantelmi asked for a motion to approve the new ticketing and permitting software, United Public Safety. Ms. Lynn Cunningham made a motion to approve the contract for three years with United Public Safety. Mr. Eugene Gonzalez second the motion. Motion passed unanimously.

Collective Bargaining Agreement

The new Collective Bargaining Agreement will begin January 1, 2021 through December 31, 2023. There are a few changes mainly healthcare and raises. The BPA has offered a zero deductible for healthcare but due to the rising cost of healthcare, the Authority could not sustain offering a zero-deductible plan. We are offering a \$500, \$1000 or \$3000 deductible plan. The team member will decide which plan they would like to have.

The raise structure will be zero percent for 2021, 2% for 2022 and 3% for 2023.

Mr. Steve Fernstrom asked for a motion to approve the 2021-2023 Collective Bargaining Agreement.

Mr. Billy Kounoupis made a motion to approve the 2021-2023 Collective Bargaining Agreement. Ms.

Lynn Cunningham second the motion. Motion passed unanimously.

Handicap Appeals

After a year of having the ADHOC Committee for the appeals process, Mr. Steve Fernstrom felt that he had a better solution with the agency, Lehigh Valley Center for Independent Living, which provides a service that will act as an appeal process. The agency will receive the appeal and review the information and will provide their recommendation to deny or grant the appeal.

Mr. Steve Fernstrom asked for a motion to approve the Handicap Appeals Process with Lehigh Valley Center for Independent Living. Ms. Lynn Cunningham made a motion to approve the appeals process with Lehigh Valley Center for Independent Living. Mr. Billy Kounoupis second the motion. Motion passed unanimously.

Mr. Mark Jobes wanted to know how will the request from Mr. Arif Fazil from D'Huy Engineering be handled? Mr. Dino Cantelmi mentioned that it has been discussed previously and Mr. Steve Fernstrom will follow up with Mr. Arif Fazil.

ADJOURNMENT

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