



Ted Zeller – Chairperson
Candida Affa – Vice Chairperson
Santo Napoli – Treasurer
Daryl Hendricks – Secretary
Seth O’Neill- Member

John N. Morgan – Executive Director
Dan McCarthy, Davison McCarthy – APA Solicitor

ALLENTOWN PARKING AUTHORITY BOARD OF DIRECTORS MINUTES

A regular meeting of the Allentown Parking Authority Board of Directors was held at 12:00 p.m. on Wednesday, February 23, 2022, at the Office of The Allentown Parking Authority, located at 603 W. Linden Street, Allentown, PA 18101.

The following attended:

Ted Zeller – Chairperson
Candida Affa – Vice Chairperson
Daryl Hendricks – Secretary
Santo Napoli – Treasurer
Seth O’Neill – Member
Dan McCarthy – APA Solicitor
Christina Dayton – Deputy Director
Connie Abercrombie – Finance Manager
Christina Nolden – Minutes

John Morgan – Executive Director (present via teleconference)
Jon Haney – Deputy Director (present via teleconference)

Mr. Zeller called the meeting to order at 12:19 p.m. Mr. Zeller asked for an approval of the February 9th meeting minutes. Mr. O’Neill made a motion to approve the February 9th minutes. Mr. Hendricks seconded it. The Board voted and approved the February 9th meeting minutes.

Mr. Zeller asked Mr. Morgan if there were any Executive Session matters. Mr. Morgan reported that there was a contract for the railroad. Mr. Morgan also mentioned the Jaindl Waterfront project, as well as the Walnut Street property sale. Mr. Zeller stated that those items did not need to be in Executive Session.

EXECUTIVE DIRECTOR’S REPORT

Mr. Morgan stated that North 7th is finally finished. The power is in, and everything is working. Signage is up. A universal sign will be put up at every surface lot all over the city. The Maple Street project seems to be falling behind as far as delivery. So, a couple of things had to be changed, such as the color of lighting fixtures. The project is still scheduled for a June/July opening. The supply chain is starting to affect us.

Last meeting there were some changes with Customer Service. Also, the Maintenance Manager was also relieved of his duties. A search for someone new to fill the Maintenance Manager is now on. The APA is going in a different direction than what the previous manager thought we should go.

Mr. Haney stated that we issued 106 double parking tickets on the targeted area of North 7th. Mr. Napoli asked if there is an opportunity for more outreach to merchants in that corridor. Mr. Haney stated that there was a door-to-door communication that was made available with handouts regarding the new lot. There was emailing and mailings done. Mr. Morgan mentioned the two beautiful murals, that landscaping was done, and it is paved. The lot is very inviting. Mr. Haney stated that it might take a year or two to fill up. Mr. Napoli asked when there are double parking tickets issued is it worth giving a flyer out that the 7A Lot is available, almost as an educational thing. Can APA do that? Mr. Haney stated that there are times when we do not get to physically give a ticket to a person. Of the violations that we enforce, the one that elicits the most negative response from a person is going to be double parking. Therefore, it may not be good having officers spend more time in those situations. It would be something to think about. Mr. Morgan stated that the mayor has asked for a no tolerance policy on Hamilton for the same reasons, the double parking. Mr. O'Neill mentions so more customer service and education is needed. Mr. Hendricks asked how many spots are available in that lot. Mr. Haney stated that there are 56 spots. Mr. Morgan mentioned there have never been 20 cars in the back lot and in the front. Mr. Haney commented that the back side of that lot will be seal coated and striped to match the front. So, APA has not issued any head in parking tickets back there because it is difficult to see the location of those spaces. Then, APA will expand to enforce across the whole lot. Due to weather, the seal coating cannot take place.

Mr. Zeller asked about the Spiral Deck engineer review. Mr. Morgan said that we have not received the estimate for the first phase from Pennoni. The proposed RFP has not come in from Pennoni. Mr. Morgan is hopeful that the work starting at Spiral and the opening of the Maple Street garage will coincide.

FINANCIAL REPORT

Ms. Abercrombie stated that the budget shown on the January statement is a temporary 3-month budget based on the 2021 budget. Since it is a temporary, the comparison will show the January 2022 results against January 2021.

The total revenue for the month of January was \$832,658 (6.7% higher than January 2021). Operating Revenue was \$781,361 (1.2% higher than 2021). Enforcement revenue contributed \$450,538 (16.8% lower than 2021) and Off-Street and Events contributed \$322,799 (43.3% higher than 2021). Non-operating revenue was \$51,297, including \$42,537 interest income from the final payment on the Farr Lott.

Total operating expenses for the month of January were \$385,756 (6.7% higher than January 2021). Personnel costs were \$288,066 (5.6% higher than 2021), services and charges were \$97,166 (11.8% higher than 2021), and materials and supplies were \$524.00 (72.2% less than 2021).

For the month of January, total revenue exceeded total expenses by \$446,902 (6.7% higher than January 2021). After transfers from sale of assets, transfers to City and the debt service fund, the general operating fund shows an excess of \$228,946. Ms. Abercrombie stated that the proposed budget will be ready for next month's meeting.

COURTESY OF THE FLOOR

Mr. Napoli asked a question regarding a note he received from a friend about event parking. It said that there seems to be issues at the Spiral deck. There is a single guy who has a clicker, he takes your money, gives you change and gives you a thin paper ticket all while wearing gloves. It seems that it slows him down. Mr. Napoli asked if there should be two people working when there is a clicker. Mr. Morgan stated that yes if you have the manpower. Mr. Napoli asked about going cashless, no cash at all. Mr. Morgan stated that arena struggles with appointment only parking. Ms. Abercrombie stated that right now the credit card transactions are maybe 5% of the sales.

Mr. Napoli asked about training at the community deck. He noticed people getting tickets for backing into spaces. Mr. Napoli asked an event staff person about telling customers that it is head in parking only and the event staff responded that they tell everyone. Mr. Napoli asked if that was part of event staff training to instruct people that it is head in parking only. Mr. Morgan confirmed that event staff are trained and that there are signs. Mr. Napoli requested that event staff be reminded from time-to-time to make sure they are instructing people that parking is head in parking only.

Mr. Napoli stated that it was brought up to him regarding handicap spaces. He confirmed that during events the Spiral deck, ATC and community deck are options. He asked if 8th and Walnut was an option for events. Ms. Abercrombie said that APA does not use that for events. Mr. Morgan stated that it is operated by City Center, along with the Arts Walk garage because we do not have enough staff. City Center determines whether those decks are staffed or not. Mr. Morgan reported that a new events manager will be starting which will help with training and recruiting. Mr. Napoli asked about handicap because he believes this person parked at ATC where there was a sidewalk only on one side and there is an incline going up to the PPL Center. Mr. Napoli's thought was do we mark at the Spiral deck how it would be easier for handicap to get to the arena. Mr. Morgan suggested that handicap should use the arena to park. Mr. Zeller suggested that we put something on our website regarding distance to PPL or average distance to City Hall. Mr. Morgan asked why arena isn't letting people know about the handicap spaces available. Mr. Morgan mentioned that Symphony Hall takes it upon themselves to serve their customers by paying APA for stations right on North 6th Street for handicap. Mr. Zeller mentioned that maps have been put up in the decks. He believes that those maps could be beneficial, as well as putting something on the APA website.

Ms. Affa mentioned receiving calls for delivery trucks double parking. Ms. Affa said that previously it was talked about a spot in each block. Mr. Zeller mentioned the need for a new loading zone map. Mr. Morgan proposed that we have another parking study done specifically for those reasons. Once we have the recommendation, it is going to be up to the Streets department to sign them and mark them. Mr. Zeller asked for a cost of the parking study. Mr. Morgan stated that he is waiting for an estimate from Walker to either update the previous study or prepare a new one. Mr. Morgan stated the previous study was \$100,000 for an entire study. It could be less for a specific area. Mr. O'Neill stated that we should figure out what scope that APA wants for the study. We need to know what areas need to be addressed before we put this out to a contractor for bid. He went back to the company who had done the study 11 years ago to get a ballpark cost for an update or to see if we go with a new company. Mr. Zeller asked how APA gets to what is our new loading zone map to look like as far as the geography. Mr. O'Neill said that is the right question to ask. Mr. Zeller asked if Rich Young should be working with someone at Streets to figure out the geography. Mr. Morgan states the biggest issue with deliveries is downtown, number one from 4th to 12th and number two, on North 7th where you have the business community now that we did not have years ago. North 7th is a major artery

up 22 and Hamilton from 4th to 12th. Mr. O'Neill stated that city council could pass a resolution to direct the city to cooperate with the study. Mr. Napoli stated that it comes down to who controls the curb, and they are going to be the one who run the zones. Mr. Hendricks stated that Ms. Affa and he will talk to Mike Hanlon and go further with the mayor. Mr. Zeller asked if the scope is correct would the APA benefit from the study. Mr. Zeller suggested that APA be a part of the process on a consulting basis. Rich Young could be a part of the consulting, along with Mr. Morgan. Mr. Morgan asked Mr. McCarthy about the prospect of using anyone for professional services. Mr. McCarthy stated that professional services are an exception to the bidding requirements. A professional organization can be engaged to provide professional services without a bidding process. By the same token, noting says that you can't go through a bidding process to engage professional services. You are not obliged to take the lowest bid. You can put other factors in terms of your evaluation to decide which professional organization you want for the particular job. Mr. O'Neill asked if it would have to go through that governing body. Mr. Morgan said no, only if the city is paying for it. It does not have to go through the city if the APA decides what will be done and pay for it. Mr. McCarthy did not speak to the city requirements but for APA a contract could be entered into if it is within the APA budget without the Board consent. Historically, contracts of a significant magnitude are brought to the Board's attention to discuss at a public meeting unless it is for a rather insignificant service or amount. Mr. Zeller stated for Mr. O'Neill's benefit even for professional services the APA has erred on RFPs. The classic example of the rendering of professional services is legal counsel. Mr. McCarthy is here because he successfully responded to RFP on it. Mr. McCarthy further stated that RFPs are done when there is a disposal of surplus real estate. RFPs are used with respect to a lot of functions regarding what the Authority does. Even though you may not have to do it, policy and practice has been to do it. Mr. Zeller stated that a study would go through an RFP process. The scope would be effectively dealing with the curb issues, a better snow plan, and a loading zone map.

NEW BUSINESS

Mr. Zeller introduced new business by going through a list of items for the Board.

Mission Statement - Mr. Zeller will be working on the mission statement with Ms. Dayton.

Develop and Implement Community Outreach Program - Ms. Dayton to work on the development and implementation of the Community Outreach Program and bi-lingual website messaging of current events. Mr. Haney, Mr. Oswaldo Tosado and Mr. Napoli to attend town meetings. The possible Citizen's Advisory Panel will be handled by Mr. Zeller and the mayor's office.

Advance Intra-Governmental Relations - Ms. Affa gave the blighted properties list Ms. Dayton for Mr. Morgan and Ms. Dayton to work on with the Board. Ms. Affa heard from Chief Dorney from South Whitehall wondering why he has to pay to park in Allentown now. Mr. Morgan stated that the County should be paying for an out-of-town officer to come into town for court. The officers are in town on County business, just like a juror does for jury duty. Mr. Morgan suggested that the officer pick up a chaser ticket from the County to exit the Government deck. The process is already in place for the jurors. Mr. Haney reminded everyone that there are no discounts for the juror parking. The County is charged \$1.00 an hour for however long each juror is parked in the garage. Mr. Zeller asked Ms. Abercrombie to get the monthly charge for juror parking.

Investigate rear exit for better flow for the Health Bureau – Mr. Morgan stated that he is getting an appraisal for the lot next store. The permanent solution would be to buy the dirt lot next store to have one way in and you go around the lot and out the driveway.

Chamber and others - Mr. Morgan stated that he has an appointment with Liz to meet with him to talk about parking and the Chamber.

Cross training of employees – Mr. Morgan and Mr. Zeller are working on this item.

New parking rates for lots/decks and defined bulk discount/Legislative proposal on new street rates – Mr. Morgan stated that that was part of what he talked to the company who did the study in 2011 that he wanted included in the pricing. Mr. Haney and Mr. Morgan to propose to Board a potential hire for recommendation.

Capital Projects/Grants (neighborhood lots) – This item is a place holder. Ms. Affa gave the blighted property list to Ms. Dayton.

APA Well Being – Another place holder.

Mr. Zeller brought up the Responsible Contractor Ordinance. He has received several emails of concern that this could potentially impact the way the APA contracts for its business. Mr. McCarthy has read the ordinance. Mr. McCarthy stated that there is a clear law that it is expected that city construction contracts over \$100,000 be required that the contractor that is successful in getting the bid have an apprentice program and the sub-contractors and that program must be in place for 5 years, and there is a residency requirement. Mr. McCarthy states there is one section that says that these requirements shall be binding on an authority if the project is to the benefit of the city. Mr. Zeller stated that the new law doesn't seem to be abundantly clear as to what it clearly impacts and what it clearly doesn't impact. It doesn't really say if the Allentown Parking Authority is exempt. Mr. Zeller states that our mission statement says that our mission is for the benefit of the city, its residents, and visitors. Mr. McCarthy does not know if the APA is bound by the city's passage of this ordinance. Mr. O'Neill brought up the numerous references to sections of a non-Allentown ordinance within the new ordinance. So, it may prove difficult to give a legal opinion. Mr. O'Neill also noted that there is a waiver of requirements in this ordinance. The waiver requirement is not directed to any authority. It is unclear if an authority can apply for a waiver. Mr. Zeller asked if the Authority should be making a statement to the mayor on the ordinance. Mr. Hendricks said a statement should be made. Mr. Zeller makes a motion to address this as a Board. Mr. McCarthy stated that it is a policy decision. Mr. Zeller stated that he would make up a policy proposal for a resolution that APA address its concerns about the new statute and that be done by correspondence from the Solicitor and Mr. Zeller would co-sign. Mr. O'Neill seconded the motion. Mr. McCarthy confirmed that he is to state opposition to the current form of the legislation on the basis that it has any affect on the Allentown Parking Authority. Mr. O'Neill confirmed that Monday would be last day the mayor could veto the ordinance. Mr. Morgan stated that he is on board with the opposition of the ordinance. The Board voted and approved the motion.

This meeting was adjourned at 1:47 pm.

The next Board Meeting will be held on Wednesday, March 23, 2022.