



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, July 20, 2022, at the Office of The Allentown Parking Authority, located at 603 W. Linden Street, Allentown, PA 18101.

The following attended:

Ted Zeller (By Phone) – Chairperson  
Candida Affa – Vice Chairperson  
Daryl Hendricks – Secretary  
Santo Napoli – Treasurer  
Seth O'Neil - Member  
Dan McCarthy – APA Solicitor  
John Morgan – Executive Director  
Jon Haney – Deputy Director  
Christina Dayton – Deputy Director  
Christina Nolden – Minutes  
Chuck Smith, Esquire – Guest  
Gary Newman – Guest

Connie Abercrombie (Absent) – Finance Manager

#### **CALL TO ORDER**

Ms. Affa called the meeting to order at 12:09 p.m.

#### **APPROVAL OF THE JUNE MINUTES**

Ms. Affa asked for an approval of the June 22nd meeting minutes. Mr. Hendricks made a motion to approve. Mr. Napoli seconded it. The Board voted and approved the June 22nd meeting minutes.

#### **EXECUTIVE SESSION**

Coming out of executive session, the Board discussed litigation on 718 Walnut Street for a settlement. Mr. Hendricks made a motion to not file an appeal. Ms. Affa seconded the motion. The Board approved the motion to not file an appeal.

## EXECUTIVE DIRECTOR'S REPORT

Maple Street Project: Mr. Morgan discussed that we now have the Walnut Street entrance and exit to the Maple Street Deck open. We have a temporary certificate of occupancy from the city for the six floors in full operation. We have moved in two large groups of people totaling 390 so far. Next week we will move in the rest of the commercial contract holders. We will have almost an occupancy of 700 in the Maple Street Deck.

Spiral Deck Project: Mr. Morgan had a kickoff meeting with the contractor earlier this week. They are planning to start work by the end of the month. Ms. Affa asked if the Spiral Deck repairs will be done in phases. Mr. Morgan confirmed this is the start of Phase I.

North 7<sup>th</sup> Street Project: Mr Morgan reported that there is one manhole that is being re-visited, and there is one sign that needs to be completed. After that everything is 100% complete. Dan Bosket had his event on the parking lot with his neighborhood alliance two weeks ago.

500 Railroad Project: The planning has been approved.

DaVinci Project: Mr. Morgan added that he had a meeting with the mayor, and everyone involved with the DaVinci project. There will be a sidewalk and the street will be widened enough to accommodate a drop off lane for the Grace Montessori School.

## DEPUTY DIRECTORS REPORTS

Labor report on hiring efforts: Ms. Nolden reported that we just started using ApplicantPro to assist in recruiting efforts. Ms. Nolden also mentioned that we are working on getting our "Now Hiring" billboard put together by our North Lot. This will assist with bringing in more applicants. Mr. Hendricks asked if we have a referral program for employees that work at the APA. Mr. Morgan said that we do not. Mr. Morgan mentioned that our starting rates are increasing for maintenance workers, meter workers, customer service representatives and parking enforcement officers as of August 1<sup>st</sup>.

June Enforcement Results: Mr. Haney reported on double parking numbers for 7<sup>th</sup> Street. Our enforcement officers issued 68 tickets for the month of June. This number was up from the month prior which was 35. Year to date, 435 have been issued. APD's contribution for the month of June was zero, which was down by one from last month. Mr. Haney then reported on double parking numbers for the Hamilton Street Corridor, our parking enforcement team issued 18 tickets for the month of June. We are down from the previous month which we had 25. Year to date, 132 tickets have been issued by our parking enforcement officers. APD issued one, which was down from last month where two were issued. Our enforcement officers located one stolen vehicle for the month of June. Our dispatch office handled 1,375 calls for the month of June. Year to date, 8,844 calls have been handled. Ms. Affa asked if we have any statistics for Chew Street or Turner Street double parking. Mr. Haney told Ms. Affa we can get that information. Mr. Haney thanked Mr. Napoli for meeting with Mr. Tosado, our enforcement manager to attend a community meeting at Midway Manor. We are trying to get to one meeting per month.

Parking Violation Proposal: Mr. Haney reported that he is ready to present his parking violation proposal for city council. He asked what his next steps are to meet with the subcommittee and who needs to come with him. Mr. Hendricks said he would talk to Mr. Hanlon, the city clerk and get back to Mr. Haney. Mr. Zeller said he would be happy to attend. Mr. Napoli asked if someone from council would be sponsoring the legislation. Ms. Affa confirmed this and said she

is willing to do this. Mr. Haney noted in the new codified ordinances that the APA being able to change on street rates during events is missing. Mr. Hendricks is checking with Mr. Hanlon on this matter.

## **FINANCIAL REPORT**

Ms. Dayton reported on the financials. Total revenue for the month of June was \$936,000. 3.2% ahead of budget. YTD total revenue is \$5,537,000. 1.8% ahead of budget. Operating revenue was \$924,000, 2.9% ahead of budget. YTD operating revenue is \$5,432,000. 1% ahead of budget. Total operating expenses for the month of June was \$521,000. 12.1% below budget. YTD operating expenses are \$2,861,000. 19.7% below budget. For the month of June total revenue exceeded total expenses by \$414,000. 32.3% ahead of budget. After transfers to capitol, the city, and the debt service fund, the general operating fund shows a deficit of \$77,896. Overall, for the six-month period ending June 2022, total revenue exceeded total expenses by \$2,676,000. 42.5% ahead of budget. After transfer of the sale of assets, and transfers to capitol, the city and the debt service fund, the excess for the period is \$1,833,000. Without the sale of the Walnut Street property the total excess year to date is \$843,000. The YTD project costs of \$5,789,000 for the Maple Street Deck is not included in this calculation because the costs are not paid from operating revenue. The total cost to date for the deck is \$23,995,000.

## **COURTESY OF THE FLOOR**

Ms. Affa opened courtesy of the floor to Gary Newman. He introduced himself as a real estate developer from North Jersey. He has two partners, one is a CPA, and the other is from a banking capitol market. They specialize in fairly complex projects. Mr. Newman said that he is an engineer by trade, he handles all engineering and the construction sides of things, while his partners handle asset management, entitlement and refinancing. Mr. Newman has three projects he is working on in downtown Allentown. His first project is taking the place of two buildings, 926 and 930 Hamilton, he is proposing to go about eight or nine floors above and build a rooftop deck. On the other side of the block is 960 Hamilton, this is a new project called the Nines. Ms. Affa asked if all of these projects are apartments, commercial, or offices. Mr. Newman said that two of them have a residential component, and that they are considered "mixed use". The first four levels for all except one are going to be used for apartments above. He plans on putting retail space in the front. He will be adding more retail than normal because there is a side street. Ms. Affa then asked where parking for this would be. Mr. Newman said that the parking would be after the retail space, but before the residential space (under the podium). Mr. Newman then stated that there is a sloped site problem he is working on for this. Mr. Zeller asked Mr. Newman if this would be 360 residential units. Mr. Newman confirmed this. Mr. Zeller asked for a total number of bedrooms. Mr. Newman said he is not exactly sure. Mr. Zeller said he is just trying to get an idea of what the parking requirement is for his proposed project. Mr. Newman's team came up with 352 spots that would be needed for parking. Mr. Zeller asked if the 352 spots were just for residential and not for commercial parkers. Mr. Newman confirmed this. Mr. Newman said that he knows there is 30,000 square feet of office space, which comes out to potentially 42 spots needed; however, this is subject to change. Mr. Zeller asked if Mr. Newman is looking for 352 spots out of our Maple Street Deck. Mr. Newman and Mr. Haney both confirmed this. Mr. Zeller asked if we want to reserve this eighteen months to two years before this project is completely built. Mr. Newman said yes to this, his construction time is twelve months and then six months for completion which may not be enough. Mr. Haney stated that Mr. Newman is asking the Board to allow Mr. Morgan to discuss any kind of agreement to lock in the spaces at the Maple Street Deck. Mr. Haney said this is very similar to what we did for him with our Spiral Deck for the Turner Street project he has. Mr.

Zeller acknowledged this and asked if we discussed the number with Mr. Newman that we were thinking of. Mr. Morgan said yes, if the Board is content with us using the same number that we did for the Spiral Deck – Turner Street project. Mr. Zeller noted that the Board needs to consider what the occupancy will be projected to be at, in sixty to ninety days from now. And that we need to take account what other projects we know are moving forward and approved that might be delivered before eighteen months to two years. This is so that we can take stock of exactly what we have and what we don't have and see what we can do for Mr. Newman. Mr. Morgan said that we can put a list of what we know we have today, what we know is going to be occupied in the next sixty days, ninety days and six months. And what our capacity will be at after that. Mr. Zeller agreed with this and said that at our next Board meeting we should go over this information to see if we can do anything for Mr. Newman.

**This meeting was adjourned at 1:38 pm.**

The next Board Meeting will be held on Wednesday, August 24, 2022.