



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 Solicitar

## **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, November 16, 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  
John Ashley on behalf of Dan McCarthy – APA Solicitor  
John Morgan – Executive Director (by teleconference)  
Jon Haney – Deputy Director (by teleconference)  
Christina Dayton – Deputy Director  
Jill Fessler – Finance Manager  
Christina Nolden – Minutes

Guest: Judy Borelli – City Center

### **CALL TO ORDER**

Mr. Zeller called the meeting to order at 12:21 pm.

### **APPROVAL OF THE OCTOBER MINUTES**

Mr. Zeller asked for approval of the October minutes. Ms. Affa made a motion; Mr. Hendricks seconded the motion. The Board approved the October meeting minutes.

### **EXECUTIVE SESSION**

Tabled for the end of the meeting.

### **EXECUTIVE DIRECTOR’S REPORT**

**RCAP Funding:** Mr. Morgan reported that the APA did not receive funding from the second application submitted. So, for the second time, the APA received zero. The APA will continue to resubmit the application for funding. Mr. Zeller noted that these attempts for funding are being

made to build a new deck at the waterfront to bridge the financial gap to get the APA's foot in the door down at the waterfront.

520 Railroad Closing: There is a fully executed Agreement of Sale. Mr. Morgan wanted to know from Mr. Zeller if there is a need for a formal motion for the closing of this property. Mr. Zeller asked Mr. Ashley if he had a resolution to that affect. Mr. Ashley stated that Mr. McCarthy will draft a resolution for Mr. Morgan to have the ability to sign any documents at closing. Mr. Zeller asked Mr. Morgan if a motion should be made now to get this out of the way. Mr. Morgan confirmed that a motion should be made, and the resolution will follow. Mr. Morgan confirmed the project is for the sale of the 520 Railroad property to Manhattan Building Corporation for the development of apartments and a two-tier parking deck which will become APA property noted as Condominium Unit 1. Mr. Zeller clarified that the APA owns all the parking so even though we are conveying the real estate it is more just the air rights and we are getting portions of the property from Manhattan. We will own all the parking and Manhattan developers will pay even though the portion of the garage will be dedicated for its tenants. They are still paying the full residential rate for its tenants. There will be no rate discounts, no free parking. Mr. Morgan stated that we are expanding our parking spots to 72. Mr. Zeller continued by mentioning that there will be a significant increase in parking revenues, and this will now be an indoor lot. Mr. Zeller made a motion to authorize and empower the Executive Director, John Morgan to execute all documents as approved by the Board for the Agreement of Sale to convey the property and acquire the condominium interest in all the parking as was just articulated and to authorize the Executive Director to execute all documents necessary for the closing. There is no funding. There may be some legal costs, but we are not paying anything for this. Mr. Hendricks asked for clarification that there is no sale price. Mr. Morgan stated \$10.00. Mr. Zeller made the motion; Mr. Napoli seconded it. The Board approved the motion.

Maple Street Deck: The APA has received the Certificate of Occupancy on the last day of October. There are only 3 or 4 items on the punch list that still need to be addressed.

Spiral Deck Repairs: Our work pace has doubled now that ADP has moved out. They are bringing in additional people and working on twice as many projects as they were before.

Community Deck: The new gate system is installed. The license plate recognition (LPR) is held up because the APA is waiting for the city to approve the permits. Mr. Haney has been in contact with the department head, and they are looking into expediting the permit release so the work can be done before the contractor moves on.

Government Deck: This deck is completed. The new gates and LPR have been installed and are fully functional.

ATC Deck: This deck is completed. The new gates and LPR have been installed and are fully functional.

Symphony Deck: This deck is next on the list to start work on installing the new gate equipment. There is a little work that needs to be done with the LPR cameras and an island that must be built.

Mr. Morgan mentioned that we continue to have people damaging gates after events. Two brand new gates were damaged after the hockey game. The APA will need to have event staff stay longer after events which means more revenue or money for staff to be there longer to help control people from braking gates. Mr. Zeller questioned why this is going on. Mr. Napoli asked if the gates were up after the events. Mr. Haney stated that the gates are only up until midnight.

The gates were broken after that time. The APA is pursuing the individuals who were on camera and responsible for breaking the gates. Mr. Napoli asked for the cause of the broken gates. Mr. Morgan stated that people paid to park for the event. Mr. Zeller asked functionally how we address these types of situations because they didn't pull a ticket. Mr. Morgan stated that if they need to get out of the deck after the gate is down, they should press the help button to explain that they paid for the event and the help desk will have them give their credit card to pay for the remaining amount due for parking in the deck. Mr. Zeller asked if there was a better way to communicate with the public on what to do if people are trying to get out after the gates go down when an event is over. Ms. Affa and Mr. Zeller asked how many gates are lost like this. Mr. Morgan stated that two were lost during the Halloween march, one at the Strata deck and the other one was at the Community deck. They got free parking and received chaser tickets. Mr. Morgan suggested that they may have lost the chaser ticket, or they came in afterwards, but he does not know for sure. The APA pursues all customers that brake gates. Ms. Affa said that there isn't much you can do about customers just plowing through. Mr. Morgan thought perhaps that alcohol is involved. Mr. Napoli and Mr. Zeller suggested that the event staff just communicate with the customers that are coming to events. Mr. Zeller asked if there was anything we can do with the new equipment, like notice that could be given. Mr. Zeller stated that this warrants more discussion.

### **DEPUTY DIRECTOR'S REPORT**

**October Enforcement Results:** Mr. Haney reported that double parking tickets issued on 7<sup>th</sup> Street for October was 66 tickets, 12 less from September, for a total of 765 tickets issued year to date. APD contributed 1 and APD's total for the year is 9. For the Hamilton Street double parking target area, our officers issued 13 tickets in October, 9 less than in September, for a total of 183 for the year. APD was zero for the month, 12 for the year. Our dispatch office fielded 1,048 calls for enforcement assistance. The total for the year is 12,952 calls. We heard from Mike Hanlon from the city. Our fine increase proposal is at least tentatively scheduled to go before council on December 7<sup>th</sup>. There will be a meeting with Mr. Hanlon for discussion prior to the December 7<sup>th</sup> meeting. Mr. Zeller asked what the process is with council for the increase proposal. Mr. Hendricks stated that it will go before the safety committee after it is introduced on December 7<sup>th</sup>. Council and the committee will deliberate the proposal on the 7<sup>th</sup>. Mr. Zeller asked when he needs to be there for the committee or for the regular council meeting. Ms. Affa stated that it would be important to be at the committee meeting. Mr. Hendricks and Ms. Affa are both on the committee and she believes that it will be moved forward favorably. Mr. Zeller is asking when there will be a new council person. Ms. Affa stated she believes that he will be leaving by next week. Mr. Hendricks said that there will need time for people to submit applications and there needs to be interviews. Mr. Napoli asked what the next step would be if the committee votes favorably on December 7<sup>th</sup>. Mr. Hendricks stated it will go to full council and then it will be on the next agenda which is on the 21<sup>st</sup>. Mr. Morgan asked what the time frame will be for it to go into law. Mr. Hendricks stated that the effective date should be discussed at the pre-meeting with Mr. Hanlon. Mr. Zeller suggested that there be an effective date after notice is given to the public. Mr. Zeller suggested April 1<sup>st</sup>. Mr. Morgan reiterated that the 2<sup>nd</sup> meeting it's approved, then there is an estoppel period and in 10 days the mayor signs off. Mr. Morgan asked if the APA must wait for the ordinances to be rewritten. The ordinances are amended to reflect the changes. Mr. Haney asks how we should give notice to the public. Ms. Affa and Mr. Zeller suggested using social media. It was suggested that we post the rate change in the lobby or perhaps due a handout to those paying tickets at the window.

## FINANCIAL REPORT

Mr. Zeller introduced Jill Fessler, the APA's new Finance Manager. Mr. O'Neill asked Ms. Fessler give a background on her experience. Ms. Fessler stated she has parking experience originally starting with the City of Bethlehem in the tax department and from there to the parking authority where she was Supervisor of Accounts that later transferred to a title change to Finance Manager when the new director arrived. She was with the city performing dual roles for 18 and ½ years. Ms. Fessler then took a position in the accounting department in the Air Products Credit Union and stayed with Air Products for 4 years.

Ms. Fessler reported that the total revenue for the month of October was \$1,106,350.63 (22% ahead of budget). YTD total revenue was \$9,647,173.90 (6.4% ahead of budget). Operating revenue was \$1,098,008.39 (22.3% ahead of budget). YTD operating revenue was \$9,392,555.05 (4.6% ahead of budget). Enforcement revenue contributed \$751,896.52 (34.6% ahead of budget) and Off-Street and Events contributed \$343,142.10 (1.9% ahead of budget). Non-operating revenue was \$8,342.24.

Total operating expenses for the month of October were \$547,049.59 (7.8% below budget). YTD operating expenses were \$5,025,062.53 (15.3% below budget). For the month, personnel costs were \$380,025.76 (11.1% below budget). Services and charges were \$153,904.88 (.8% above budget), and materials and supplies were \$13,118.95 (2.6% below budget).

For the month of October, total revenue exceeded total expenses by \$559,301.04 (78.6% above budget). After transfers to capital, the City and the debt service fund, the general operating fund shows an excess of \$269,670.41.

Overall, for the ten-month period ending October 2022, total revenue exceeded total expenses by \$4,622,111.37 (47.6% above budget). After transfers from the sale of assets, transfers to capital, the City and the debt service fund, without the sale of the Walnut Street property, the total excess YTD is \$1,166,181.

Project costs for the Maple Street Garage are not included in this calculation because the costs are not paid from operating revenue. The total cost to date for the Garage is \$24,615,533.70.

## COURTESY OF THE FLOOR

Mr. Zeller opened courtesy of the floor. Judy Borelli was in attendance as a guest and stated that she was only attending to observe.

Mr. Zeller mentioned as a side note to Ms. Fessler that he would like for her to include signage in the proposed budget. He stated that better signage will help the public find their way throughout the city better. Mr. Morgan stated that he is a part of the city's Way Finding Committee that is currently working with an outside vendor who is putting together signage to point people to parking and to point people to different venues downtown, such as the museum and the PPL Center. The committee was given approval by the city for the outside vendor. Mr. Morgan stated that there have been several meetings with LANTA and others who have to do with destinations downtown, as well as street venues. He is specifically working on getting people into the core and directing them to where to park.

Mr. Zeller mentioned the printout of the proposed Board meeting dates for 2023. He then asked if there was any other courtesy of the floor or new business. Mr. Zeller stated that they were

going to move into Executive Session and that they would come out of the Executive Session with no action.

### **EXECUTIVE SESSION**

No action needed to be taken coming out Execution Session. There was discussion regarding the Executive Director's salary for 2023.

### **NEW BUSINESS**

No new business was discussed.

**This meeting was adjourned at 1:48 pm.**  
The next Board Meeting will be held on January 25, 2023.