



Ted Zeller – Chairperson  
Santo Napoli – Vice Chairperson  
Daryl Hendricks – Secretary  
Bina Patel – Treasurer  
Yamilett Gomez - 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, November 29, 2023, at the Law Offices of Norris McLaughlin, located at 515 Hamilton Street, Allentown, PA 18101.

The following attended:

Ted Zeller – Chairperson  
Santo Napoli – Vice Chairperson  
Daryl Hendricks – Secretary  
Bina Patel – Treasurer  
Yamilett Gomez - Member  
Dan McCarthy – APA Solicitor  
John Morgan – Executive Director  
Jon Haney – Deputy Director  
Christina Dayton – Deputy Director (Absent)  
Jill Fessler – Finance Manager  
Jayme Adams – Minutes

Guests:

Jennifer Dalrymple (City Center)  
Sargeant Mark Jarroj (Allentown Police Department)  
Officer Bettys (Allentown Police Department)  
Jose Cartagena (Member of the public and self-proclaimed law-abiding citizen)

### **CALL TO ORDER**

Mr. Zeller called the meeting to order at 12:16 p.m.

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

Mr. Zeller asked for approval of the October minutes. Mr. Hendricks made a motion to approve the minutes, Ms. Patel seconded the motion. The Board voted and approved the October minutes.

### **DA VINCI CENTER UPDATE**

Mr. Morgan states that he met with Senator Miller one on one to discuss the development including Linden, 4<sup>th</sup>, and 10<sup>th</sup> and he is fully in support of revitalizing the sidewalk, curbs, and lights. He'd like to work with us. We have plans for Lumber Street to improve the lighting. Mr. Haney presents birds eye

view pictures per Mr. Morgan's request of the Montessori School yard which shows an emergency exit at the school and discusses the yard, fence, and surface area of the playground area. Mr. Zeller and APA are pleased with the progress. Mr. Zeller inquires about signage. Mr. Haney reached out to Da Vinci and Oak Tree marketing.

Mr. Zeller moves us Courtesy of the Floor so the Board can address a busy agenda for the executive session.

### **COURTESY OF THE FLOOR**

Jose Cartagena is invited to speak first. He introduces himself and inquires about a ticket he received. He has a handicapped placard and didn't understand the policy behind handicapped parking and why he was ticketed. He understands that with a handicapped placard in the state of Pennsylvania he is entitled to an hour of free parking, and therefore does not understand why he was ticketed. Mr. Morgan inquires if he paid at the pay station and Mr. Cartagena responds that he did not. Mr. Morgan clarifies that is why he got the ticket. Mr. Morgan specifies that at a 2-hour meter, you must pay the meter first, and then you will get a free hour. Mr. Cartagena had received this ticket while attending a City Council meeting. Mr. Napoli clarifies that free parking is available in government deck and handicapped parking available. He would just need to grab a sticker to validate his ticket before going back to his vehicle to leave the deck. Mr. Cartagena continues that Pennsylvania law states that with a handicapped placard you receive one hour of free parking but there is no further explanation. He stated he called the Department of Motor Vehicles, and they were not able to answer his questions about free parking. Mr. Cartagena states that he is a law-abiding citizen and wants to follow the law but there was a lack of clarity provided. Mr. Cartagena has a second issue he would like to address, and this is regarding window tints. Mr. Zeller clarifies that we have no jurisdiction for window tints, and it is a state law. He is a concerned citizen and wants to be able to identify someone in a vehicle if a crime is committed but cannot. He observes that tinted windows are becoming increasingly popular in this area. More discussion continues and guests from APD add details on legality. Mr. Hendricks says he will talk to the Chief. Mr. Cartagena thanks the APA and Board for their time. Mr. Zeller reminds Mr. Cartagena about our appeal process which could have potentially excused his ticket and provided him with clarity on the law. Mr. Cartagena reinforces that he wants to do what is right.

### **OCTOBER ENFORCEMENT RESULTS/PUBLIC RELATIONSTRAINING**

Double Parking 7<sup>th</sup> Street we wrote 7 tickets, down 1 from 8 last month, total for the year 665

Hamilton Street 19 tickets, up from 9, total 145 for the year – direct result from Mayor's request for increased double-parking enforcement on Hamilton Street.

Siren was used 448

Dispatch fielded 1,356 calls, up from the previous month.

Assisted in the recovery of 2 vehicles.

Ms. Gomez asks if dispatch numbers went up from last month and Mr. Haney confirms that yes, they were in the 1200's last month.

Mr. Haney presents a PowerPoint draft to engage the board in discussion and feedback to prepare to present it to the City Council. The PowerPoint covers the following: outlines the two major safety issues that we made modifications to regarding enforcement policy and added data. Graphs outline data from 2022 – November 2023. It shows a large drop in ticketing when we instituted the siren instead of tickets and shows a comparison of siren usage numbers. Mr. Zeller points out a question

that will need to be considered is if issuing tickets result in more compliance than the siren. Mr. Haney inquires if City Council indicated if compliance was the target goal for the policy changes and Mr. Zeller states that they wanted to see if different way of handling double parking tickets could result in better compliance with less burden on the public in the form of tickets. Mr. Zeller states that we are currently achieving the latter but not getting the compliance based on the graphs. Mr. Haney continues with the second safety item, restricting the act of overnight patrol which had a significant impact on several violations including “no parking anytime” violations which are any areas marked with “No Parking Anytime” signs which include no parking in the street, no parking at the corners, or any other marked areas. Mr. Haney shows a similar year and a half graph with an indicator of when we ceased overnight patrol and shows data for dispatch calls which increased 300% at that time. Mr. Haney points out that when we stopped overnight patrol the data shows numbers decrease by 50% which tells you 50% of the violations are occurring overnight.

Ms. Gomez inquires about training regarding public relations. Her concern is that with increased patrol and ticketing there will be increased conflict with the public. Mr. Zeller adds that the City Council is interested in our training processes as well. Mr. Haney mentions that each year we have outside teachers come, such as Cindy Campbell from IPMI, as well as re-training opportunities as needed. There is more conversation among the Board and APA about what the major concerns were from the public, what our focus is moving forward, and how to outline this in the presentation for City Council.

Mr. Zeller makes a few recommendations to include in the presentation. Overall, the board agrees that it is off to a great start.

### **OCTOBER CUSTOMER APPEALS RESULTS**

Mr. Haney reviews appeal number in Ms. Dayton’s absence.

94 appeals  
52 upheld  
8 dismissed  
34 reduced to warnings

Mr. Zeller notes this remains consistent.

### **EXECUTIVE SESSION**

No motion was made coming out of executive session.

### **EXECUTIVE DIRECTOR’S REPORT**

Mr. Morgan reports at last week’s T2 National Conference the Allentown Parking Authority was awarded organization of the year. A lot of this was due to the integration of our technical equipment and our training. People are sent to the APA to review how we use everything. The Board congratulates Mr. Morgan and discussion continues around how tech is utilized that puts the APA at the forefront of the industry. Mr. Napoli has some questions about if the technology is being used or can track inspection to ensure we are not ticketing more than once for that offense but currently that is not a practice the APA is participating in, per Mr. Morgan and Mr. Haney.

The construction project at Spiral Deck is completed. Re-striping is completed at ATC. Next month the sidewalk will be poured at Court Street and the bollards are up on Type Street at Community Deck.

## OCTOBER FINANCE REPORT

Total revenue for the month of October was \$912,230 (18% below budget). YTD total revenue was \$9,960,667 (11% below budget). Operating revenue was \$890,164 (20% below budget). YTD operating revenue was \$9,702,494 (12% below budget). Enforcement revenue contributed \$521,123 (34% below budget) and Off-Street, Events, and Customer Service contributed \$369,041 (15% above budget). Non-operating revenue was \$22,066 (116% above budget)

Total operating expenses for the month of October were \$691,286 (8% below budget). YTD operating expenses were \$6,573,380 (12% below budget). For the month, personnel costs were \$491,436 (12% below budget). Services and charges were \$187,173 (8% above budget), and materials and supplies were \$12,677 (28% below budget).

For the month of October, total revenue exceeded total expenses by \$220,944 (40% below budget). After transfers to capital, the City and the debt service fund, the general operating fund shows a net loss of \$337,657.

Overall, for the ten-month period ending October 2023, total revenue exceeded total expenses by \$3,387,287 (8% below budget). After transfers to the capital, the City and the debt service fund, the YTD total decrease is \$720,672.

The total cost to date for the Maple Street Garage is \$24,953,893.

Mr. Morgan requests Ms. Fessler to make the Board aware of what will happen in December. Ms. Fessler continues that we will need to transfer money from our PSDLAF account to make our December 31st debt service payment. On 12/1/23, we will be making a debt service payment for our Maple St Deck. The payment will be automatically deducted from our operating account, and it will consist of both principal and interest. On 12/31/23, we will need to make our regular quarterly debt service payment. To make this payment, we will need to make a transfer from this reserve account. The transfer will be for over \$600,000.00.

## CLOSING THOUGHTS

Mr. Napoli raises concerns about updating the meters on Hamilton Street as soon as possible. Mr. Morgan and Mr. Haney need to get an electrician to the site to assist with these due to an electrical issue. Mr. Napoli brings up another point regarding violations that go to court. He wants to discover a percentage of how much we get back for the tickets that go to court. Due to the complications of the nature of extensive payment plans, is hard to determine these numbers, per Mr. Haney. Mr. Napoli continues with interest in working on an internal payment plan option. He discussed this with a Philadelphia Parking Authority employee and wants to put forth those ideas. Mr. Morgan points out that the Philadelphia Parking Authority is a state agency governed by different rules. They do not have Magisterial District Justices. They have their own internal court and have a much larger operation. More discussion continues among the board and the APA. Mr. Zeller states that a sub-committee will be put together in the new year to work on doing a deep dive into this.

**This meeting was adjourned at 2:00 p.m.**

The next Board Meeting will be TBD  
at The Offices of Allentown Parking Authority at 603 W Linden Street, 515 Hamilton Street