



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, January 24, 2024, at the Offices of the Allentown Parking Authority, located at 603 W Linden Street, Allentown, PA 18101.

The following attended:

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

Guests:

Daryl Peck (Concord Financial)  
Kevin Reid (King Spry)  
Carson Swick (WFMZ)  
Jennifer Dalrymple (City Center)

### **CALL TO ORDER**

Mr. Hendricks, serving as chairperson in Mr. Zeller's absence, called the meeting to order at 12:07 p.m.

### **APPROVAL OF THE JANUARY MEETING MINUTES**

Mr. Hendricks asked for approval of the January meeting minutes. Ms. Gomez made a motion to approve the minutes, Mr. Napoli seconded the motion. The Board voted and approved the November minutes and January special meeting minutes.

## **EXECUTIVE SESSION**

Mr. Hendricks offered our guests courtesy of the floor. Since no one had comment, we moved into executive session.

Coming out of executive session, the board voted on two resolutions for the acquisition and financing of the 940 Linden Street Garage. Mr. Napoli made a motion to approve the resolutions and Ms. Gomez seconded. The board voted and unanimously approved the resolutions.

## **EXECUTIVE DIRECTOR'S REPORT**

Mr. Morgan discusses that most construction projects have been completed except for the elevator equipment room roof. We had three quotes done and have the project beginning in a few weeks. The elevators have experienced water damage in the controls due to a lack of maintenance in the past from others. That is the only in progress construction project.

## **DECEMBER ENFORCEMENT RESULTS**

Mr. Haney reviews enforcement results.

Dispatch received 1213 calls in December.  
Our annual total was 14,868 calls to the dispatch center.

In December, using our technology we identified and helped recover 1 stolen vehicle and 1 stolen license plate.

Double parking area of focus on N 7<sup>th</sup> Street, in December 10 tickets were issued.  
Our annual total for this area was 609. This was 491 below what we did in 2022.

Double parking area of focus on Hamilton Street 5 in December.  
Our annual total for this area was 175 for the year. This was 61 less than what we did in 2022.

The horn/siren usage was 460 in the month of December.  
Annual total usage (initiated in April) was 2,958.

Mr. Haney continues with an announcement. The Allentown Parking Authority has received a designation of Accredited Parking Organization (APO) with Distinction through International Parking & Mobility Institute (IPMI). In addition, the Authority received Premier Facility Status as reviewed by IPMI for Government Deck, Maple Street Deck, Community Deck, and Allentown Transportation Center. The Allentown Parking Authority will receive awards from IPMI for these achievements through IPMI. IPMI has extended interest to be on site when we receive our press package and do a press release. We began this process almost a year ago. All management worked together to submit over 700 files and 2.4 GB of information for the APO board to review and approve. Mr. Hendricks inquires if this is the first time that Allentown Parking Authority has gone for or received this distinction and Mr. Haney clarifies that it is. Mr. Hendricks commends Mr. Morgan, Mr. Haney, and the staff for their hard work. Mr. Morgan speaks to the team effort that went into the endeavor and sent special thanks to Mr. Haney and Ms. Fessler for their tenacity. Mr. Morgan continues that this is held in high esteem in the industry and a significant accomplishment. Our neighbors in Bethlehem have achieved APO status, however, not with distinction as we have. Mr. Hendricks says this reflects Mr. Morgan and his oversight and congratulates the Authority. Mr. Hendricks speaks to how the Authority is often unfairly misrepresented and that this shows the professionalism of this organization and encourages the Authority to keep up the good work.

## DECEMBER CUSTOMER APPEALS RESULTS

Ms. Dayton reviews the results.

In December there were 120 appeals. 76 were found valid. 13 were dismissed. 31 were made into warnings.

In the year 2023, there were 2,421 appeals, 1,258 were found valid, 322 were dismissed, 841 were made into warnings. 52% valid. 48% were dismissed or reduced to a warning.

Mr. Hendricks comments that it's almost a 50/50 split there and comments that sometimes the criticism we face is unwarranted. He encourages the Authority to keep up the good work.

Ms. Dayton continues with information for our Community Parking Workshop. We will host the event on Monday March 4<sup>th</sup> from 5:00-7:00 p.m. at the Americus Hotel. Different departments will be present on how to prevent getting parking tickets, what they are, how to park, where to park, and different information about garages, pay stations, website, breakaway sessions, etc. Ms. Patel inquires if it will be bilingual, and Ms. Dayton says that we will have someone there who speaks Spanish as well. Mr. Morgan chimes in that it will be open to the public. Registration is required. Ms. Dayton states that it will be on the website. Ms. Patel inquires if we will cover the appeal process and Ms. Dayton says that yes we will cover that.

Mr. Hendricks states that we are creating a payment plan committee and states that Ms. Gomez has been asked to chair that committee. He asks if she is good with that and she responds that she's OK with it but she doesn't want to only talk about it. Mr. Hendricks responds that she is the chair and she will direct the findings and what we will do moving forward. Her team will be comprised of Mr. McCarthy, Mr. Napoli, Mr. Haney, and Ms. Dayton. Mr. Morgan follows up from the special meeting discussion regarding payment plans. Mr. Morgan received information from the vendor on a beta test that is currently being run in two different authorities. He has received a twenty nine page propriety document that is not available for the public. Mr. Napoli confirms that we are using this vendor, UPSafety for ticket management and it is tied into existing software. Mr. Napoli inquires if UPSafety doesn't have a solution in the near future is it possible to bring in a different vendor. Mr. Morgan says, yes, probably, but believes the best thing to do is have something that integrates with our software. The committee briefly discusses scheduling a meeting and Ms. Gomez will send an email to schedule.

## DECEMBER FINANCE REPORT

Total revenue for the month of December was \$874,034 (22% below budget). YTD total revenue was \$11,806,804 (12% below budget). Operating revenue was \$833,702 (25% below budget). YTD operating revenue was \$11,483,026 (14% below budget). Enforcement revenue contributed \$487,812 (38% below budget) and Off-Street, Events, and Customer Service contributed \$345,890 (8% above budget). Non-operating revenue was \$40,332 (294% above budget)

Total operating expenses for the month of December were \$821,602 (10% above budget). YTD operating expenses were \$8,077,030 (10% below budget). For the month, personnel costs were \$622,050 (11% above budget). Services and charges were \$186,778 (8% above budget), and materials and supplies were \$12,774 (27% below budget).

For the month of December, total revenue exceeded total expenses by \$52,432 (86% below budget). After transfers to capital, the City and the debt service fund, the general operating fund shows a net loss of \$500,237.

Overall, for the twelve-month period ending December 2023, total revenue exceeded total expenses by \$3,729,774 (16% below budget). After transfers to the capital, the City and the debt service fund, the YTD total decrease is \$1,422,558.

The total cost to date for the Maple Street Garage is \$24,997,036.

Ms. Fessler requests a special change regarding how we handle our budget. She states that due to changes we are hoping to use our actual revenue based on September, October, and November rather than a budgeted number for 2024 until we receive and complete our budget for approval in March. It would total \$2,766,628 for three-month revenue and the total expenditures would be \$2,158,497. That would be the proposed temporary budget. Ms. Patel inquires why we do not have a budget when a new year begins. Mr. Morgan responds that we don't have the December numbers and the final annual numbers for the totals that we need to create the new budget. We use a temporary budget so we can collect all the debt service that we need so we know where we are starting the new year off. Mr. Morgan states this is the way it's been done at the last three municipalities he's been at. Mr. Hendricks inquires if most municipalities follow this practice and Mr. Morgan responded yes. Mr. Morgan continues that it's hard to make a real budget if you're starting in October and you don't know what your last quarter expenses or revenue are going to be. That way when you create that budget it will be a real number. Ms. Patel says that we are still estimating, and Ms. Fessler confirms that we are estimating based on real numbers in 2023. She clarifies it's a straight line 12 month and we go back and report those numbers. Ms. Patel requests the January - December 2023 numbers and Ms. Fessler will send them to her. Mr. Hendricks asks if there is a motion to approve the temporary budget requested. Mr. Napoli makes a motion and Ms. Patel seconds it. The board votes and the motion is passed. Mr. Morgan clarifies that the budget is usually ready for review and approval for the March meeting.

## **ELECTION OF THE OFFICERS**

Mr. McCarthy announces how this will run. Mr. McCarthy would accept nominations for the various positions, which do not need to be seconded, then he will call for a vote. Mr. Hendricks confirms there will be a slight change. Mr. McCarthy says he will proceed. Before he starts, he reminds the board that all members hold the position of secretary so that in the event the secretary is unable to attest the documents, any member can assist in the secretary's absence.

Mr. McCarthy opens nominations for the position of chairperson. Mr. Hendricks nominates Mr. Zeller for that position. Mr. McCarthy asks if there are any other nominations for that position. There are none. Mr. McCarthy closes nominations and calls for a vote for the 2024 position of chairman of the board. The board votes and there is unanimous approval for Mr. Zeller to be the chairman of the board for 2024.

Mr. McCarthy opens nominations for the position of vice chairperson. Mr. Napoli nominates Mr. Hendricks for that position. Mr. McCarthy asks if there are any other nominations for that position. There are none. Mr. McCarthy closes nominations and calls for a vote for the 2024 position of vice chairman of the board. The board votes and there is unanimous approval for Mr. Hendricks to be the vice chairman of the board for 2024.

Mr. McCarthy opens nominations for the position of treasurer. Mr. Napoli nominates Ms. Patel for that position. Mr. McCarthy asks if there are any other nominations for that position. There are none. Mr. McCarthy closes nominations and calls for a vote for the 2024 position of treasurer of the board. The board votes and there is unanimous approval for Ms. Patel to be the treasurer of the board for 2024.

Mr. McCarthy opens nominations for the position of secretary. Mr. Hendricks nominates Mr. Napoli for that position. Mr. McCarthy asks if there are any other nominations for that position. There are none. Mr. McCarthy closes nominations and calls for a vote for the 2024 position of secretary of the board.

The board votes and there is unanimous approval for Mr. Napoli to be the secretary of the board for 2024.

That concludes all elected officials. Mr. McCarthy and the board members offer their congratulations.

Mr. Hendricks offers congratulations to all and states he looking forward to a productive year. He states that we started out the year of a very good foot with the recognition we received and hopes everything moves forward well from here.

**This meeting was adjourned at 1:07 p.m.**

The next Board Meeting will be on Wednesday, February 28, 2024  
at The Offices of Allentown Parking Authority at 603 W Linden Street, 515 Hamilton Street