



Ted Zeller – Chairperson  
Daryl Hendricks – Vice Chairperson  
Santo Napoli – Secretary  
Jeff Glazier – Treasurer  
Elizabeth Martinez – Board Member  
Jonathan Haney – 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, October 23, 2024, at The Lyric Room at Symphony Hall at 23 N. 6<sup>th</sup> Street, Allentown, PA 18101.

The following attended:

Ted Zeller – Chairperson  
Daryl Hendricks – Vice Chairperson  
Santo Napoli – Secretary  
Jeff Glazier – Treasurer  
Elizabeth Martinez – Board Member  
Dan McCarthy – APA Solicitor  
Jon Haney – Executive Director  
Oswaldo Tosado – Deputy Director  
Mark Toro - Deputy Director  
Kevin McNulty – Community Relations Specialist  
Jayme Adams – Minutes

Guests:

Jen Dalrymple (City Center)  
Zack Sienicki (City Center)  
Dean Will (City Center)  
Yamilette Gomez (Resident)  
Jose Cartagena (Resident)  
George Hanna (Resident)  
Terrie Gehris (Resident)

### **CALL TO ORDER**

Mr. Zeller called the meeting to order at 12:12 p.m. Mr. Zeller welcomed us to our first meeting in the new space at The Lyric Room at Symphony Hall.

### **APPROVAL OF THE SEPTEMBER MEETING MINUTES**

Mr. Zeller made a motion to approve the minutes, Mr. Napoli seconded the motion. The Board voted and approved the September meeting minutes.

## COURTESY OF THE FLOOR

Mr. Zeller moved up the discussion to allow members of the public to speak.

**Lincoln Academy Traffic:** Guest Mr. Hanna raised the issue. There was significant discussion about ongoing traffic and parking concerns around Lincoln Academy, with issues including illegal parking, double parking, and ineffective current measures. A coordinated meeting with police, the school, and the community was suggested to find a long-term solution.

**Tinted Window Enforcement:** Guest Mr. Cartagena raised the issue. Discussion ensued. A proposal was made to begin stricter enforcement of illegal window tints, with concerns raised about officer safety and the need for proper equipment to measure tint levels.

**Payment Plan Update:** Former board member, Yamilett Gomez, inquired about an update for the payment plan project. Mr. Haney updated that the progress on the payment plan project with the Administrative Office of Pennsylvania Courts (AOPC) continues, though more input is needed from board members to finalize parameters.

## EXECUTIVE DIRECTOR'S REPORT

Mr. Haney reported.

**Real Estate Matters:** Discussions were held regarding potential property acquisitions and appraisals.

**940 Linden Deck Restoration:** The first phase of restoration work is expected to be completed by the end of the year, with bids for the second phase due on November 4<sup>th</sup>.

**Spiral Deck Emergency Repair:** We received 3 quotes and went with lowest one awarded to Quinn Construction at \$28,000.00. Repair is underway and should be done shortly.

**Government Deck Repair Identified:** Several steel beams are degrading and needing to be replaced. THA is preparing a quote. Our engineer estimated around \$200,000.00-\$300,000.00.

**Meter Study RFP:** Bids are due November 4.

**Spiral Banner:** One has been circulated and we are waiting for one more potential bid for a quote. Quotes will be distributed to board once received.

**Budget:** 2025 board will be available for review prior to year end and hopefully by the next board meeting. Mr. Zeller proposed a special session for review December 11, 2024.

## D&D REALTY NON-OCCUPANCY HOLD

Mr. Zeller discussed the request for an accommodation to our agreement for an increased occupancy hold. Mr. Glazier made a motion to increase the non-occupancy hold from 10% to 20% for any development that proposed a direct attachment to the parking facility and there is sufficient capacity. Mr. Napoli seconded the motion. The board voted and the motion was approved unanimously.

## CONSIDERATION OF HOTEL TRANSIENT RATE

Mr. Zeller reported that City Center has agreed to waive any contractual terms about offering the lowest available rate to them allowing us to charge a lower rate to certain qualifying candidates (including but not limited to students, part-time workers of retail and restaurants, and hotel guests, etc.). More discussion ensued regarding certain considerations regarding reduced daily rates and how to collaborate with hotels in a mutually beneficial capacity. This will be back on the agenda for November for further consideration.

## CONSIDERATION OF OVERNIGHT ENFORCEMENT FOR SAFETY VIOLATIONS

The board reviewed overnight enforcement safety violation data as provided by Mr. Haney, considering public feedback and the need for a focused communication plan before the rollout in January 2025. A trial period and the inclusion of public messaging were suggested to ease the transition. Concerns were raised about the difficulty of recruiting and retaining enforcement officers. Efforts to improve retention, including offering bonuses or temporary incentives, were discussed, with further deliberation required in an upcoming executive session.

## SMALL BUSINESS SATURDAY CONSIDERATION

The board unanimously agreed to offer free parking for Small Business Saturday and every Saturday through the holiday season to support local businesses. Clear and effective public messaging will be key to ensuring the community is aware of this initiative.

## SEPTEMBER ENFORCEMENT RESULTS

Results were not discussed due to time limitations and other pressing matters.

## SEPTEMBER CUSTOMER APPEALS RESULTS

Results were not discussed due to time limitations and other pressing matters.

## SEPTEMBER FINANCE REPORT

Mr. Toro reported.

- **September Revenue:** \$1.2 million, reflecting a 5% shortfall against budget expectations.
- **Year-to-Date Revenue:** \$10.1 million, 9% below projections.
- **Expenses:** Operating costs for September stood at \$629,000 (16% under budget).
- Overall, revenue exceeded expenses by \$606,000, marking a positive variance despite budget challenges.

## COMMUNITY RELATIONS REPORT

Mr. McNulty reported.

**Halloween Events:** The Parking Authority will participate in several community events, including the Halloween Walk and Parade, fostering stronger community engagement.

## EXECUTIVE SESSION

- **Discussion:**
  - The board entered an executive session to discuss real estate and legal matters.
- **Actions Taken:**
  - Coming out of executive session, a motion was made by Mr. Zeller for a resolution of the Authority for various amendments to our bank loans related to a resolution we have negotiated with our financial lending institutions including slight modifications that we would agree to having a budget in place by the first of the year in addition to giving monthly financials. The motion was seconded by Mr. Napoli. The board voted and the motion was passed unanimously. Mr. Glazier was absent from the vote but was present for the conversation and had no objections.

**This meeting was adjourned at 3:04 p.m.**

The next Board Meeting will be on Wednesday, November 20, 2024  
at The Lyric Room at Symphony Hall at 23 N. 6<sup>th</sup> Street