

## **Allentown Parking Authority – Board of Directors Meeting Summary**

**Date:** April 23, 2025

**Attendees:**

**Board Members**

**APA Leadership**

**Public Guest**

**Call to Order @ 12:12 PM**

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### **Approval of Minutes**

*A motion was made (Santo Napoli) and seconded (Jeff Glazier) to approve the minutes from the March 2025 meeting. The motion passed unanimously.*

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## **1. Public Engagement & Outreach**

### **Upcoming Public Forum (May 6, 2025)**

The APA will host a Public Forum on May 6 from 5–7 PM. Promotions are underway via social media to ensure strong community participation.

### **Community Engagement**

APA's new Community Relations Officer, Luis, has started and is actively engaging with the public. His social media campaign, including seasonal outreach, has been well received.

### **T2 Reconnect Training Event**

Allentown will host the regional T2 Reconnect training event on May 14 at the Renaissance Hotel. This reflects APA's standing in the parking technology community.

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## **2. Meter Studies & Enforcement Coordination**

### **THA Meter Study**

The draft meter study from THA has been shared with board members. Feedback is requested prior to finalization. The study will shape enforcement zones and fee structures.

### **Mobile Pay Expansion**

New mobile pay signage has been posted throughout the 300–600 blocks of North 7th Street. A new kiosk from the 600 block is temporarily being relocated to the 500 block to address downtime in older units.

### **Tap-to-Pay Functionality**

The lack of contactless/tap-to-pay options in current meter models was discussed. Board members highlighted the importance of modern payment methods, particularly for seniors and accessibility.

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## **3. Operations, Infrastructure & Development**

### **940 Linden Street – Capital Upgrades**

- Punch list completed

- Bids received for replacing the diesel generator with a natural gas model
- Enhanced generator capacity will support additional systems
- Spiral Deck scope of repair is under final review by Engineering Firm (Pennonni Associates Inc.); new bids are due following no initial responses

#### **Spiral Mural Project**

On hold due to lack of contractor engagement; no new updates.

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### **4. Parking Enforcement & Community Solutions**

#### **Church Street School Collaboration**

APA and APD met with school leadership on Church and Hamilton to address illegal parent parking.

- 30-minute free voucher system to be launched
- Emphasis on education and phased enforcement

#### **Appeals Review & Self-Filtration**

March 2025 appeals:

- 210 processed | 51% valid, 49% dismissed or reduced  
YTD total:
- 936 processed | 56% valid

Christina noted a significant drop in daily appeals (from 20–30/day to 5–8/day) due to self-filtering and internal resolution strategies.

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### **5. Parking Optimization & Space Recovery**

#### **Zone Evaluations & Removals**

APA staff reviewed parking zones to ensure current relevance. The following have been removed:

- 17 handicap spaces
- 2 loading zones
- Segments of South Hall, North 18th, Washington, and Linden

Board requested annual tracking of total parking space recoveries.

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## 6. Financial Report – March 2025

Category	March Actuals	Budget
Total Revenue	\$1.3M	+2%
Enforcement Revenue	\$815K	+9%
Off-Street & Customer Service	\$554K	+9%
Personnel Costs	\$517K	-17%
Services & Charges	\$191K	-9%
Net Operating Surplus	\$659K	+30%
YTD Operating Position	\$1.4M	97% of target

Revenue strength attributed to college hockey playoffs and a high-traffic event. Personnel and service cost savings continue to bolster the net surplus.

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## 7. Executive Session Actions – Real Estate & Capital Initiatives

### Redevelopment of D-Lot (10th & Hamilton)

Following an RFP review with stakeholders from the City, AEDC, and APA, the board voted to enter into exclusive negotiations with the **Allentown Art Museum** for redevelopment of the D-Lot adjacent to the Police Station.

This site will serve as a gateway to Downtown West and complements APA's prior acquisition of the 940 Linden Street deck.

*A motion was made (Ted Zeller) and seconded (Daryll Hendricks) to approve and accept the offer of sale from the Allentown Art Museum. The motion passed unanimously.*

### Ridge Avenue Expansion

Board approved a resolution to proceed with **eminent domain proceedings** for 411 Ridge Avenue. Combined with 409 Ridge (via the Redevelopment Authority), the project would net 24 new community parking spots in a dense residential corridor.

*A motion was made (Ted Zeller) and seconded (Jeff Glazier) to approve, proceed with & execute an imminent domain action on the 411 Ridge Ave. Property. The motion passed unanimously.*

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## 8. Courtesy of the floor

This action was offered to guests in attendance. All guests declined.

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**Meeting Adjourned:** The meeting was adjourned @ 1:48pm.