



Ted Zeller – Chairperson  
Candida Affa – Vice Chairperson  
Santo Napoli – Treasurer  
Daryl Hendricks – Secretary  
Jessica Baraket - 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, April 28, 2021 at the Office of The Allentown Parking Authority, located at 603 W. Linden Street, Allentown, PA 18101.

The following attended:

Ted Zeller – Chairperson  
Daryl Hendricks – Secretary  
Santo Napoli – Treasurer  
Jessica Baraket – Member (via phone conference)  
Dan McCarthy – APA Solicitor  
John Morgan – Executive Director  
Jon Haney – Deputy Director  
Connie Abercrombie – Finance Manager  
Janet Canevari – Minutes  
Andrew Wagaman of Morning Call – Guest (via phone conference)

Candida Affa – Vice Chairperson ABSENT  
Christina Dayton – Deputy Director ABSENT

Mr. Zeller called the meeting to order at 12:20pm. Mr. Zeller asked for a review of the March 24<sup>th</sup> Board Meeting Minutes. He asked for any questions or comments. Mr. Hendricks made a motion to approve the minutes, and Mr. Napoli seconded. The Board voted and approved the March Meeting Minutes.

Mr. Zeller asked Mr. Morgan to provide the Executive Director's Report first, and hold the Executive Session until the end, being as there were no issues to discuss that would require a vote coming out of the session.



## **EXECUTIVE DIRECTOR'S REPORT**

Mr. Morgan asked Janet to report on the APA's new website that just launched Monday, April 26, 2021.

Janet referred to the screen in the room and described some of the major changes the new website offered to both our customers and us, as the webmasters of the site. One of the biggest challenges in the past has been that our website was not responsive, meaning that it was not compatible to mobile devices, so when you tried to view our site from your phone or tablet, the pages were distorted and/or some of the information was unviewable.

We now have the capability to manage the content ourselves, at any time. This allows us to put real-time information on our site and provide our customers with the most up-to-date news about the Parking Authority. We have revamped the site to be clean, easy to read and find information. We used our analytics reports to help us determine what our website customers come to our website for the most, and what pages they spend the most time on. We tried to make it as user-friendly as possible. We now have the capability to upload videos on every page, so we have some nice informational videos in place, which we did not have before. Overall, we are really pleased with it.

Mr. Morgan reported on the Maple Street Garage project. RFBs have been put out, so a lot of activity has begun in that area.

The Lanta project is moving along. On May 10<sup>th</sup>, the ATC terminal will be shut down, as we know it. The busses will now pick up and drop off on Linden Street, on the 500 & 600 blocks – as well as on N. 6<sup>th</sup> Street. Bus Signage has already been put up on the streets. At that time, N. Church street will be closed from Linden to Turner Streets.

The 500 Railroad Project is going to happen. We met with Manhattan and they are ready to begin the Condominium project on our surface lot, where indoor parking sits below their tenancy, and it increases our parking capacity by nearly double.

We are still waiting for the PennDOT approval to pave the 7A lot on N. 7<sup>th</sup> Street.

We introduced the Vacation Permit two weeks ago and we have already sold two!



## **EXECUTIVE DIRECTOR'S REPORT.....continued**

Mr. Zeller asked to circle back to the Lanta project to confirm we closed on that land of the sale and all the swaps necessary for the Lanta project. And we were paid \$1 million for the sale of the NorthEast lot and the swap and all the other considerations? Mr. Morgan answered "yes".

Mr. Morgan reported that in part of the new bus terminal, they will be reusing all the light stations, as well as the solar panels that are currently on top of the waiting stations. They are even reusing the flagpole. They are recycling/reusing everything they can in this project. They have already relocated the fuel tanks, and the generators will be removed and relocated within the next few weeks.

The Allentown Symphony has asked if, with all of the proper insurances required, they could hold an outdoor symphony event on the upper deck of our ATC parking facility. Mr. Morgan asked the Board Members if they'd approve of this. All members agreed it would be a good thing to do and they approved the event. Mr. Haney suggested we get more information from the Symphony, regarding power source requirements, and number of expected guests, because restroom facilities would have to be made available.

Mr. Haney reported the double-parking numbers. For the month of March, in our targeted area of N. 7<sup>th</sup> Street, the APA wrote 118 DP citations and APD wrote 47, so 165 combined tickets were written. Daryl Hendricks had reported that APD did a two-day focus on that area. YTD, we've written 342, and APD has written 54. 396 total through March, 2021.

Mr. Haney and others met with Grace Montessori and they had some questions about the DiVinci project that will be going into the Farr Lot. They are concerned about the parking, drop-off and pick-up of the students when the construction begins. Mr. Zeller explained a scenario regarding an area that borders the Grace Montessori playground and the Farr Lot, that could possibly help the situation out for everyone involved. Those discussions need to continue, but they look to be moving in a positive direction.

Mr. Morgan added that part of what we do on the street is not only enforcement, but we have, since the beginning of the year, located 15 stolen vehicles. They have been located all over town, in different neighborhoods, at different hours of the day and night. Our software automatically notifies the Auto Task Force and our Officers do not even



## **EXECUTIVE DIRECTOR'S REPORT.....continued**

know. We try to use our technology to assist all enforcement agencies in any way we can. Mr. Haney queued up a video which showed a vehicle traveling illegally down N. 7<sup>th</sup> Street, that was captured on our Officer's LPR Camera. APD came down and arrested this vehicle's driver for several criminal violations, and our video was used to assist.

Mr. Haney showed a few more videos that were captured on our vehicle's cameras, which caught criminal activity and have been used to press charges. Mr. Morgan explained that it is his job to supply his employees with the best tools available to do their job at the highest level.

Mr. Morgan explained that our new Enforcement building is nearly completed. The enforcement staff is working out of the facility now and we are just putting our finishing touches on it. We will have a small ribbon cutting ceremony to kick it off in the next two weeks. Mr. Morgan asked Connie to present the Finance Report for March.

## **FINANCIAL REPORT**

Ms. Abercrombie stated that the loan for the Maple Street Garage from ESSA has been approved. They are starting their appraisal and the Phase 1 Environmental Report.

Total Revenue for the month of March was \$768,738 (ahead of budget). Operating revenue was \$759,250 (ahead of budget). Enforcement revenue contributed \$516,307 (ahead of budget) and Off-Street and Events contributed \$236,098 (under budget). Non-operating revenue was \$9,488 (under budget).

Total Operating Expenses for the month of March were \$432,471 (under budget). Personnel costs were \$289,366 (under budget), services and charges were \$133,348 (over budget), and materials and supplies were \$9,757 (over budget).

For the month of March, total revenue exceeded total expenses by \$336,267 (ahead of budget). After transfers from the sale of assets, transfers to capital, the City and the debt service fund, the general operating fund shows an excess of \$362,885.



## **FINANCIAL REPORT.....continued**

YTD Total Revenue was \$2,136,459 (under budget). YTD Operating Revenue was \$2,107,635 (under budget). YTD Operating Expenses were \$1,181,407 (under budget).

Overall, for the three-month period ending March 31<sup>st</sup>, total revenue exceeded total operating expenses by \$955,052 (ahead of budget). After transfers from the sale of assets, transfers to capital projects, the City and debt service, the excess for the period is \$515,592.

Not shown on the Operating Statement are the work-in-process costs incurred for capital projects, currently at \$244,701 year-to-date, resulting in an excess of \$270,891.

The Transfer from the Sale of Assets includes \$1,000,000 for the sale of the Northeast Lot. The Transfer to Debt Service includes the payment of \$764,602 on our line of credit. Without those transactions, the month excess is \$127,487 and the year-to-date excess is \$280,193.

On a cash basis, with the proceeds from the sale of the Northeast Lot, we took in \$1.8 million, but we paid out over \$2 million. The debt service was almost \$1.4 million, which left us a cash deficit of \$255K, and \$186K YTD. Mr. Zeller asked where that leaves us with our reserves and Ms. Abercrombie stated our reserves are fine.

Mr. Zeller asked that being as we got paid out on Real Estate and that is not something that we anticipate happening all the time, is there any reason why we should not consider a contribution to the City, maybe mid-term? Ms. Abercrombie stated she did not think that was a problem.

Mr. Zeller asked that we move to Courtesy of the Floor.



## **COURTESY OF THE FLOOR**

Mr. Morgan reported that while doing the demo on the 718 Walnut property, we took out (exterminated) 40 adult rats. In doing some research and considering half of them were females, with their number of offspring and their number of litters in one year, we basically, saved the City of Allentown from 94,920 future rats in 2021. And the neighbors from the property on Walnut Street thanked us. One man said that since we demolished that building, he has not seen one rat around his building, which is next door.

Mr. Zeller made a motion that, in the sale of the Northeast Lot for \$1 million, we will contribute ½ of that money (\$500,000.00), to the City of Allentown to be dedicated to the immediate area of the Lanta Project for the betterment of the City – for Economic Development and not for General Purpose. Daryl Hendricks seconded. The Board voted and approved to make the contribution to the City.

There are no items to be discussed in Executive Session that will require votes or action. Mr. Zeller asked Mr. Wagaman if he had anything to ask or comment on.

Mr. Wagaman commented on the website and said he liked the improvements he saw and is hoping we are able to post the documents he requested sooner, as a result.

**The Board broke at 1:20 p.m. for an Executive Session to discuss contractual matters. The Board ended their Executive Session and the regular meeting resumed at 1:45p.m.**

## **EXECUTIVE SESSION - ACTION TAKEN**

No action was required coming out of Executive Session, so Mr. Zeller ended the meeting.

**This meeting was adjourned at 1:46 pm**

The next Board Meeting will be held on Wednesday, May 26, 2021