



Ted Zeller – Chairperson
Candida Affa – Vice Chairperson
Santo Napoli – Treasurer
Daryl Hendricks - Secretary

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 was held at 12:00 p.m. on September 23, 2020, at the office of the Allentown Parking Authority, located at 603 W. Linden St. Allentown, PA 18101.

The following attended:

Ted Zeller – Chairperson
Candida Affa – Vice Chairperson (via phone conference)
Daryl Hendricks – Secretary
Santo Napoli – Treasurer
Dan McCarthy – APA Solicitor
John Morgan – Executive Director
Christina Dayton – Deputy Director
Jon Haney – Deputy Director
Connie Abercrombie – Finance Manager
Richard A, Young, P.E. – Project Manager
Janet Canevari - Minutes

Mr. Zeller called the meeting to order at 12:20pm. Mr. Zeller asked for a review of the August Meeting Minutes, and then asked for a motion to approve. Mr. Hendricks made a motion, Mr. Napoli seconded. The Board voted and approved the August minutes.

Mr. Zeller requested the Board enter Executive Session at this time, to discuss real estate matters.

The Board broke at 12:22p.m. for an Executive Session to discuss Real Estate and Other Issues. The Board ended their Executive Session and the regular meeting resumed at 12:33 p.m.



EXECUTIVE SESSION - ACTION TAKEN

Mr. Zeller stated that coming out of Executive Session, the subjects of real estate matters and bid responses to the improvements we are making to the Community Deck (discussions from prior board meeting minutes regarding the relocation of our Enforcement Department to the Community Deck facility) will require action by the Board. Mr. McCarthy asked Richard Young to present the recommendations for bid acceptance.

Mr. Young stated he recommends the following: General Contractor – Bracy Construction at \$307,900.00 / Plumbing Contract – Dual Temp at \$73,925.00 / Mechanical Contract – Dual Temp at \$61,400.00 / Electrical Contract – Orlando Diefenderfer @ \$61,675.00.

Based on Mr. Young's recommendations, Mr. Zeller made a motion to accept these bids and Mr. Napoli seconded. The Board voted and approved the acceptance of the above-mentioned bids. Mr. Young exited the meeting at this time.

Mr. Zeller stated that he and Mr. McCarthy recently discussed the recent retirement of the APA's long-time Labor Attorney, Mike Carr. We were sourcing professional services for Labor Employment & Legal Professional Services to another firm and individual. Mr. Zeller asked Deputy Director, Christina Dayton, to report on this topic.

Ms. Dayton reported that the APA has entered into an agreement with Joyce, Carmody & Moran, PC, specifically Jennifer Menichini. The APA has worked with them in the past on several EEOC Hearing and we were very impressed with the way they handled things. There is no "term" as it is an engagement letter that was signed by Mr. Morgan.

Both Mr. Zeller and Mr. McCarthy stated that, although both attorneys, they did not have any prior dealings with and have no affiliations with this firm. They have relied strictly upon Ms. Dayton's and Mr. Morgan's recommendation. Mr. McCarthy also stated that he generally does not handle labor or personnel law, so this type of function is generally done by other attorneys on behalf of the Parking Authority. With Mike Carr's retirement, there is a void that must be filled.



EXECUTIVE DIRECTOR'S REPORT

Mr. Morgan stated that as discussed in previous Board meetings, he has instructed Ms. Abercrombie to proceed with the distribution of the hazard pay for the employees who worked through the COVID-19 period. The funds will be disbursed to those employees on October 2nd, which is our next usual pay day.

Mr. Morgan asked Mr. McCarthy to report on our upcoming appointment scheduled with the Magistrate Manager. Mr. McCarthy stated we have an appointment set for Tuesday, September 29th at 8:30am with Carolyn Perry, whom is in the Court Administrative Office and has oversight over the Magistrates. We will discuss procedures, functions, etc., for clarification on some of the discrepancies in dispositions/rulings we receive. We want to voice our concerns, as well as a meet and greet with the Court's Admin. Mr. Zeller requested to be present at that meeting.

Mr. Morgan reported on our continuing problem with loitering and vandalism on our surface lots and in our parking decks. We recently cut a check to APD for \$9,400.00 for added security at our Spiral Deck. There has been upwards of 17 people at a time loitering within the Spiral Deck lobby. Everyone is aware of the recent jumper. The Arena deck has been vandalized with spray-painted graffiti, which has been cleaned and removed.

Our North and North East Lots have at least 15-18 people loitering and hanging out at any given time during the day and night. We remove up to 7 large bags of trash from these lots every morning. The amount of drug paraphernalia collected is out of control and is truly a community hazard. The APA is incurring an exorbitant expense to keep our properties to the standards our customers expect and deserve.

Mr. Morgan stated that the ATC Deck's lobby areas are now locked from 6pm to 6am. You need either a keycard or a deck ticket to enter the lobby during those areas. Mr. Haney reported that Arena Deck has taken on similar security measures.

Mr. Haney met with representatives of the Arena Deck and the decision was made to lock all the lobby areas from 10pm to 5am. Mr. Napoli asked if any other parking authority was experiencing the same type of problems we are having.



EXECUTIVE DIRECTOR'S REPORT.....continued

Mr. Morgan explained that other departments, such as Lancaster Parking Authority, has their own security division. They can patrol their properties continuously, which helps greatly with vagrancy problems.

Mr. Haney stated that we issue trespass letters, with the aid of APD, so if they do continue to trespass, we have it on record, and we can escalate the charge. As a side note, the jumper was a previous trespasser on our property. Mr. Morgan stated that in the current situation, even though we call on a repeated trespasser, they are not getting locked up.

Mr. Morgan reported on the N. 7th street property – demolition has begun. This is a very important project to get completed, to help alleviate the double-parking situation on N. 7th Street. A quick video was viewed of the demo team removing the roof of the building. Mr. Hendricks asked how long the demo would take and when will a new surface lot be ready for parking. Mr. Morgan explained the process and reported it is expected to be ready around March or April, 2021.

Mr. Haney reported we issued 82 double-parking tickets in the 400, 500 and 600 blocks of North 7th Street, in the month of August. APD issued 5. The APA has issued a total of 331 tickets for the year. Mr. Zeller explained a recent situation of being stopped in the right lane of N. 7th St., due to a double-parker, and an APD unit drove right past the double-parker, without stopping and issuing a ticket. Several Board Members attested to experiencing the same exact scenario, numerous times. Mr. Hendricks stated this was unacceptable. He will meet with Chief Granitz about this very subject. Ms. Affa stated she is going to request an APD ride-along in this district. Mr. Haney explained that our Enforcement Officers continually hear that "APD does not enforce it, so why are you doing it?" Mr. Hendricks will bring this up with APD.

Mr. Zeller asked Ms. Abercrombie to report the Finances at this time.



FINANCIAL REPORT

Ms. Abercrombie explained to the Board that they were signing new documents to add Deputy Director Christina Dayton as a check signer to our accounts. She reported on this past month's financials.

August, 2020 - Total Revenue for the month of August was \$739,660 (under budget). Operating revenue was \$730,664 (under budget). Non-operating revenue in August was \$8,997 (under budget).

Total Operating Expenses for the month of August were \$374,251 (under budget). Personnel costs for the month were \$255,795 (under budget), services and charges were \$113,007 (under budget), and materials and supplies were \$5,450 (under budget).

For the month of August, total Revenue exceeded total Expenses by \$365,409 (under budget). After transfers to Capital, the City of Allentown, and the Debt Service Fund, the general operating fund shows an excess of \$149,250.

YTD – Operating Revenue was \$5,339,041 (under budget) and Expenses were \$3,073,876 (under budget)

Overall, for the eight-month period ending August 31st, total revenue exceeded total expenses by \$2,542,993 (ahead of budget). After transfers from Sale of Assets and transfers to Capital, the City of Allentown and Debt Service Fund, the operating fund shows an excess of \$638,458.

Not shown on the Operating Statement are the work-in-process costs incurred for capital projects, currently at \$335,690 year-to-date.

Ms. Abercrombie informed the Board Members about our requirement to inform of our next year's anticipated pension and contribution plans. An informational document is enclosed in their folders.

A discussion ensued about the dollar amounts of construction projects we have currently in the works, as well as upcoming projects.



COURTESY OF FLOOR

Mr. Morgan explained that our Union Contract expires in December 2020. We need to give 60 days written notice if we do not want to renew.

Mr. Zeller explained that Mr. Morgan should consult with counsel on this matter and then address it in Executive Session at the next Board Meeting.

Mr. Zeller stated that he received notice from Mayor O'Connell that he has been re-appointed as the Chairperson for the Board of Directors of the APA. He asked if anyone had anything else to add, discuss or bring up. Nothing was said.

This meeting was adjourned at 1:25 pm

The next Board Meeting will be held on Wednesday, October 28, 2020 at 12:00pm

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