



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, September 25, 2024, at the Offices of the Allentown Parking Authority, located at 603 W Linden 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)

### **CALL TO ORDER**

Mr. Zeller called the meeting to order at 12:15 p.m. Mr. Zeller welcomed new board member Elizabeth Martinez.

### **APPROVAL OF THE AUGUST MEETING MINUTES**

Mr. Zeller asked for approval of the August meeting minutes. Mr. Glazier made a motion to approve the minutes, Mr. Napoli seconded the motion. The Board voted and approved the August meeting minutes.

## COURTESY OF THE FLOOR

Mr. Zeller moved up the discussion to allow members of the public to speak, however, no one spoke.

## EXECUTIVE DIRECTOR'S REPORT

Mr. Haney reported.

### **940 Linden Maintenance Work**

- **Discussion:**
  - Update on the ongoing maintenance at 940 Linden, including caulking replacement and minor repairs like broken welds.
  - The landlord's work was completed, with no cost to the Authority.
  - Upcoming repair projects include Spiral Deck and spandrel repairs.
- **Outcome:**
  - Progress noted; further updates expected on the spiral deck repair bid by October 1.

### **Mural Project**

- **Discussion:**
  - A mural project on the south face of the spiral deck was discussed, with potential funding from grants.
  - Urgent repair work on a column was highlighted, needing coordination with the mural project to avoid delays.
- **Outcome:**
  - Coordination of repair work and mural project to be monitored.

### **ESSA Bank**

- **Discussion:**
  - There were failures to meet the Debt Service Coverage Ratio in 2023.
  - An update on the waiver of Debt Service Coverage Ratio issues from 2023, with a need for regular financial statements.
- **Outcome:**
  - More discussion will ensue in Executive Session.

### **Meter Study RFP**

- **Discussion:**
  - Updates provided on the Meter Study RFP, which is in the bidding phase.
  - The payment plan project is progressing, with a meeting scheduled to discuss systems with the Administrative office of Pennsylvania Courts.

- Consideration of a bond for court street maintenance with a preference for a cash bond.

- **Outcome:**

- Next steps planned for the bond discussion and funding initiatives.

### **Allentown Chamber of Commerce**

- **Discussion:**

- Mr. McNulty and Mr. Haney met with the Allentown Chamber of Commerce looking to improve business relationships downtown.
- Chamber proposed plan to start to engage businesses in teaching their customers to park in our decks if they are going to be downtown for a significant period of time.
- Potential funding for the Allentown Chamber of Commerce, with a \$40,000/year budget proposal.

- **Outcome:**

- Next steps planned for discussion regarding this program.

### **Police Department Parking Offer and Municipal Rates**

- **Discussion:**

- The Allentown Police Department proposed a three-year contract for 81 spaces in the 940 Deck at a rate of \$80 per space.
- Municipal parking rate for the 940 deck was set at \$80 per space for decks with less than 75% capacity.

- **Outcome:**

- Board agreed on the \$80 per space rate and the three-year contract duration.

### **Enforcement Updates and Community Engagement**

- **Discussion:**

- Proactive enforcement measures resulted in a decrease in calls.
- Community engagement through events like "Coffee with Customers" was praised, with positive resident feedback.

- **Outcome:**

- Plans for future community events, including Halloween-themed activities, were discussed.

### **Spiral Deck Signage**

- **Discussion:**

- Alpha Graphics is preparing an estimate for spiral deck signage.

- **Outcome:**

- Progress on signage estimates.

### **Discussion on Overnight Enforcement**

- **Discussion:**

- Emphasis on preparing for a robust discussion on overnight enforcement at the next meeting.
- Data gathering on ticket issuance and calls to identify enforcement hot spots.
- Focus on safety violations near corners, with possible policy shifts towards warnings for expired registrations and inspections.

- **Outcome:**

- Discussion planned for next meeting with historical data review.

### **International Parking Day Recap**

- **Discussion:**

- Many thanks to our sponsors and everyone involved for the orchestration of a successful fundraiser and event.

- **Outcome:**

- All proceeds and donations were distributed among the Sixth Street Shelter, Ecumenical Food Bank, Sheridan Elementary School, Harrison Morton Elementary School, and Ripple.

### **Board Meeting Location**

- **Discussion:**

- Confirmation for the use of the Lyric Room at Symphony Hall has been confirmed.

- **Outcome:**

- Future Board of Director meetings will be held at the Lyric Room at Miller Symphony Hall at 23 N 6<sup>th</sup> Street.

## **AUGUST ENFORCEMENT RESULTS**

Mr. Tosado reviewed the enforcement results.

- **Double Parking Enforcement:**

- Double parking on North 7<sup>th</sup> Street: 14 tickets issued in August for year-to date total of 93. APD has issued 0 in the month of August and 0 year to date.
- Double parking on Hamilton Street: 0 issued in August for year-to-date total of 84. APD has issued 1 in the month of August and 8 year to date.

- **Dispatch:**

- Dispatch fielded 1,216 calls for service in August. 112 were web complaints came in.

- We were proactive about patrolling areas in which we were receiving a lot of complaints resulting in a 382 drop in complaints this month compared to last.
- Year to date we have answered 11,170 calls with an additional 930 web complaints resulting in a total of 12,100 calls for service.
- **Recovery:**
  - We assisted in the recovery of 2 stolen vehicles and 1 stolen license plate.

### AUGUST CUSTOMER APPEALS RESULTS

Mr. Tosado reviewed the customer appeal results.

- APA resolved 550 parking appeals in August, a record number aimed at addressing a backlog. Of the appeals, 269 were found valid, 91 were dismissed, and 190 were reduced to warnings.
- Year to date we have completed 2,080 appeals.

### AUGUST FINANCE REPORT

Mr. Toro reported.

- **Discussion:**
  - August 2024 financials presented a total revenue of \$1,320,030, with expenses at \$750,316. After transfers to capital, the City and the debt service fund, the general operating fund shows a net gain of \$162,325.
  - Board considered the impact of increased parking fees and the importance of continuous monitoring of financial performance.
- **Outcome:**
  - Recommendations to address revenue shortfalls were discussed, and future budget considerations were planned.

### COMMUNITY RELATIONS REPORT

Mr. McNulty reported.

- **Discussion:**
  - Community engagement through events like "Coffee with Customers" was praised, with positive resident feedback.
  - Ongoing and increased engagement with community yielding positive outcomes.
- **Outcome:**
  - Plans for future community events, including Halloween-themed activities, were discussed.

## **EXECUTIVE SESSION**

- **Discussion:**
  - The board entered an executive session to discuss real estate matters.
- **Actions Taken:**
  - Coming out of executive session, the board voted to acquire 411 Ridge Avenue from the Allentown Re-development Authority for \$1.00. A motion was made by Mr. Zeller to empower Jon Haney to execute on the Authority's behalf subject to solicitor review on final terms of the agreement. The motion was seconded by Mr. Napoli. The board voted and the motion was passed unanimously.

**This meeting was adjourned at 2:04 p.m.**

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