

Linda A. Rosenfeld – Chairperson  
Malcolm Gross - Vice Chairperson  
Candida Svirzovsky - Secretary  
Michael Donovan – Treasurer  
Lawrence Hilliard – Asst. Secretary

Tamara Weller - Executive Director  
Daniel K. McCarthy - APA Solicitor

**ALLENTOWN PARKING AUTHORITY  
BOARD OF DIRECTORS MEETING  
February 24, 2010**

A Board of Directors meeting of the Allentown Parking Authority was held at 4:00 PM on Wednesday February 24, 2010 in the Conference Room, Allentown Parking Authority, 1005 Hamilton Street, Allentown, PA.

The following were in attendance:

Linda Rosenfeld-Chairperson  
Malcolm Gross- Vice Chairperson  
Larry Hilliard-Asst. Secretary  
Michael Donovan-Treasurer  
Tamara Weller - Executive Director

Also in attendance:

Bruce Koller-Deputy Director-APA  
Attorney Dan McCarthy-APA Solicitor  
George Grazer-Manager of Enforcement  
Marge Hopkins-Recorder of the Minutes  
Armand Greco-LANTA  
Curt Santee-Architectural Studios

The Board meeting began at 4:03pm

## Approval of Minutes

The Minutes from November were approved by Malcolm Gross and seconded by Michael Donovan, all were in favor and the Minutes were approved.

## EXECUTIVE DIRECTOR'S REPORT

### Snow Emergency and Snow Removal

APA officers worked with the Allentown Streets Department to move vehicles parked in the way of the snow crews clearing the streets during the recent snow emergency. Two APA officers covered one block at a time, radioing license plates to the office for ownership information and alerting the residents parked on the route to move their vehicles. Residents who did not respond or vehicles whose owners were not residents were towed from the route. In response to the snow emergency, the APA offered free public parking at the ATC, Spiral, and AGAPS parking decks. The recent storm kept the APA snow crew extremely busy shoveling, salting, and plowing lots, decks and sidewalks. Due to load bearing issues, the snow had to be removed from the roofs of the 600 Linden, Spiral, and 9<sup>th</sup> and Walnut parking structures. The charge for the snow removal was \$25,000.

### Grace Montessori

The Allentown Parking Authority may serve as conduit for RACP funds for improvements at Grace Montessori School. Since the renovations will increase the value of the property, Mr. Gross asked Tamara Weller to review the original lease with the school to determine if adjustments need to be made.

### Event Parking

Last year the APA launched a program offering non-profit organizations free parking for one event a year at one of the APA's facilities. According to Ms. Weller, the APA granted \$5,000 worth of free parking fees for the approximately 1,400 cars parked for the events.

### Ron Manescu

Ron Manescu was appointed to the District Magisterial position formerly held by Michelle Varricchio at 930 Hamilton Street. During a meeting with Mr. Manescu, Ms. Weller discussed the relationship between the magisterial courts and the APA. According to Ms. Weller, Mr. Manescu is comfortable with his relationship between the two entities.

### Saturday Enforcement

The APA initiated city-wide Saturday enforcement. The city-wide enforcement should alleviate some of the burden placed on the APD when dispatched to parking complaints.

## **Double parking**

During a recent incident an APA officer issuing a double parking ticket had an altercation with the individual who was being ticketed and three APD units had to be dispatched to assist. After the altercation, a complaint was filed with the police department. In light of the incident, the Board had a lengthy discussion about double parking and how such an incident should be filed with APD. Mr. Gross suggested that Ms. Weller schedule a meeting with Assistant APD Chief Joseph Hanna and discuss whether criminal charges should be brought when an APA officer is involved in an altercation. Ms. Weller will discuss the results of her meeting with Assistant Chief Hanna with the Board at a subsequent meeting. Attorney Dan McCarthy will check the status of the complaint that was filed for the incident with District Attorney James Martin. Continuing the discussion regarding double parking, the Board agreed it is imperative that double parking be strictly enforced as a joint effort by the APA and APD. Malcolm Gross suggested raising the double parking fines. George Grazer stated that it might be more effective to raise the fines only for repeat offenders. In order to examine the issue more thoroughly, Ms. Weller will gather and present the data on double parking to the Board for evaluation and continued discussion.

## **Booting procedures**

In January the APA began booting vehicles whose owners have been sent notification of an outstanding ticket but have not responded within fifteen days. To date, 37 of the 40 people whose vehicles have been booted have responded and paid their fine within the allotted 72 hour period. In view of the fact that the individuals are paying their tickets prior to citations being filed, the initiative by the APA has proven successful in relieving the burden from the court system. The APA has also started booting individuals who have at least one outstanding warrant at the magisterial courts. To date 85 vehicle owners have paid their warrant(s) in full and 47 vehicles have been towed.

## **West End Group**

Ms. Weller met with representatives from St. Luke's Hospital, Muhlenberg College, The Phoebe Home and ASD among others to discuss parking dilemmas in their areas. Ms. Weller will continue to work with the group to find a possible solution to the problem.

## **Defined Benefit Plans**

The Board agreed that, in an effort to contain legacy costs as well as provide equitable employee benefits, in the future new management staff will have a defined contribution plan as opposed to the current defined benefit plan offered to existing management staff.

## **Off-street Contracts**

As discussed at earlier Board meeting, three off-street contract accounts have been behind schedule with their contract parking payments. Ms. Weller and Bruce Koller have been in contact with these businesses and devised a payment schedule which is proving to be successful. Two of the businesses are following the payment schedule; however, the City of Allentown remains in arrears. After much discussion regarding the issue, it was determined that Ms. Weller and Mr. Koller are to meet with Mayor Pawlowski to discuss the discrepancies between the amount of key cards being used and the original contract which guaranteed a minimum of 200 key cards for city use. Mr. McCarthy is going to assess the contract to determine whether a renegotiation is necessary.

Ms. Rosenfeld asked Mr. Koller and Ms. Weller to report updates on all three contracts at each Board meeting.

## **NEW BUSINESS**

### **LANTA**

Curt Santee from Architectural Studios presented a rendering of changes to be made at the LANTA facility. The changes consist of additional bus shelters, benches, and landscaping on platforms one and two and a lane shift adding an additional 6 feet to platform four. The design also calls for new paint on worn surfaces as well as the crosswalk, and relocation of the dumpster. According to Armand Greco, the changes are the next level of improvement for the hub which averages a ridership of 3,500 people a day. The cost of the project will be approximately \$250,000 with much of the money, with the exception of a stimulus grant for the bus shelters, coming from LANTA coffers.

### **Election of Board Officers**

Mr. Gross nominated Linda Rosenfeld for Chair of the APA Board, Larry Hilliard seconded the nomination, all were in favor and the motion was approved. Mr. Hilliard nominated Mr. Gross as Vice Chair of the APA Board, Ms. Rosenfeld seconded the nomination, all were in favor and the motion was approved. Mr. Gross nominated Candida Svirzovsky as the Secretary of the APA Board, Mr. Hilliard seconded the nomination, all were in favor and the motion was approved. Mr. Gross nominated Michael Donovan as the Treasurer of the APA Board, Mr. Hilliard seconded the motion, all were in favor and the motion was approved. Attorney McCarthy reminded all Board members are also Assistant Secretaries.

### **Construction Update**

Construction of new offices of the APA is on schedule for the relocation date of March 18, 2010.

## **FINANCE REPORT**

### **Year-End Report**

According to Mr. Koller, the APA finished the 2009 fiscal year \$500,000 less than 2008. The figure is a net figure on a cash basis statement. 2009 was the first year in which the APA ended the year with a cash operating deficit.

### **Auditors**

Beginning April 5<sup>th</sup>, 2010, the auditors will be at the APA offices for the yearly review.

## **OTHER BUSINESS**

### **Planning Session**

A planning session or retreat was suggested to allow members an opportunity to further explore key issues. The meetings will be open to the public and will be used to discuss issues that may require more time than allotted during the regular Board meeting. Members of the Board agreed and the

first meeting is scheduled for May. Ms. Weller will contact each Board member to decide on the date.

### **Snow Crew**

According to Ms. Rosenfeld, the APA snow crew does an exceptional job at removing snow and clearing the lots and parking structures and the Board appreciates and supports their efforts.

**THE NEXT MEETING IS SCHEDULED ON MARCH 24<sup>th</sup> WILL BE AT THE NEW LOCATION, 603 W. LINDEN STREET**

### **ADJOURNMENT**

The meeting was adjourned at 5:52 pm.