

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
November 18, 2009**

A Board of Directors meeting of the Allentown Parking Authority was held at 4:00 PM on Wednesday November 18th, 2009 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
Candida Svirzovsky–Secretary
Tamara Weller – Executive Director

Also in attendance:

Bruce Koller–Deputy Director–APA
Dan McCarthy–APA Solicitor
George Grazer–Manager of Enforcement
Wayne Shupp–Facilities Supervisor
Marge Hopkins–Recorder of the Minutes

Linda Rosenfeld introduced Wayne Shupp to the Board. Mr. Shupp was pivotal in researching and submitting the necessary paperwork to obtain a \$250,000 government issued grant to upgrade the lighting in several of the Allentown Parking Authority decks. The Board thanked Mr. Shupp for his efforts.

EXECUTIVE DIRECTOR'S REPORT

Group Emails

Tamara Weller has begun sending out group emails to the primary contacts of various neighborhood groups. The emails will contain general parking information and updates.

Grace Montessori

Grace Montessori School is hoping to expand their programs and space at the Spiral deck and to that end is planning to re-launch their capital campaign.

Meter Removal

The removal of meters in the 800–900 blocks of Chew Street is on the Allentown City Council agenda for this evening.

LANTA

Ms. Weller is going to meet with LANTA representatives and architects regarding the enhancements LANTA has proposed for the ATC location.

Booting Scofflaws

Ms. Weller lobbied the County judiciary to support APA and its efforts to boot scofflaws. Booting the vehicles will eliminate the burden on the magisterial courts and reduce the ultimate cost to the customer by eliminating towing and storage fees.

Notice Boots

In another attempt to ease the burden on the judiciary as well as the public, individuals who receive notices on outstanding tickets will have two weeks from the date of the notice to pay the ticket. After two weeks, vehicles with outstanding notices will be subject to being booted. Booted vehicles that are paid at this stage will eliminate the need for a citation and subsequent warrant. The new program is scheduled to begin in January 2010.

FINANCES

APA BUDGET

Bruce Koller discussed the 2010 APA budget. The budget does not involve any increases in fines or contract parking charges. According to Mr. Koller, with a projected 5.4 % decrease in revenue and a projected 4.5% increase in total expenses the 2010 budget is extremely tight. Personnel and debt service expenses remain the most costly aspect of the budget. Health care costs will increase 6.4%, the lowest rate in the health care pool. Savings will be realized with a reduction in energy consumption in APA facilities. In the future, according to Ms. Weller, the APA will investigate other ways like the booting programs and chalking machines to become more efficient. After discussion, Malcolm Gross motioned to approve the budget, Candida Svirzovsky seconded the motion, all were in favor and the budget was approved.

Capital Outlays

Capital outlays for 2010 reflect an increase of \$1.6 million more than 2009. A portion of the increase involves the office fit-out at the ATC, the new lighting costs, resurfacing some of the APA lots, maintenance of APA facilities, and the installation of emergency call boxes at several APA lots.

APA Lighting Project

Mr. Koller presented a packet to the Board which detailed the lighting project. The APA budgeted \$920,000 for induction and T8 fluorescent lighting; however, the APA will be financing less than this amount due to the \$250,000 grant from the DEP. The estimated annual savings from the project is projected at 718,000 KWHs. Furthermore, due to a ten year guarantee for the lights, fixtures and ballasts, there will also be a \$108,000 maintenance savings. Because the current conduit and wiring is located in the concrete of the garages and poses a problem when the decks are under repair, Mr. Koller also proposed the conduit and wiring be replaced and has budgeted \$118,000 for that project. With the help of the grant, according to Mr. Koller, there will be a positive cash flow for each of the twelve financing years. The payback period is nine years and three months. On a side note, without any improvements to the lighting, locking in the ESCO rate will provide for a \$236,000 savings as compared to PPL rates.

Lighting Efficiency Resolution

After reviewing the contract terms from Johnson Control, Dan McCarthy had asked for some changes in wording. The changes involved limitation of liability and dispute location. Mr. Koller affirmed Johnson Control will make the changes and, since the work is to be completed by the end of March, he asked for a resolution to approve the contract. Mr. Gross approved, once the wording in changed on the contract, the motion for the Chair to sign the agreement with Johnson Controls. Larry Hilliard seconded the motion, all were in favor and the motion was approved.

Energy Performance Contract Resolution

Mr. Koller asked for a resolution to approve \$500,000 from M&T Bank for the energy performance contract. Mr. Gross motioned to approve the resolution, Mr. Hilliard seconded the motion, all were in favor and the motion was approved.

OPEB Trust Approval

The liability for the management health care retirees is recognized under Gasby 45 while Gasby 43 allows disclosure of the liability. Mr. Koller proposed an actuarial study to look into the current costs to the APA for the health care compared to future costs and to fund this plan on an annual basis. The cost for fully funding the plan is \$33,000 a year, \$10,000 being pay-as-you-go. The APA is looking to fund \$21,000 for 2009 and is seeking an irrevocable trust which is solely for health care retirement. ICMA-RC has an Integral Part Trust that would allow the APA to bypass the IRS process which requires a determination letter for the plan and employer identification number. Mr. Koller asked for a motion to approve a committee for the fund as well as approval for the fund. Mr. Gross nominated the APA chair and the APA Executive Director. Ms. Svirzovsky seconded the motion, all were in favor and the motion was approved. Mr. Gross made a motion to approve the Trust, Mr. Hilliard seconded the motion, all were in favor and the motion was passed.

October Financial Statements

Several groups of contract parkers are behind on their contract parking charges and as such Mr. Koller and Ms. Weller have reached out to these organizations to have their balances rectified. To help the customers, the outstanding charges will be invoiced on quarterly statements. Mr. Koller will also be meeting with the City Treasurer about the current status of the agreement with the city.

OTHER BUSINESS

Board Dinner

The Board dinner will be held at Buon Gusto on December 10th at 5:30.

Phoebe Home

After speaking with residents from Phoebe Home, Mr. Gross mentioned a need for additional parking at the Phoebe home and the surrounding area for events at J. Birney Crum. Mr. Gross asked Ms. Weller to reach out to the Phoebe Home regarding a possibility of the Phoebe Home building a deck and the APA running the deck. Mr. Hilliard thought it wise to contact Muhlenburg College as well.

ADJOURNMENT

The meeting was adjourned at 5:24 pm.