

Allentown Parking Authority – Board of Directors Meeting Summary

Date: July 23, 2025

Attendees:

- **Board Members:**
 - Ted Zeller, Chairman
 - Darryl Hendricks, Vice Chairman
 - Santo Napoli, Secretary
 - Jeff Glazier, Treasurer
 - Elizabeth Martinez, Board Member
 - Dan McCarthy, Solicitor
- **APA Leadership:**
Jonathan Haney, Oswaldo Tosado, Mark Toro
- **No Public Guests in attendance**

Call to order @ 12:11 PM.

Approval of Minutes

A motion was made (Jeff Glazier) and seconded (Santo Napoli) to approve the June 2025 meeting minutes. The motion passed unanimously.

Approval of June minutes noted; corrections acknowledged (spelling of “Tilghman” and Ms. Paulette Hunter’s name).

Public Engagement – Courtesy of the Floor

No Public Visitors in attendance

Financial Reporting Discussion: Jeff Glazier

- Implementation of cyclical (year-over-year) reporting beginning January 2026 for greater financial clarity.
- Request for line-item detail (maintenance, travel, memberships) to better inform oversight.
- Commitment to post audits and budgets online in accessible locations for transparency.
- Fleet & Maintenance: Discussion around in-house vehicle servicing to reduce downtime and improve cost control. Consideration of secure storage, hazardous waste compliance, and scheduling efficiency.
- Weather Preparedness: Budget considerations for snow removal and winter operations.
- Board consensus: credit card purchases above \$750 to require detail reporting.

Executive Directors report: Operations & Capital Projects

- Spiral Deck Mural: The Arts Commission approved the selected artist's design, themed around Allentown's textile history, with strong support from community stakeholders.
- Stucco repairs on the Spiral Deck must be completed before the mural can be installed. This is being coordinated with Public Works and is a prerequisite step before painting can begin.
- The mural's timeline was discussed: installation is planned for Spring 2026, to ensure weather conditions are favorable and construction sequencing is complete.
- A formal easement agreement between APA and the City will govern installation and long-term maintenance responsibilities.
- Funding is secured through external partnerships, minimizing financial burden on APA's core operations.
- Board members emphasized the community engagement value of the mural — not just as art, but as a way to improve perceptions of parking facilities and integrate APA assets into downtown revitalization.

A motion was made (Ted Zeller) and seconded (Darryl Hendricks) to approve the completion of a New Mural on the Spiral Deck. The motion passed unanimously.

- Downtown Redevelopment: Discussions continued on parking demand management, load zones, and delivery vehicle impacts on congestion.
- Review of Automotus curb management pilot:
- Provides data on double-parking, delivery activity, and curbside use.
 - Active in Pittsburgh; Bethlehem trial noted challenges (lack of enforcement follow-through).
 - Pilot proposed to begin in targeted Allentown zones, pending Public Works and Council support.

Action Item:

- ED to coordinate pilot presentation with City's Public Works Committee for stakeholder buy-in.
- Leadership to draft policy framework for fleet maintenance, secure storage, and idling reduction policy for Board review.

Enforcement Results

- The APA logged a record 1,808 service calls in June, reflecting heightened activity and responsiveness.
- 9 double-parking citations were issued, with Board members noting this continues to be a safety and congestion issue.

- Corner violations were raised as a concern; while citations are enforceable under state law, signage and curb paint inconsistencies created public confusion. APA is now working with Public Works to realign signage, ordinances, and curb markings.

Customer Appeals

- 309 customer appeals were filed.
- Of those, 37% were upheld, meaning the original citation was confirmed as valid.
- 63% were either reduced or dismissed, reflecting adjustments based on mitigating circumstances, errors, or demonstrated compliance.
- Customer appeal trends were discussed, with emphasis on streamlining the appeal process and ensuring fair adjudication.

Executive Session

- Entered at 1:30 PM; returned to public session at 1:39 PM.
 - No formal actions reported out of session.
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5. Financial Report – June 2025

Category	June Actuals	Variance vs Budget
Total Revenue	\$1.31M	-3.8%
Enforcement Revenue	\$835K	-1.9%
Off-Street & Permits	\$475K	-7.5%
Personnel Costs	\$529K	-14%
Net Operating Surplus	\$562K	+6.2%
YTD Operating Position	\$2.70M	-1.5%

Following strategic transfers, the general fund remains within target range and consistent with sustainability planning goals.

Adjournment

- Meeting adjourned at 1:45 PM.