

## **Allentown Parking Authority – Board of Directors Meeting Summary**

**Date:** September 24 2025

- **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, Christina Dayton, Mark Toro

- **No Public Guests in attendance**

**Call to order @ 12:13 PM**

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### **Approval of Minutes**

A motion was made (Jeff Glazier) and seconded (Darryl Hendricks) to approve the August 2025 meeting minutes. The motion passed unanimously.

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### **Public Engagement – Courtesy of the Floor**

No public comment was received.

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### **Executive Director’s Report: Jon Haney**

A resolution was introduced and passed to authorize Executive Director Jon Haney to execute a limited easement with the City for the construction of a pedestrian crosswalk near the Lanta Bus Station on Sixth Street.

- Motion: Ted Zeller, seconded by Santo Napoli
  - The motion passed unanimously.
- Project includes signal equipment and concrete footings.
- Coordination underway with Public Works and legal.

### **Reimbursement Resolution & Capital Project Funding**

The Board unanimously approved a Reimbursement Resolution, which allows APA to reimburse itself from future loan proceeds for capital expenses already incurred or underway.

### **Key Highlights:**

- Motion: Jeff Glazier, seconded by Santo Napoli

- The motion passed unanimously.
- Capital budget scope: \$4.7M–\$5M
  - Covers Spiral Deck, stucco remediation, and infrastructure upgrades
  - ESSA Bank indicated interest in underwriting the debt

**Board Direction:**

- Requested clarification on prepayment penalties and lien implications from ESSA
- Discussion emphasized maintaining financial agility and avoiding delayed reimbursement

**Action Items:**

- Review ESSA Bank terms and consent requirements
- Provide Maple Street loan balance update

**Revenue Projections & Loan Strategy**

Executive Director Haney reported the return of 500 ADP parkers to Spiral Deck, projected to generate:

- \$650,000 in additional revenue for FY2025
- \$700,000+ annually thereafter

**Board discussed:**

- Evaluating Maple Street loan terms for early buyout
- Reviewing interest rate sensitivity and timing of possible refinancing

**RACP Grant Progress:**

- Application in review with Commonwealth partners
- APA to provide supplemental documents and attend upcoming meeting with consultants

**Capital Project Updates:**

- Spiral Deck stucco removal completed with savings
- Generator installation at 940 Deck underway with Apollo
- Upgrades and new meter installations in pipeline
- Site plan finalizations to support financing, design compliance

**411 & 413 Ridge Avenue Properties:**

- Property development continues with operational and financial alignment under review

**RFP Updates**

**Audit Services:**

- No submissions received to date
- Rebid recommended with revised timeline

#### Social Media Management Bids:

- Multiple quotes received & reviewed (\$30,000 – \$330,000, range in proposals)
  - Concern over quality and reliability of low-cost bids
  - Board & APA Leadership praised internal candidate for Skillset, Bi-lingual outreach, Community familiarity & engagement (Luis Rivera)
  - Consensus to continue with internal candidate hire for media management
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#### **Enforcement & Community Impact: Oswaldo Tosado**

##### Double Parking Enforcement:

- 81 citations issued YTD (7th Street)
- Enhanced coordination with APD to address traffic safety

##### Abandoned Vehicle Program:

- 143 vehicles removed in August
- Over 1,000 enforcement-related calls received
- Board recommended public messaging and education campaign

##### Action Item:

- Prepare January annual report on enforcement activity and public service impact

#### **Customer Appeals: Christina Dayton**

- August 2025: 195 total appeals processed
  - 98 upheld
  - 71 reduced to warnings
  - 26 dismissed
- Year to Date: 2,260
  - 51% upheld
  - 49% reduced/dismissed
- Modest increase in valid appeals aligns with expanded field enforcement
- Emphasis remains on consistent adjudication and documentation integrity

**Finance Report – August 2025: Mark Toro**

Category	July Actuals	Variance vs Budget
Total Revenue	\$1.25M	-8%
Enforcement Revenue	\$769K	-8%
Off-Street & Permits	\$449K	-11%
Personnel Costs	\$701K	+32%
Net Operating Surplus	-\$172K	-35%
Year-to-Date Surplus	\$271K	+7%

**Additional Notes:**

- August experienced 3 payroll cycles, driving up personnel expenses
- Loss of 35% of YTD surplus
- Year-to-date performance remains within acceptable variance

**Payment Plan Performance & Defaults:**

Total Plans since 8/4: 82 plans

Plans currently open: 56 (\$4,953) – Collected (\$1,511)

Plans paid off: 26 (\$2,041)

Plans in Default: 5 (\$270)

Plans refunded: 4 (\$128) - Inspection tickets dismissed after proof of new inspection.

- APA leadership cited isolated default cases requiring targeted response
- Board requested continued monitoring and trend analysis.

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**Executive Session:**

- Entered at 12:51pm; Returned at 1:49pm
- No Formal action coming out of session

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**Adjournment:**

Meeting adjourned at 1:52 PM