Allentown Parking Authority – Board of Directors Meeting Summary
Date: November 19, 2025
Call to Order: 12:13 PM

Board Members Present:

- Santo Napoli, Secretary (Presiding)
- Jeff Glazier, Treasurer
- Elizabeth Martinez, Board Member
- Dan McCarthy, Solicitor

Absent:

- Ted Zeller, Chairman
- Darryl Hendricks, Vice Chairman

APA Leadership Present:

- Jonathan Haney, Executive Director (Virtually)
- Mark Toro, Deputy Director
- Oswaldo Tosado, Deputy Director (Virtually)
- Christina Dayton, Deputy Director

Public Guests:

- Daryl Peck, Concord Financial
- Kevin Reid, King Spry
- Quintiera Oquendo, Allentown Resident
- Nicole Siegfried, APA Finance Manager
- Robert Elston, APA IT Manager

Approval of Minutes
A motion to approve the October 2025 meeting minutes was made by Elizabeth Martinez and seconded by Jeff Glazier. The motion passed unanimously.

Executive Director's Report – Jonathan Haney

Grants and Capital Projects

- No new updates on the RACP grant application. APA is awaiting further communication from consultants.
- Two LSA grant applications were submitted with assistance from city staff and support letters from Senator Nick Miller and Representative Josh Siegel:

1. Equipment purchase (forklift, sweeper, skid steer)
2. Spiral Garage structural repairs

Real Estate Updates

- APA has secured legal possession of 409 Ridge Avenue. The board approved moving forward with an RFP to engage contractors ahead of spring construction season.
- Redlined agreement of sale for the Allentown Art Museum has been returned; a response is pending.
- The RFP for redevelopment of the 100 block of North 7th Street will be issued on December 1. Developers must submit proposals that accommodate a possible 7-Eleven relocation.

940 Deck Project and Infrastructure Updates

- Generator installation at 940 Deck is nearly complete, pending meter installation.
- New illuminated signage and digital display boards have been installed. These are remotely managed and intended to improve customer communication.

Community Support Initiatives

- The board agreed to continue offering free parking promotions during December in several APA decks, similar to the previous year's holiday program.

2026 Budget Presentation – Mark Toro

The board reviewed and approved the proposed 2026 budget to meet the deadline required under APA's agreement with ESSA Bank.

Summary of Key Points:

- Total revenue projected at $19.1 million, a 17% increase, driven primarily by enforcement and technology usage.
- Expenses expected to increase by 32%, largely due to rising personnel costs, legal and IT services, and a 44% increase in health insurance premiums.
- Net surplus estimated at $34,000.
- APA debt expected to rise by $1.2 million to a total of $57.4 million.

Garage Performance:

- 940 Deck revenue declined 53% due to overestimated event projections.
- Spiral Deck experienced mixed results, with decreased transient use but increased contract parking from PPL tenants.
- ArtsWalk, ATC, and Maple Street decks remain steady performers.

Discussion Points:

- The D Lot will be acquired by the Allentown Art Museum. Current permit holders are expected to transfer to the 940 or Maple Street decks.
- Jeff Glazier requested detailed budget breakdowns for categories such as travel and professional services.

The motion to approve the 2026 budget was made by Elizabeth Martinez, seconded by Jeff Glazier, and passed unanimously.

ESSA Loan Authorization – Daryl Peck, Concord Public Finance & Kevin Reed, Bond Counsel

The board reviewed and approved a resolution authorizing the Executive Director to finalize a $3.2 million drawdown loan with ESSA Bank.

Loan Purpose:
To finance capital projects from 2025 through 2027 and ensure compliance with debt service coverage requirements.

Funded Projects Include:

- Spiral Deck repairs across three years ($2.4 million)
- Government Deck wall remediation ($250,000)
- 409 Ridge Avenue development ($108,000, already paid)

Loan Structure and Terms:

- Amount: $3.2 million (includes 10% contingency)
- Term: 12 years with 20-year amortization (balloon payment at maturity)
- Interest Options:
    - 5.16% fixed for 5 years
    - 5.33% fixed for 7 years
    - 5.3% variable (based on SOFR index)
- Prepayment penalty: 2% only if refinanced by another bank; waived for cash payoffs
- Secured via parity lien and subordinate mortgages
- Closing expected by December 31, 2025

A motion to authorize the resolution for execution of the loan documents by Executive Director Haney was made by Elizabeth Martinez, seconded by Jeff Glazier, and passed unanimously.

Enforcement Report – Oswaldo Tosado

- Total service calls in October: 1,470

- Double parking citations: 25 (7th Street)
- Abandoned vehicles removed: 13

APA will issue safety-related citations only on Thanksgiving. Holiday enforcement messaging has been prepared for public release.

Customer Appeals Report – Christina Dayton

- Total appeals in October: 286
    - Valid: 154
    - Reduced to warning: 102
    - Dismissed: 30

Year-to-date appeals are evenly split between valid and dismissed/warning outcomes. Staff continues to emphasize educational opportunities for first-time violators.

Finance Report – October 2025 – Mark Toro

Category	October Actuals	Variance vs September
Total Revenue	**$1.30M**	**-$54K**
Enforcement Revenue	**$109K**	**+$6K**
Off-Street & Events	**$550K**	**-$60K**
Non-Operating Revenue	**$11K**	**-$59K**
Operating Expenses	**$714K**	**Flat vs September**
Capital Expenses	**$371K**	**One-time (Spiral Repairs)**
Net Operating Surplus	**-$202K**	**Down due to capital spend**

- Total revenue: $1.3 million
- Operating expenses: $714,000
- Capital expenditures: $371,000 (Spiral Deck repairs)
- Net loss: $202,000 for the month

The loss was attributed to one-time capital outlays, despite stable core operations. Enforcement and off-street revenues remained strong.

Courtesy of the Floor

Guest: Quintiera Oquendo, Allentown resident
Ms. Oquendo advocated for a residential handicapped parking program modeled after Bethlehem's system. She cited challenges accommodating her autistic son due to shared-use handicapped spaces.

Executive Director Haney acknowledged the request and is researching feasibility, enforcement implications, and policy impacts. A follow-up report will be presented at a future meeting.

Executive Session

- Entered at 1:16pm; Returned at 2:05pm
- No Formal action coming out of session

New Business

- The Board was informed that Secretary Santo Napoli has formally submitted his resignation from the APA Board and has requested that Allentown Mayor Matthew Tuerk appoint a replacement.

Adjournment
The meeting was adjourned at 2:11 PM.