

## Allentown Parking Authority – Board of Directors Meeting Summary

Date: February 25, 2026

Attendees:

Board Members:

- Ted Zeller, **Chairman**
- Darryl Hendricks, **Vice Chairman**
- Jeff Glazier, **Treasurer**
- Elizabeth Martinez, **Secretary**
- Jeremy Binder, Board Member
- Dan McCarthy, **Solicitor**

APA Leadership:

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

Public Guests

- Annita Beard, Church St., Allentown

Call to Order @ 12:11 PM

---

Approval of Minutes

A motion was made (Jeff Glazier) and seconded (Elizabeth Martinez) to approve the January 2026 meeting minutes. The motion passed unanimously.

The Executive Session portion was deferred for later discussion due to legal and contractual matters.

---

Public Engagement – Courtesy of the Floor

No formal public comment recorded during this session.

---

### 1. Strategic Program Updates

Capital Projects & Funding (ESSA-CNB / RACP / Ridge Avenue)

APA confirmed closing of the ESSA-CNB CapEx loan, with approximately \$800,000 used to reduce the existing line of credit. Funds will support:

- Spiral Deck repairs
- Government Deck improvements

- Completion of 411 Ridge Avenue lot

#### 411 Ridge Avenue Project

- Plans resubmitted to City Engineering
- Awaiting approval before issuing RFP
- Timing sensitive due to asphalt plant availability (April 1 start)

#### RACP Grants (SPIRAL & 940)

- Both projects advancing through required conditions
- SPIRAL project approved for next phase

#### Board Feedback:

Emphasized urgency on approvals and contractor procurement due to seasonal constraints.

---

#### Downtown Redevelopment – Arts Museum Coordination

- Two parcels involved (APA lot and Police site)
- Phase II environmental review required but not expected to delay closing
- Target closing date: March 26

Risk identified regarding potential loss of \$1M in funding if project delays occur.

#### Board Feedback:

Strong emphasis on coordination with City and legal teams to maintain timeline.

---

## 2. Operations, Enforcement & Technology

#### Snow Emergency Operations

- APA opened decks for public use during storm event
- 1,067 ticket pulls recorded (unprecedented volume)
- Free parking provided during emergency

#### Operational Observations:

- Text alerts effective
- Manual signage (A-frames) required staff deployment
- Significant public confusion regarding APA vs City responsibilities

#### Improvements Identified:

- Develop standardized communication templates

- Increase public education on roles and ordinances
- 

## Enforcement Activity & Strategy

### January Metrics:

- 1,460 calls (increase YoY)
- 138 appeals reviewed:
  - 67 valid
  - 60 warnings
  - 11 dismissed

### Action Plan:

- 30-day observation period
- 

## Technology Initiatives (LPR / Flash / Digital Signage)

- LPR cameras installed across multiple facilities
- Flash Express (ParkMobile integration) piloted for hands-free entry/exit
- No fee changes anticipated

### Pre-Launch Needs:

- Staff training
- Public-facing instructions and materials

### Digital Signage:

- Deployment of pylon and in-lane displays
- Enables remote messaging and advertising revenue opportunities

### Board Feedback:

Supportive; stressed importance of clear customer communication prior to rollout.

---

## 3. Parking Policy & Curb Management

APA continues development of a comprehensive parking policy framework, including:

- Delivery and loading zones
- Residential Permit Parking (RPP)
- LPR-based curb monetization

- City-managed valet program

Focus on creating a consolidated ordinance package with defined implementation milestones.

---

#### 4. Administrative & Governance Items

##### Ethics Statements

Board members reminded to complete required filings; submissions to be forwarded to Jon Haney.

##### North Lot RFP

- Submissions due Friday @ 4:00 PM
  - Review committee to be appointed:
- 

#### 5. Executive Session Actions In: 1:10pm Out: 2:32pm

No formal action reported out of Executive Session.

---

#### 6. Financial Report – January 2026

Category	January Actuals	Variance vs Prior Year
Total Revenue	\$1.27M	+3.9%
Enforcement Revenue	\$658K	-\$77K
Off-Street & Events	\$605K	+\$125K
Expenses	\$931K	+\$65K
Net Position	(\$215K)	Worse than prior year

##### Additional Notes:

- \$44K shortfall in non-operating revenue
  - \$1M prior LOC draw; additional \$3.2M loan increases debt exposure
  - Q1 expected to be financially challenging; monitoring required before reallocations.
- 

Meeting Adjourned: 2:43pm