

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  
February 25, 2009**

A Board of Directors meeting of the Allentown Parking Authority was held at 4:00 PM on Wednesday February 25th, 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  
Michael Donovan-Treasurer  
Larry Hilliard- Asst. Secretary  
Tamara Weller - Executive Director

Also in attendance:

Bruce Koller-Deputy Director-APA  
Dan McCarthy-APA Solicitor  
George Grazer-Manager of Enforcement  
Marge Hopkins-Recorder of the Minutes  
Harold Barber-Concerned Citizen  
Mark Lima-Concerned Citizen

Linda Rosenfeld called the meeting to order at 4:04pm. The Minutes from January as well as the Special Board meeting held February 18th were approved by Larry Hilliard and seconded by Michael Donovan, all were in favor and the Minutes were approved.

## **EXECUTIVE DIRECTOR'S REPORT**

### **Right to Know Act**

The Allentown Parking Authority along with the assistance of APA Solicitor Dan McCarthy is in compliance with the current Right to Know Law. A link is provided on the APA website to guide users to the Act and the forms required to gain information about the APA are available at the APA office. A webinar offered by the state will be provided to train APA employees and management regarding the Act. A seminar will also be held May 6<sup>th</sup> at State College where Mr. McCarthy will speak about the new policies; the Board was invited to attend.

### **Towing**

In an attempt to limit the number of citations going to the magisterial courts and lessen the burden on the courts, the APA is investigating a new policy to boot individuals who do not respond to parking ticket notifications. The current notification policy; a courtesy offered by the APA, allows individuals two weeks from the parking ticket notification to pay the outstanding balance. The new policy will allow officers to boot individuals who do not respond to the notification after fifteen days of issuance as well as individuals whose addresses have not been updated in Harrisburg and whose notifications come back to APA offices as return mail. Booting the vehicle will prevent not only the ticket from transferring to the court but will also lessen the fees and penalty assessed to the registered owner. Regarding the boots, Malcolm Gross asked how the authority developed the \$25 boot release and asked if the APA had recouped its' financial output for the boots. Tamara Weller stated that initial costs have been recouped and that it is not APA's intention to accomplish more than covering costs with the boot removal fee; however, considering staff hours, damage to the existing boots, and wear and tear, Bruce Koller will reevaluate the twenty-five dollar boot fee in the 2010 budget.

## **OLD BUSINESS**

### **Hotel Traylor Lots**

David Bodnar purchased the Hotel Traylor and has entered into a contract with the APA to manage the two parking lots. The two lots total 177 spaces that are divided between contract, customer, employee, and transient parking. Monthly parking permits will be offered at forty dollars a month. Beginning March 1, 2009, the APA will issue warnings to unauthorized vehicles parked on the lot.

## **APD Contribution**

As a result of a meeting held earlier in the month, the APA has contributed \$120,000 to the APD for additional enforcement in the downtown area.

## **NEW BUSINESS**

### **1005 Hamilton Street**

*\*Due to a conflict of interest, Malcolm Gross disqualified himself from this portion of the meeting.*

The current location of the APA office at 1005 is for sale and as such Ms. Weller would like to introduce a soft launch of the property, including advertising the building in the real estate section of the Morning Call as well as advertising the sale on the APA website, and putting a for sale sign in the window. According to Mr. McCarthy since the office building does not have to be deemed surplus before it is sold, the APA will have more flexibility selling their current office location. Michael Donovan made a motion to allow Ms. Weller to informally market the building, Larry Hilliard seconded the motion, all were in favor and the resolution was approved.

### **Spiral Deck**

The APA has entered into discussion with PPL regarding the comfort level of the PPL employees who park in the Spiral deck. The first option discussed would allow PPL to lease the top five levels of the deck for PPL employees and secure the levels at their expense. The second option, preferred by PPL, would not restrict PPL parkers to particular levels; but rather, PPL would install cameras at each level and have the live feed sent to their security office. The cameras would be monitored 24 hours a day, seven days a week. Ms. Weller asked the Board to consider the options, opening the topic for discussion. Mr. McCarthy suggested the APA not create a false sense of security by placing signs in and on the deck stating the deck is under surveillance. Mr. Gross suggested the feed be linked to the APD system. Ms. Weller replied that the APD is hesitant enforcing 3<sup>rd</sup> party properties; however, she will speak to Captain Warg regarding the deck. Linda Rosenfeld stated she preferred the camera option with live monitoring and the remaining Board members agreed; however, Mr. Hilliard had some issues with the retention time of the tapes and asked Ms. Weller will speak to PPL about this issue. Ms. Weller agreed to approach both APD and PPL regarding the issues brought up by the Board members and address the issues at a later date.

### **Neighborhood Groups**

Mr. Donovan stated that he has been approached by neighborhood groups who are in need of funds to enact projects in their neighborhoods and asked the APA to evaluate the budget to see if an additional \$30-60,000 could be set aside for the projects. Ms. Rosenfeld thought the idea deserved consideration in future budgets. Ms. Weller agreed.

### **City Ordinance**

Residents at neighborhood meetings have spoken to Ms. Weller regarding changing the ordinance concerning vehicles parked for more than 72 hours as well as over a specified time limit. They requested the ordinance be changed to state that vehicles must be moved either off the block or to the opposite side of the street. The change is to be introduced as a first reading during the city council meeting to be held on March 4<sup>th</sup>.

### **Adjournment**

The meeting was adjourned at 4:50pm.