

**Trenton Parking Authority**

**July 25, 2013**

16 E. Hanover St.

Trenton, NJ 08608

**In Attendance:** Chairman Harry Reyes, Commissioners Andrew Worek, Melody Freeman, Anne LaBate, Scott Rice and Duncan Harrison, who joined the meeting at 5:11

**Absent:** Commissioner Joyce Kersey

**Staff:** Patrice Harrison

**Managing Consultant:** COO Walter D. Smith

**Legal Counsel:** Absent

**Council Liaison:** Absent

**Owners Representative:** Absent

Chairman Harry Reyes called the meeting to order at 5:03 pm by reading The Open Public Meeting Act.

**Reorganization Meeting:**

Chairman Reyes turned the meeting over to Chief Operating Officer, Walter Smith to run the Reorganization Meeting.

Walter Smith opened the floor for nominations for Chairperson. Commissioners Worek nominated Harry Reyes for Chairperson. Motion was made by Commissioner LaBate to accept the nomination of Harry Reyes for Chairperson, seconded by Commissioner Rice. Roll: 5 yes, Commissioners Kersey and Harrison absent

Walter Smith opened the floor for nominations for Vice Chairperson. Commissioners LaBate nominated Andrew Worek for Vice Chairperson. Motion was made by Commissioner Rice to accept the nomination of Andrew Worek for Vice Chairperson, seconded by Commissioner Freeman. Roll: 5 yes, Commissioners Kersey and Harrison absent

Walter Smith opened the floor for nominations for Secretary. Commissioner Reyes nominated Duncan Harrison for Secretary. In Commissioner Harrison's absence a motion was made by Commissioner Freeman to accept the nomination of Duncan Harrison as Secretary, seconded by Commissioner LaBate. Roll: 5 yes, Commissioners Kersey and Harrison absent

Walter Smith opened the floor for nominations for Treasurer. Commissioners Rice nominated Melody Freeman for Treasurer. Motion was made by Commissioner Worek to accept the nomination of Melody Freeman as Treasurer, seconded by Commissioner Rice. Roll: 5 yes, Commissioners Kersey and Harrison absent

Walter Smith called for a motion to adopt the 2013/2014 meeting schedule. Motion was made by Commissioner Worek to adopt the 2013/2014 meeting schedule, seconded by Commissioner Freeman. Roll: 5 yes, Commissioners Kersey and Harrison absent

Walter Smith called for a motion to approve the Trentonian and the Trenton Times as the official newspapers for public notices. Motion was made by Commissioner Worek to approve the Trentonian and the Trenton Times as the official newspapers for public notices, seconded by Commissioner Rice. Roll: 5 yes, Commissioners Kersey and Harrison absent

**Commissioner Harrison joined the meeting at 5:11pm.**

Walter Smith called for a motion to accept the recommendations given to the board by the RFQ Committee to approve the following vendors for 2013/14 Professional Services contracts:

- Legal Counsel-Len Bier, Esq.

- Auditor-Mercadien, PC
- Accountant-Rahl & Associates
- Owners Representative-Carl Walker
- Bond Counsel-McManimon, Scotland & Baumann
- Parking Consultant & Management –Restorative Solutions, LLC

Commissioner Worek motioned to approve the vendors recommended by the RFQ Committee for 2013/14 Professional Services contracts, seconded by Commissioner Freeman. Roll: 6 yes, Commissioner Kersey absent

Walter Smith closed the reorganization meeting at 5:15 PM.

Chairman Reyes re-opened the regular monthly at 5:16 pm.

**Approval of Minutes from June 27, 2013:**

Chairman Reyes asked the Commissioners if they reviewed the June 27, 2013 minutes, if so, do they have any questions or comments. With there being none, Commissioner Worek motioned to approve the June 27, 2013 minutes, seconded by Commissioner Rice. The minutes were unanimously approved. Commissioner Kersey was absent.

**Reports:**

Chairman Reyes asked the Commissioners if there were any questions or comments concerning the June financial and expense reports. With there being none, Commissioner Worek motioned to accept the June financial reports, seconded by Commissioner Freeman. The June financial reports were unanimously accepted. Commissioner Kersey was absent.

Commissioner Freeman motioned to approve the June expense checks, seconded by Commissioner Rice. The June expense checks were unanimously approved. Commissioner Kersey was absent.

Walter Smith presented the 2013/2014 Budget to the board to approve for submission to DCA. Commissioner Freeman motioned to approve the 2013/2014 Budget for submission to DCA, seconded by Commissioner LaBate. The budget was unanimously approved for submission to DCA. Commissioner Kersey was absent.

Walter Smith informed the board that NJ SEM is not able to contract with us. He is recommending TPA stay with AEP Energy. Walter Smith is requesting authorization to sign a new contract with AEP Energy. Commissioner LaBate motioned to authorize Walter Smith to sign a new contract with AEP Energy, seconded by Commissioner Rice. Authorization to sign a new contract with AEP Energy was unanimously approved. Commissioner Kersey was absent.

Chairman Reyes asked Commissioner Worek to update the board concerning the hotel. Commissioner Worek explained that the hotel’s future is unknown and its best for TPA to minimize any further negative exposure. The hotel is in arrears totaling \$89,000 and there doesn’t appear to be a plan to repay the debt. Walter Smith, Chairman Reyes and Commissioner Worek met with Marshall Hotels and LYCDC board to discuss payment and parking concerns. All parties agreed that TPA should collect all parking fees, prepaid tickets for events and a discounted rate for part time employees. The Commissions will take the recommendations under advisement.

Walter Smith discussed that DCA, in its MOU with the city, made a recommendation for the city to work with the Authority to develop an on street parking management plan. DCA’s dead line for the completion of the plan was July 31, 2013. Mr. Smith recommends that the board moves forward with hiring Len Bier to perform parking audit. Commissioner LaBate motioned to hire Len Bier to perform a parking audit, seconded by Commissioner Rice. The motion to hire Len Bier to perform a parking audit was unanimously approved. Commissioner Kersey was absent.

**Project Summary:** (presented by Mr. Smith)

**Broad & Front Garage:**

- Carl Walker performed a walk through to estimate the damage from the vandalism.

**Lafayette Garage:**

- Nothing to report

**Liberty Commons Garage:**

- Installation of the Exit Lane Credit Card machine will be completed in August.

- Security Dynamics is pricing multi-recording unit for CCTV

**Merchant St. Lot:**

- Security Dynamics is pricing multi-recording unit for CCTV

**Warren St. Garage:**

- Waterproofing project is in progress.
- Concrete project was delayed due to weather.
- Travelers Insurance is reviewing a claim concerning an incident several years ago involving a customer free falling a few floors in the elevator. Kone is part of the claim.

**Director's Comments**

**Insurance Quote:**

The insurance has increased this year due to natural disasters damage over the last two years, which drove up the general policy cost. The price quote is \$164,000.

**Towing:**

Several towing companies were contacted concerning towing vehicle with in the TPA garages. The companies will not enter the garages unless TPA has a contract with them. There will be further discussion concerning this subject.

**Rebate Fund:**

The \$77,000 balance in the Rebate Fund was transferred to TPA's General Fund.

**Commissioner Kersey:**

Commissioner Kersey wrote a letter asking Len Bier to advise her as to whether or not she is allowed to serve on both the TPA board and the LYCDC board. Len Bier's opinion was that she could sit on both boards.

**NJ Treasury Division of Purchase & Property Audit:**

TPA received a satisfactory rating

**Adjournment:**

Chairman Reyes asked if there was further business. With being none, Commissioner LaBate motioned to adjourn seconded by Commissioner Rice. Commissioners unanimously approved adjournment of the meeting. Commissioner Kersey was absent.

**Meeting adjourned at 6:03 pm.**

Patrice Harrison  
Board Secretary