

Trenton Parking Authority

October 23, 2014

16 E. Hanover St.

Trenton, NJ 08608

In Chairman Andrew Worek's absence, Vice Chairman Harry Reyes called the meeting to order at 5:10 pm by reading The Open Public Meeting Act.

In Attendance: Commissioners Harry Reyes, Scott Rice, Anne LaBate and Perry Shaw

Absent: Chairman Andrew Worek and Commissioner Melody Freeman

Staff: Patrice Harrison

Managing Consultant: COO Walter D. Smith

Legal Counsel: Len Bier; Bier Associates

Council Liaison: Absent

Owners Representative: Absent

Presentation: Warren Broudey and Mathew Daly; Mercadien PC

Approval of Minutes from September 25, 2014:

Acting Chairman Reyes asked the Commissioners if they reviewed the September 25, 2014 minutes, if so, do they have any questions or comments. With there being none, Commissioner Rice motioned to approve the September 25, 2014 minutes, seconded by Commissioner LaBate. The September 25, 2014 minutes were unanimously approved.

Reports:

Acting Chairman Reyes asked the Commissioners if there were any questions or comments concerning the September financial and expense reports. With there being none, Commissioner Rice motioned to accept the September financial reports, seconded by Commissioner LaBate. The September financial reports were unanimously accepted.

Acting Chairman Reyes asked the Commissioners if there were any questions or comments concerning the September expense checks. Commissioner Rice asked for clarification on the American Express expense check, Walter Smith explained the charges. With that question being answered, Commissioner Rice motioned to approve the September expense checks, seconded by Commissioner LaBate. The September expense checks were unanimously approved.

Presentation:

Warren Broudey and Mathew Daly of Mercadien PC presented the Year End Financials. Warren Broudey explained that the year ended on a positive note and it appears that TPA is on an upswing. Management was asked to step out of the meeting while the Board reviewed the Management letter with the Auditors. Acting Chairman Reyes called Management back to the meeting to continue the audit discussion. Acting Chairman Reyes asked for a motion to accept the audit as presented. Commissioner LaBate motioned to accept the audit as presented, seconded by Commissioner Rice. The audit was unanimously accepted as presented.

Project Summary: (presented by Mr. Smith)

Lafayette Garage:

- Nothing to report

Liberty Commons Garage:

- Nothing to report

Warren St. Garage:

- Operations are working on quotes for scrubbing the decks and applying sealer.

Merchant St. Lot:

- Nothing to report

Broad and Front Garage:

- Nothing to report

Director's Comments**Lighting Update:**

No update to report.

Snow Removal Contract:

The snow removal bids are due Friday.

Parking Study:

Len Bier presented a spreadsheet showing all handicapped parking spaces throughout the city. The spreadsheet outlined the number of handicapped spaces being used and how many actually paid for.

Lafayette Garage Key Card System:

A meeting took place with the Wyndham Hotel to verify that their software is compatible with the Keycard System. Also Valet parking will be discussed in the meeting.

PSE&G Update:

On the Licensing Agreement the terms need to be correct to state 30 day terms. The agreement is moving forward.

Greater Trenton:

Greater Trenton is moving forward with plans to advance with developing the downtown, including preparing a parking plan. Walter Smith is asking for authorization to allow Chairman Worek to sign a letter stating the TPA is willing to work with Greater Trenton in efforts to develop the downtown. Motion was made by Commissioner LaBate to authorize Chairman Worek to sign a letter stating the TPA is willing to work with Greater Trenton in efforts to develop the downtown, seconded by Commissioner Rice. Unanimously approved.

Security Continuing Disclosure:

Len Bier explained that TPA has not kept the Trustee updated on the financials. McManimon and Scotland stated that TPA needs to file a Continuing Disclose Cooperation Initiative form each year. If US Bank does not file this form, TPA will hire a firm to do so. North West Financial was recommended to use for the filing if needed. Acting Chairman Harry Reyes motioned to authorize Walter Smith; COO to hire a firm to insure Trenton Parking Authority is in compliance with the Continuing Disclosure Cooperation Initiative not to exceed \$1,000.00, seconded by Commissioner LaBate. Vote: 4 yes, 2 absent

2014 League of Municipalities:

Walter Smith asked if any Commissioners were interested in attending the conference this year in Atlantic City. The rooms need to be booked soon in order to reserve the top rooms. Commissioners Freeman and Shaw will be attending along with Walter Smith.

Change in Monthly Meeting Schedule:

Walter Smith suggested combining the November and December Monthly meetings due to the Conference in November and the upcoming holidays. Commissioner LaBate recommends forgoing the November meeting and moving the December meeting up to December 11, 2014, seconded by Commissioner Rice. Unanimously approved.

Notice of the meeting change will be sent to the newspapers.

Slip and Fall Incident:

TPA received notice that someone slipped and fell on the bricks outside of the Broad and Front Garage. The information has been forwarded to Len Bier and Travelers Insurance.

Adjournment:

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

Meeting adjourned at 6:18 pm.

Patrice Harrison
Board Secretary