

**Trenton Parking Authority**

**October 29, 2015**

16 E. Hanover St.

Trenton, NJ 08608

Chairman Worek called the meeting to order at 5:05 pm by reading The Open Public Meeting Act.

**In Attendance:** Chairman Worek, Commissioners William Watson, Harry Reyes, Anne LaBate, Melody Freeman and Perry Shaw

**Absent:** Commissioner Scott Rice

**Staff:** Patrice Harrison; Office Manager  
Will Harrington, Operational Supervisor

**Legal Counsel:** Len Bier; Bier Associates

**Council Liaison:** Absent

**Owners Representative:** Lou Garlatti

**Presentation:** Mike Ciesielka; Nexus Parking Systems

**Approval of Minutes from September 24, 2015:**

Chairman Worek asked the Commissioners if they reviewed the September 24, 2015 minutes, if so, do they have any questions or comments. Commissioner Watson motioned to approve the September minutes, Chairman Worek seconded the motion. The September 24, 2015 minutes were unanimously approved.

**Reports:**

Chairman Worek asked the Commissioners if there were any questions or comments concerning the September financial and expense reports. Commissioner Reyes motioned to accept the September financial reports, seconded by Commissioner Watson. The September financial reports were unanimously accepted.

Chairman Worek asked the Commissioners if there were any questions or comments concerning the September expense checks. With there being none, Commissioner Reyes motioned to approve the September expense checks, seconded by Commissioner Watson. The September expense checks were unanimously approved.

**Presentation:**

Chairman Worek called upon Mike Ciesielka, Nexus Parking Systems, to informally report on his findings after shadowing the staff and observing operations. Mike Ciesielka explained that on a daily basis the operations are working well since the duties are separated between staff members. He suggested getting an additional set of hoppers for the pay stations as well as upgrading all IT systems and incorporating a server. Equipment updates are needed though out the facilities, the 2016/17 budget should reflect the capital expense. A formal report will be presented to the board at a future date.

Chairman Worek asked Commissioner Watson to inquire about TPA Liaison; Duncan Harrison's meeting attendance, he has been absent meetings.

**Project Summary:**

**Broad and Front Garage:**

- Lou Garlatti informed the board that as of October 1, 2015 all needed permits were approved and November 9<sup>th</sup> the contractors will start the fire/sprinkler work.
- Meridian found additional wire damage; Lou Garlatti will be doing a walk through with Meridian next week to evaluate the damage.
- Lou Garlatti is inquiring about a roofer to repair the stair tower roof damage.

- A change order is pending for permit reimbursement, additional expenses for electrical upgrade, misc. additional costs and bonding cost. Lou Garlatti will be reviewing.
- Sidewalk repairs are complete.

**Liberty Commons Garage:**

- Nothing to report

**Merchant St. Lot:**

- Nothing to report

**Lafayette Garage:**

- Nothing to report

**Warren St. Garage:**

- Lou Garlatti received two proposals from Dimitri Ververelli and Tim Haas, to complete a survey for needed repairs at the Warren St. Garage. Lou Garlatti suggests Tim Haas to complete the survey and asked the board for approval. Motion was made by Commissioner Watson to accept the proposal for professional services for Warren St. Garage survey contract with Tim Haas, seconded by Commissioner Reyes. Motion was unanimously approved.
- Warren St. elevator has water damage in the electrical box on top of the car. Otis suggested having water leakage repaired first then adding a sub pump in the pit. Tim Haas will be evaluating the leakage.

**Hotel Meeting:**

Chairman Worek met with Amed for the Wyndham Hotel to discuss parking. The hotel is looking for a reduced rate and is asking for new agreement; the previous agreement was canceled. Chairman Worek explained that this will have to be discussed with the board. Commissioner Watson suggested putting a subcommittee together to work with the hotel to come up with a new arrangement. The committee will consist of Commissioners Watson, Shaw and LaBate.

**Employee Manual:**

Len Bier presented a proposal from Ruderman, Horn and Esmerado, P.C. for revising the Employee Manual. The board will further review.

**LED Lighting:**

Len Bier suggested LED lighting in the garages. There is a joint program that will supply 360 LED tubes for approximately \$4,000. This will cover about two levels in a garage and decrease the utility bills. Motion was made by Commissioner Watson to approve the LED lighting, seconded by Commissioner Reyes. Unanimously approved.

Chairman Worek motioned to enter into an Executive Session to discuss personnel matters. Commissioner Freeman moved to enter into Executive Session, seconded by Commissioner LaBate. The board entered into Executive Session at 6:03pm.

Commissioner Watson motioned to adjoin Executive Session, seconded by Commissioner Reyes. Executive Session adjoined at 6:07 pm.

Regular meeting reentered at 6:07 pm.

**Adjournment:**

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

**Meeting adjourned at 6:08 pm.**

Patrice Harrison  
Board Secretary