

**Trenton Parking Authority  
February 22, 2018**

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 Andrew Worek, Commissioners, William Watson, Harry Reyes, Anne LaBate, Perry Shaw and Scott Rice

**Absent:** Commissioner Melody Freeman

**Staff:** Patrice Harrison; Office Manager

**Nexus:** Michael Ciesielka; President  
Jim Romano; Operations Director

**Legal Counsel:** Michael Ash; DeCotiis, FitzPatrick, Cole and Giblin, LLP

**Council Liaison:** Councilwoman Marge Caldwell-Wilson

**Owners Representative:** Absent

**Approval of Minutes from January 25, 2018:**

Chairman Worek asked the Commissioners if they reviewed the January 25, 2018 minutes, if so, do they have any questions or comments. With there being none, Commissioner Reyes motioned to approve the January minutes, Commissioner Rice seconded the motion. The January minutes were unanimously approved.

**January Reports:**

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

**January Expense Checks:**

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

**Snow Removal Contract:**

Mike Ciesielka will be auditing the snow removal invoices and informing SP Landscaping of any credit due the TPA.

**State of NJ Department of Health:**

State of NJ Department of Health received notices of health hazards concerning Warren St Garage, Merchant St. lot and Broad and Front St. Garage. In the complaints specific issues were identified at each facility. Mike Ciesielka and Phil Jackson inspected Merchant St Lot and addressed several issues such as removing an old A/C unit, broken TV, broken window, dirty vents and overall cleaning. Also, there was a problem with the lights, the electrician and PSE&G were called out to repair. Mike Ciesielka will continue to inspect garages and issue a response to the state.

It was suggested that Patrice Harrison set up a meeting with Paychex HR Representative to review the Employee Handbook with the employees so they are clear on the procedure for addressing any issues they come across. The meeting will be scheduled.

**Broad and Front Garage:**

- Nothing to report

**Warren St. Garage:**

- Elevator bid package is out to bid.

**Liberty Commons Garage:**

- Tim Haahs is questioning when the project will proceed so they can schedule accordingly.

**Lafayette Garage:**

- Nothing to report

**Merchant St. Lot:**

- Nothing to report

**Elks Lot:**

- Nothing to report

**Department of Labor Site Garage:**

Commissioner Watson stated that the previously scheduled meeting was canceled. Commissioner LaBate said someone still held a meeting because she attended. Chairman Watson reiterated that was a different meeting.

.Commissioner LaBate and Commissioner Rice stated that while speaking to Rahl they came to an understanding that Patrice Harrison's computer needs to be updated so it can run Quickbooks online. Mike Ciesielka will speak with Rahl and Mercadien to discuss this further. Commissioner LaBate proposed putting in the old budget numbers until they are updated so that they can be a Budget vs Actual report each month. All Commissioners agreed.

**Adjournment:**

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

**Meeting adjourned at 6:02 pm.**

Patrice Harrison  
Board Secretary