

**Trenton Parking Authority
March 22, 2018**

16 E. Hanover St.
Trenton, NJ 08608

With Chairman Worek absent, Vice Chairman Watson called the meeting to order at 5:06pm by reading The Open Public Meeting Act.

In Attendance: Commissioners, William Watson, Harry Reyes, Anne LaBate, Melody Freeman and Scott Rice

Absent: Chairman Andrew Worek and Commissioner Perry Shaw

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: Absent

Owners Representative: Lou Garlatti, Garlatti Construction

Approval of Minutes from February 22, 2018:

Vice Chairman Watson asked the Commissioners if they reviewed the February 22, 2018 minutes, if so, do they have any questions or comments. With there being none, Commissioner Reyes motioned to approve the February minutes, Commissioner Rice seconded the motion. The February minutes were unanimously approved.

February Reports:

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

February Expense Checks:

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

Vice Chairman Watson called upon Mike Ciesielka of Nexus to address the current operations projects that are being completed. Mike Ciesielka explained that every two weeks there will be maintenance inspections done at each location. There was an issue with the lights at Merchant St.lot, they would continuously go on and off. The electrician informed Mike it was a larger issue which would need to be addressed by PSE&G, they came and repaired the problem. The electrician will be back out to replace some lights. Warren only had some minor issues to address, which were taken care of.

Mike Ciesielka will be installing the first upgrade for QuickBooks to 2018, which will allow the QuickBooks online to work. This should be completed for the next meeting. Also, upgrading the internet will improve the work flow. Right now Patrice Harrison is doing a backup ever night. Mike Ciesielka is also going to look at all phone lines to try to better the service.

Mike Ciesielka suggested having tickets issued throughout the garages. There are several issues that may arise; Mike Ash will look into the possibilities.

State of NJ Department of Health:

Mike Ciesielka will send a response to the complaints, including how the issues were resolved.

2016/17 Budget Approval:

- The Board appointed Commissioners LaBate and Rice to the Budget Committee. They will be speaking with Rahl to discuss bringing the budgets current and providing the board with a draft copy of the 2017/18 Budget for the next meeting. Commissioner Reyes motioned to approve the 2016/17 Budget, seconded by Commissioner Rice. Unanimously approved.

Broad and Front Garage:

- Lou Garlatti explained TPA received two bills for the B&F tank. One was an annual fee of \$1,780 which needed to be paid in order to receive the RAO for the tank. The other charge was a fine of \$15,000 for the tank; Mike Ash will fight the charges because the tank has been removed.

Warren St. Garage:

- Elevator bids were received with JH Williams being the lowest bid. The current bid includes both elevators and line stripping the garage. Commissioner Reyes motioned to accept JH Williams bid for Warren St. Elevator Project, seconded by Commissioner Freeman. Unanimously approved.
- Lou Garlatti explained there needs to be an Owner's Independent Inspection and Testing Service completed for the project and recommends TPA hire someone privately to complete the inspection and testing. Commissioner Reyes motioned to allow Lou Garlatti to obtain 3 quotes for the Owner's Independent Inspection and Testing Service and move forward with the lowest quote not to exceed \$10,000, seconded by Commissioner Freeman. Unanimously approved.
- Tim Haahs submitted a Notice of Change in Professional Services equaling \$13,500. Commissioner Reyes motioned to accept the Notice of Change in Professional Services not to exceed \$13,500, seconded by Commissioner LaBate. Unanimously approved.

Liberty Commons Garage:

- Lou Garlatti recommended holding off on the design document for Liberty Commons until 2019. Commissioner Reyes motioned to put the design documents for Liberty Commons on hold until 2019, seconded by Commissioner Rice. Unanimously approved
- Schindler Elevator said the hoist way door gibs need replacing and gave a quote of \$14,000. Nexus will request two more quotes. Commissioner LaBate motioned to approve the recommended vendor not to exceed 10% higher than Schindler's quote, seconded by Commissioner Rice. Motion was unanimously approved.

Lafayette Garage:

- Exit door needs to be replaced, including handicap access. Received one quote and will be requesting 2 others.

Merchant St. Lot:

- Lighting to be worked on.

Elks Lot:

- Nothing to report

Adjournment:

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

Meeting adjourned at 6:30 pm.

Patrice Harrison
Board Secretary