

**Trenton Parking Authority
January 28, 2021**

16 E. Hanover St.
Trenton, NJ 08608
Via Remote

Chairman Watson called the meeting to order at 5:02 pm by reading The Open Public Meeting Act.

In Attendance: Chairman William Watson, Commissioners Andrew Worek, Harry Reyes, Anne LaBate, Scott Rice, Evangeline Ugorji and Samuel Tompoe

Absent: None

Interim Executive Director: Perry Shaw; KEJ Associates, LLC

Staff: Patrice Harrison; Office Manager

Legal Counsel: Michael Ash; Carlin & Ward

Council Liaison: Marge Caldwell-Wilson; Councilwoman

Owners Representative: Lou Garlatti; Albert Garlatti Construction

KEJ Associates, LLC: Absent

Mercadien: Warren Broudy and Matthew Daley

Public: Trentonian

Approval of Minutes from December 10, 2020:

Chairman Watson asked the Commissioners if they reviewed the December 10, 2020 minutes, if so, do they have any questions or comments. With there being none Commissioner Reyes motioned to approve the December 10, 2020 minutes, Commissioner Worek seconded the motion. Vote- 6 yes and 1 abstain, Commissioner Ugorji.

Approval of Special Meeting Minutes from December 31, 2020:

Chairman Watson asked the Commissioners if they reviewed the Special Meeting Minutes from December 31, 2020, if so, do they have any questions or comments. With there being none Commissioner Rice motioned to approve the Special Meeting Minutes from December 31, 2020, Commissioner LaBate seconded the motion. Vote-6 yes and 1 abstain, Commissioner Ugorji.

December Reports:

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

Finance Committee:

Commissioner LaBate suggested receiving the report from Phoenix Advisors prior to meeting with Matthew Daly, Mercadien and Non Profit Accounting to revise the monthly financial reports. All agree to wait on the Phoenix Advisor financial report.

December Expense Checks:

Chairman Watson asked the Commissioners if there were any questions or comments concerning the December expense checks. With there being none, Commissioner Worek motioned to approve the December expense checks, seconded by Commissioner Reyes. Vote-6 yes and 1 abstain, Commissioner Ugorji.

Presentation:

Matthew Daly presented the 2019/20 year ending June 30, 2020 Audit. He explained COVID 19 did not significantly impact the revenue for this fiscal year due to the start of the pandemic. Transient revenue was decreased yet TPA still holds a positive position. Matthew Daly explained there were 2 findings in the audit. TPA needs to establish a written capitalization policy and control policy surrounding P.O.'s. Mercadien will work with Perry Shaw and Patrice Harrison to prepare policies. Also, Quickbooks may have a program to help with this process. Commissioners questioned Matthew Daly on their experiences with the current accounting, Non Profit Accounting Group. Matthew Daly said Christine and Ann from Non Profit Accounting were very helpful in preparing the financial statement and he looks forward to continuing work with them.

Commissioner Reyes motioned to approve the 2019/20 year ending June 30, 2020 Financial Reports, seconded by Commissioner LaBate. Vote-6 yes, 1 abstain, Commissioner Ugorji

Chairman Watson explained the 2020/21 Budget needed to be revised as per DCA and the 2019/20 Financial Audit would need to be approved before the 2020/2021 could be voted on. Also, there was an numerical error that needed correcting. Commissioner Reyes motioned to to approve the 2020/21 Budget as revised, seconded by Commissioner Rice. Vote - 5 yes, 1 opposed, Commissioner LaBate and 1 abstain, Commissioner Ugorji.

Warren St. Garage:

- Elevator phone lines and fire alarms are activated and waiting on inspection. Chairman Watson requested Councilwoman Caldwell-Wilson to assist with getting the inspections done in a timely manner.
- Phase 2 Elevator Project negotiations are advancing, the termination settlement fee is \$104,248.83 currently.
- Lou Garlatti submitted the requested information concerning the cost to continue with the Phase 2 Warren St. Elevator and the cost to terminate and possibly rebid in 2 years. Lou explained the cost to continue with the Phase 2 would be roughly \$530,000, while terminating the contract and rebidding in about 2 years will increase the cost of the project to approximately \$550,000-\$600,000 in addition to the cost of terminating the existing contract. The reason for the increase would be increased cost for material and labor along with having to redo studies and other soft costs.
- Commissioner LaBate questioned moving all handicapped parking spaces to our outside Elks Lot. Mike Ash and Lou Garlatti both explained this would be against ADA guidelines The handicapped parkers must have the same rights, parking inside, as other parkers. Commissioner Ugorji agreed with the statement.

Broad and Front Garage:

- Nothing to report

Liberty Commons Garage:

- Nothing to report

Lafayette St. Garage:

- Nothing to report

Merchant St. Lot:

- Nothing to report

Elks Lot:

- Nothing to report.

Bylaws:

Commissioner Reyes and Ugorji will be meeting and report back next month.

GreenLight Lighting Program:

The LED lights are installed. Commissioner Rice is still requesting the cost projection for replacement/repairs to the lights after the 5 year warranty expires. Director Shaw will be in touch with GreenLight to again request the information.

Employee of the Month:

Matthew West was named Employee of the Month.

Director Shaw informed the board that he was excepted into the CAPP Program through IPMI.

Director Shaw presented the board with a document reviewing the past year and the accomplishments of the TPA staff, he discussed a few:

Collaboration with Comcast to install/upgrade high speed internet/phone/cable services at all TPA sites. The upgrade cost approximately \$265,000 but came at no cost to TPA. TPA will save approximately \$20,000 annually.

Created Covid-19 action plan adhering to city, state and federal guidelines. Made PPE readily available to all staff and customers. Made sure all facilities were sanitized multiple times a day. Had the main office professionally sanitized and had barriers installed in the front office areas. Staff was supplied with equipment to work remotely with little cost to TPA.

Response to Liberty Commons Fire which caused approximately \$285,000 worth of damage. Police and fire were immediately informed and on site. No injuries occurred. All repairs completed within 6 months. Upgraded parking equipment installed.

Team Member Development, created an Employee Appreciation Program to boost morale and show team members they are appreciated. An Employee Evaluation Program was instituted to chart team members progress while showing areas that need to be reinforced. Team members were provided a computer lab to allow for developing newly acquired skills made available through the Certified Training and Development Program.

Team members adjusted to the schedule changes in order to save revenue during the pandemic. TPA cut expenses by nearly \$11,500 for calendar year 2020.

Maintained services even after Civil Unrest occurred near and around our main office and other facilities. Temporarily secured damaged areas until full repair could be made. Remained on site throughout the night to make sure building and facilities remained secured.

Commissioner Reyes commented on the great job both Perry Shaw and KEJ are doing at TPA, Chairman Watson agreed.

Resolutions:

Chairman Watson presented 3 resolutions to be voted on.

- 1. R2021-1:01 – Authorizes the TPA to issue a new RFQ as of 1/29/21 for Interim Executive Director Services. The updated 2021 RFQ forms are also attached based on the same forms used in 2019. The issue date is 1/29/21 with responses due 2/22/21.
Commissioner Reyes motioned to authorize TPA to issue a new RFQ as of 1/29/21 for Interim Executive Director Services, seconded by Commissioner Worek. Vote: 4 yes, 2 opposed, Commissioners LaBate and Ugorji, 1 abstain, Commissioner Tompoe.
- 2. R2021-1:02 – Authorizes the TPA to enter into a Extension Agreement with KEJ Associates for Interim ED Services until a new award is made from the pending 2021 RFQ for Interim ED services, on the same terms, not to exceed 6 months, and upon 30 day notice of termination. The form of Extension Agreement is also attached.
Commissioner Worek motioned to authorize the TPA to enter into a Extension Agreement with KEJ Associates for Interim ED Services until a new award is made from the pending 2021 RFQ for Interim ED services, on the same terms, not to exceed 6 months, and upon 30 day notice of termination, seconded by Commissioner Rice. Vote: 4 yes, 2 opposed, Commissioners LaBate and Ugorji, 1 abstain, Commissioner Tompoe.

Commissioner Ugorji said even though she feels Perry Shaw is doing a good job in the position she does not agree with the contract.

- 3. R2021-1:03 – Authorizes TPA to engage Hill Wallack, Vicky Flynn, Esq as special counsel services not to exceed \$17,500. Her proposal is attached.
Commissioner Reyes motioned to authorize TPA to engage Hill Wallack, Vicky Flynn, Esq as special counsel services not to exceed \$17,500, seconded by Commissioner Rice. Vote: 4 yes, 3 opposed, Commissioners LaBate, Ugorji and Tompoe.

Chairman Watson expressed his disappointment the Commissioners are being put through this ordeal considering they are voluntary. TPA is having to spend revenue on representation for the Commissioners, funds that could have been better used. Commissioner LaBate responded that if they did not participate in a work around they would not be in this position. Commissioner Rice addressed the fact when the previous Interim Executive Director Walter Smith was hired it was done in the same fashion. Commissioner Rice also pointed out that the Authority through it's RFQ review committee, which included Commissioner LaBate, in subsequent years recommended Walter Smith through Restorative Solutions continue to serve in the capacity. This arrangement stood for several years. Commissioner Rice asked, that if this was a past practice supported by the Authority, why is there a problem now?

Adjournment of the regular monthly meeting:

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

Meeting adjourned at 6:28 pm.

Patrice Harrison
Board Secretary