

**Trenton Parking Authority
Regular Monthly Meeting
December 7, 2022**

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

Chairperson LaBate opened the regular monthly meeting at 5:08 pm by reading the Open Public Meeting Act.

In Attendance: Chairperson Anne LaBate, Scott Rice, Samuel Tompoe, Lindi Ashton and Nancy Ugalde

Absent: Commissioners Joseph Mamman and Evangeline Ugorji (checked into meeting but was not available to vote)

Council Liaison: Absent

Staff: Patrice Harrison; Office Manager and Phil Jackson, Operations Supervisor

Legal Counsel: Michael Ash; Carlin, Ward, Ash and Heiart

Owner's Representative: Lou Garlatti, Albert Garlatti Associates,

Presentations: None

Public: None

Approval of Minutes from October 26, 2022:

Chairperson LaBate asked the Commissioners if they reviewed the October 26, 2022, minutes, if so, do they have any questions or comments. With there being none, Chairperson LaBate motioned to approve the October 26, 2022 minutes, seconded by Commissioner Rice. Unanimously approved

Approval of Executive Session Minutes from October 26, 2022:

Chairperson LaBate asked the Commissioners if they reviewed the October 26, 2022, Executive Session minutes, if so, do they have any questions or comments. With there being none, Chairperson LaBate motioned to approve the October 26, 2022 Executive Session minutes, seconded by Commissioner Tompoe. Unanimously approved

October 2022 Garage Financial Reports:

Chairperson LaBate asked the Commissioners if there were any questions or comments concerning the October 2022 financial and expense reports. With there being none, Chairperson LaBate motioned to approve the October 2022 financial report, seconded by Commissioner Rice. Unanimously approved

November 2022 Garage Financial Reports:

Chairperson LaBate asked the Commissioners if there were any questions or comments concerning the November 2022 financial and expense reports. With there being none, Chairperson LaBate motioned to approve the November 2022 financial report, seconded by Commissioner Ashton. Unanimously approved

October 2022 Expense Checks:

Chairperson LaBate asked the Commissioners if there were any questions or comments concerning the October expense checks. With there being none, Chairperson LaBate motioned to approve the October 2022 expense checks, seconded by Commissioner Rice. Unanimously approved

November 2022 Expense Checks:

Chairperson LaBate asked the Commissioners if there were any questions or comments concerning the November 2022 expense checks. With there being none, Chairperson LaBate motioned to approve the November 2022 expense checks, seconded by Commissioner Tompoe. Unanimously approved

Chairperson LaBate reviewed both the Non Profit Accounting report and the Phoenix Advisors report. She reminded the board Non Profit handles our current financial overview and Phoenix Advisors supplies a forward looking financial report to assure the bond payments are funded. They feel we should be able to cover the 2023 bond payments based on the current information. Also, the TD Bank accounts will be established soon.

Chairpersons comments:

The facilities tour is still scheduled for Saturday December 10, 2022 at 10:00am.

NJEDA Access Activation grant application was submitted and rejected. They said while doing their search to verify TPA has no outstanding debt owed to the state, it appeared TPA owed an outstanding invoice from 2017 concerning the B&F underground tank. After reviewing documents pertaining to the tank removal it appears a settlement was made on that fee and TPA paid \$7,500 instead of the \$15,000 originally invoiced. With this being resolved, NJ EDA will be re reviewing our submission. Will keep the board updated.

The board re organizational meeting will be in January 2023. Normally, the 2023 Meeting Schedule is approved at this meeting but we would like to approve the meeting schedule tonight so it can be advertised prior to the January meeting. Chairperson LaBate motioned to approve the 2023 Regular Monthly Meeting schedule for the 4th Wednesday of the month at 5:00pm except November 2023 and December 2023 will be combine on December 6, 2023 at 5:00pm, seconded by Commissioner Rice. All approved

2023 Professional RFQ's are being prepared and will be advertised within a few weeks. Chairperson LaBate suggested extending the submission due date by 5 working days, all agree.

The re organizational meeting is next month, any Commissioner interested in serving please let us know prior to the meeting.

Chairperson LaBate mentioned Phil Jackson, Operational Supervisor and Commissioner Lindi Ashton attended the NJ League of Municipalities Conference in Atlantic City. Many years ago, prior to COVID, the Commissioner were invited to attend the IPMI Conference. These conferences are help in different states every year which would be a tremendous expense for TPA and due to the current financial situation we will not be able to send Commissioners to the 2023 IPMI Conference will not be

Chairperson LaBate called on Lou Garlatti to review the facilities reports.

Warren St. Garage:

- Lou Garlatti gave an update on the Warren St elevator project, the stainless-steel pieces have been installed. Otis will be out to complete their part and hopefully the inspection will be done sometime in January.

Broad and Front Garage:

- Nothing to report

Liberty Commons Garage:

- Nothing to report

Lafayette St. Garage:

- THA Consulting is still waiting on contractor to submit quote for the crumbling steps at Lafayette Garage.

Merchant St. Lot:

- Nothing to report

Elks Lot:

- Nothing to report

Mike Ash asked about the Snow Removal Submissions. There was on bid submitted but it appears to be missing certain documents. He will review the document and advise whether it will need to be put back out for bid.

Public Comments: None

Adjournment of the regular monthly meeting:

Chairperson LaBate asked if there was further business. With there being none, Chairperson LaBate motioned to adjourn, seconded by Commissioner Tompoe. Commissioners unanimously approved adjournment of the meeting.

Meeting adjourned at 5:44 pm.

Patrice Harrison
Board Secretary