

**Trenton Parking Authority  
Regular Monthly Meeting  
January 25, 2023**

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

**In Attendance:** Chairperson Anne LaBate, Evangeline Ugorji, Scott Rice, , Lindi Ashton, Nancy Ugalde and Sam Tompoe

**Absent:** Commissioner Joseph Mamman

**Council Liaison:** Absent

**Staff:** Patrice Harrison; Office Manager, Wil Harrington, Operations Supervisor, 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

Chairperson LaBate stated the Reorganization Meeting will be held before the Regular Meeting. Chairperson LaBate opened the Reorganization Meeting at 5:02pm by reading the Open Public Meeting Act.

Chairperson LaBate asked if there were any nominations for Chairperson. Commissioners Tompoe and Ashton both nominated Anne LaBate for Chairperson, Commissioner Ugorji nominated Scott Rice in which he declined the position. Motion was made to appoint Anne LaBate as Chairperson for the board. Vote: 4 yes, 1 no, Commissioner Ugorji and 1 abstain, Commissioner Ugalde and 1 absent, Commissioner Mamman.

Chairperson LaBate asked if there were any nominations for Vice Chairperson. Commissioner. Chairperson LaBate and Commissioner Ashton both nominated Scott Rice for Vice Chairperson. Commissioner Ugorji nominated herself for Vice Chairperson.

Votes were taken for Scott Rice for Vice Chairperson, vote: 3 yes and 3 no, 1 absent

Votes were taken for Evangeline Ugorji for Vice Chairperson, vote: 3 yes and 3 no, 1 absent

Since there was a tie, the position of the Vice Chairperson will be on hold.

Chairperson LaBate asked for nominations for Treasurer. Chairperson LaBate and Commissioner Ugorji nominated Sam Tompoe for Treasurer. With no other nominations the vote was 6 yes and 1 absent, Commissioner Mamman.

Chairperson LaBate asked for nominations for Secretary. Chairperson LaBate and Commissioner Rice nominated Commissioner Ashton as Secretary. With no other nominations the vote was 6 yes, 1 absent, Commissioner Mamman.

Chairperson LaBate continued the reorganization meeting by making a motion to accept the Trentonian and the Trenton Times as the Official Newspapers of the Trenton Parking Authority. Vote was taken: 5 yes, 1 no, Commissioner Ugorji and 1 absent, Commissioner Mamman.

Chairperson LaBate and Commissioner Rice nominated Patrice Harrison to be appointed as the Open Public Records Custodian. Vote was taken: 6 yes, 1 absent, Commissioner Mamman.

Chairperson LaBate and Commissioner Ashton nominated Patrice Harrison to be appointed as the Public Agency Compliance Officer. Vote was taken: 6 yes, 1 absent, Commissioner Mamman.

The 2023 Meeting Schedule was approved last month, no action is needed.

The Cash Management Plan will be held until next month after the Vice Chairperson is appointed since they will be listed on the Cash Management Plan as an authorized signer on the accounts.

Chairperson LaBate motioned to adjourn the reorganization meeting, seconded by Commissioner Rice. Unanimously approved. The reorganization meeting was adjourned at 5:20 pm.

Chairperson LaBate opened the regular monthly meeting at 5:21 pm by reading the Open Public Meeting Act.

**Approval of Minutes from December 7, 2022:**

Chairperson LaBate asked the Commissioners if they reviewed the December 7, 2022, minutes, if so, do they have any questions or comments. With there being none, Chairperson LaBate motioned to approve the December 7, 2022 minutes, seconded by Commissioner Tompoe. Vote: 5 yes, 1 abstain, Commissioner Ugorji

**December 2022 Garage Financial Reports:**

Chairperson LaBate asked the Commissioners if there were any questions or comments concerning the December 2022 financial and expense reports. With there being none, Chairperson LaBate motioned to approve the December 2022 financial report, seconded by Commissioner Rice. Vote: 5 yes, 1 abstain, Commissioner Ugorji

**December 2022 Expense Checks:**

Chairperson LaBate asked the Commissioners if there were any questions or comments concerning the December expense checks. With there being none, Chairperson LaBate motioned to approve the December expense checks, seconded by Commissioner Rice. Vote: 5 yes, 1 abstained, Commissioner Ugorji

Chairperson LaBate reviewed both the Non Profit Accounting report and the Phoenix Advisors report. Commissioner Rice Questioned the uptick and the fact that the revenue is close to pre covid numbers.

**Chairpersons comments:**

Chairperson LaBate thanked those Commissioners who attended the facilities tour. Commissioner Ashton felt it was helpful for understanding the repairs that need to be addressed. Commissioner Tompoe expressed the same. Overall it was nice to spend time with the board and explore the facilities.

NJEDA grant submission has been recommended for funding. Their meeting will be sometime in February so hopefully we will hear soon. Chairperson LaBate will keep the board informed.

Chairperson LaBate is suggesting holding off on issuing Professional RFQs until March allowing them to coincide with fiscal year not the calendar year. Mike Ash said that would be fine as long as the current professionals are willing to extend 6 months. Chairperson LaBate is recommending to authorize Mike Ash to draft needed paperwork. Mike Ash said the resolutions will be prepared for the next board meeting as long as the current professionals are willing to extend. The 6 month extension will follow the same terms of their current agreement.

Chairperson LaBate revisited the discussion concerning the Liberty Commons Egress to State St. This egress was shut down by the property owner, Matrix, due to the cost of repair and maintenance. TPA was willing to do repairs up to a reasonable amount but the repairs proved to be too costly. Chairperson LaBate would like to reopen conversations with Matrix concerning the egress. She feels it would be convenient for any new

merchants interested in coming to State St. There is a vein clinic and a plasma center opening on East State St which the egress will benefit. Mike Ash asked if there is an actual egress legal arrangement, if so he will review and discuss further. Commissioner Rice expressed interest in further reviewing the egress situation but not funding it since TPA has other maintenance that needs to be addressed at this time.

Commissioner Ugorji questioned why the Cash Management Plan would need to be held over until next meeting. Patrice Harrison explained that on the Cash Management Plan it lists the legal signers on the accounts which include the Chairperson, Vice Chairperson and the Treasurer. Since the Vice Chair position has not been established yet, the list of signers would not be accurate. Commissioner Ugorji suggested changing this to remove the Vice Chair and add the Secretary as a signer instead. She asked Mike Ash to clarify whether this could be done as per the bylaws. Mike Ash explained that the bylaws aren't that specific it would be up to the board to decide to change it. Chairperson LaBate reminded the board this action has been tabled and should be resolved at a later date.

Chairperson LaBate reminded the board that during Commissioner Ugorji's tenure as Vice Chairperson she refused to sign checks and this caused problems within the board. Commissioner Ugorji did not agree with this statement, she stated she would not sign anything she felt was not verified first.

Chairperson LaBate then explained she had asked for a report outlining the requests Commissioner Ugorji had made over the past 6 months. Commissioner Ugorji has requested an extensive amount of documents to be given to her both electronically and hard copies. This entailed numerous staff hours and Chairperson LaBate would like clarification of what exactly Commissioner Ugorji is looking for and again explained that all documents are in the office and available for viewing. Commissioner Ugorji said she requested these documents for her review and knowledge to better understand her responsibility as a board member. She also felt it is her right to get whatever she is asking for and explained anyone can OPRA this information and we have to give it to them. Mike Ash explained there are exceptions to OPRA requests and it would have to be reviewed since most of the documents requested were bank statements and are considered confidential.

Commissioner Ashton suggested a meeting aside from the regular monthly meeting to address this issue and better understand what Commissioner Ugorji is looking for in these requested documents. The concerns should be addressed and hopefully resolved so the board can move forward with current issues and streamline the regular monthly meeting. Mike Ash said a meeting can be held between Commissioner Ugorji, staff and 1 to 2 Commissioners as long as it is not a quorum. Commissioner Ashton asked to have all requested documents completed and given to Commissioner Ugorji so a meeting can be made. Patrice Harrison will complete the request and inform the boards when complete.

Chairperson LaBate and Commissioner Rice met with a company willing to do a data analysis on our garage equipment alongside our current vendor Best Associates. We requested a copy of our agreement with Best Associates and realized it has not been updated since 2008. Chairperson LaBate questioned why there is not an RFQ done for this contract annually. Staff felt it probably has to do with the fact of limited companies that service our specific equipment. This will be investigated further by speaking to other parking entities.

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

#### **Warren St. Garage:**

- Lou Garlatti gave an update on the Warren Street elevator project, Otis Elevator has approximately 3 weeks worth of work left to complete and an additional phone line has been installed for the fire alarm system. The board was questioning the delay with completing the project, he explained it is the subcontractor that is holding the project up. Lou Garlatti will prepare a letter to the subcontractor pressing them for a completion date.
- The front entrance to storefront utilized by TDA is in need of repair, this was previously discussed. Sealcrete was out to evaluating the repair and will be submitting a quote. Chairperson LaBate is requesting other companies to also supply quotes.

**Broad and Front Garage:**

- Nothing to report

**Liberty Commons Garage:**

- Nothing to report

**Lafayette St. Garage:**

- Lou Garlatti is waiting on a quote from Sealcrete concerning the concrete repair to the steps.

**Merchant St. Lot:**

- Nothing to report

**Elks Lot:**

- Nothing to report

The annual fire inspection was completed, all previous issues remain but there were no new violations.

**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 Ashton. Commissioners unanimously approved adjournment of the meeting.

**Meeting adjourned at 6:32 pm.**

Patrice Harrison  
Board Secretary