

**Trenton Parking Authority**

**June 26, 2014**

16 E. Hanover St.  
Trenton, NJ 08608

Chairman Harry Reyes called the meeting to order at 5:18 pm by reading The Open Public Meeting Act.

**In Attendance:** Chairman Harry Reyes, Commissioners Andrew Worek, Scott Rice and Anne LaBate.  
Commissioner Duncan Harrison arrived at 5:25 pm.

**Absent:** Commissioner Melody Freeman

**Staff:** Patrice Harrison

**Managing Consultant:** COO Walter D. Smith

**Legal Counsel:** Len Bier; Bier Associates

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

**Owners Representative:** Absent

**Presentation:** Jack Fein, Warren Broudey and Digesh Patel; Mercadien

**Approval of Minutes from May 22, 2014:**

Chairman Reyes asked the Commissioners if they reviewed the May 22, 2014 minutes, if so, do they have any questions or comments. With there being none, Commissioner Worek motioned to approve the May 22, 2014 minutes, seconded by Commissioner Rice. The May 22, 2014 minutes were unanimously approved.

**Reports:**

Chairman Reyes asked the Commissioners if there were any questions or comments concerning the May financial and expense reports. With there being none, Commissioner LaBate motioned to accept the May financial reports, seconded by Commissioner Worek. The May financial reports were unanimously accepted.

Commissioner Rice motioned to approve the May expense checks, seconded by Commissioner Worek. The May expense checks were unanimously approved.

**Presentation:**

Chairman Reyes called upon Jack Fein, Warren Broudey and Digesh Patel of Mercadien to present 9 month financials. Digesh Patel explained that overall there was an increase of \$118,000 in parking revenue; TPA seems to be on an upward climb.

**Commissioner Duncan Harrison arrived at 5:25 pm.**

**Late Budget Resolution:**

Walter Smith informed the board that a Late Budget Resolution is necessary to comply with DCA budget filing requirements. Motion was made by Commissioner LaBate to file a late Budget Resolution with DCA, seconded by Commissioner Worek. The motion was unanimously approved. Vote: 5 Yes and 1 Absent

**Annual Audit Resolution:**

Walter Smith informed the board that the Annual Audit Resolution needs to be executed. Motion was made by Commissioner Worek to execute the Annual Audit Resolution, seconded by Commissioner LaBate. The motion was unanimously approved. Vote: 5 Yes and 1 Absent

Mr. Smith informed the commissioners that TPA must register to be on Government Connections to receive DCA updates.

## Professional Service RFQ's

Walter Smith asked that Commissioner Worek report the RFQ Committees recommendations to the board. All bids were reviewed and graded by the RFQ Committee consisting of Commissioners Freeman, Rice and Worek. The committee recommendations are as followed:

<b>Auditing Services:</b>	Mercadien PC
<b>Accounting Services:</b>	Rahl and Associates
<b>Legal Services:</b>	Len Bier Associates
<b>Bond Council:</b>	McManimon, Scotland & Baumann, LLC
<b>Owner's Representative:</b>	Carl Walker
<b>Parking Management Services:</b>	Restorative Solutions

Motion was made by Commissioner Harrison to accept the recommendation from the RFQ Committee, seconded by Commissioner Rice. The motion to accept the recommendation from the RFQ Committee was unanimously approved.

Commissioner Worek received a call from Acting Mayor Muschal concerning parking for the July 1<sup>st</sup> inauguration ceremony. They are requesting free parking at Merchant St. Lot. The board all agreed that TPA would not be able to allow free parking for the inauguration because the lot will be busy due to a heavy court day.

### Project Summary: (presented by Mr. Smith)

#### **Lafayette Garage:**

- The elevators will be thoroughly cleaned and the 5<sup>th</sup> floor button will be repaired
- A maintenance plan for the whole garage is being put together.

#### **Liberty Commons Garage:**

- #2 Elevator is up and running, work on #1 will start soon.
- The egress is almost complete, the panic bar and some fencing still need to be done.
- The automation of the garage is slower then anticipated.

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

- Nothing to report

#### **Merchant St. Lot:**

- Marisol Ramos is gathering information on CCTV.
- There is another sink hole which will be getting repaired next week.

#### **Broad & Front Garage:**

- In conversation with Carl Walker to put together RFP for the needed repairs.

### Chief Operating Officer's Comments

#### Bayville:

Bayville is staying current on their payments. The Bayville License Agreement is still not executed.

#### Lafayette Hotel:

Mr. Smith, with the board's previous authorization, executed the Hotel License Agreement

#### Operational Reorganization:

Supervisor, John Melvin's last work day was June24th.

**Parking Study:**

Len Bier informed the board that he received some information from the city, however he is still waiting for some specific information so he can complete the study. The finished study will include recommendations and costs to replace or upgrade the meters.

Commissioner Worek had to leave the meeting at 5:59 pm.

TPA was served with a lawsuit claiming former employee Mr. Roberto Santiago, who worked for TPA briefly in 2013 did permanent damage to his thumb when he cut it on the broom handle while swiping out Lafayette booth.

There was also an incident that was reported to the insurance company for a Mrs. Gumbs. She reported that she tripped on the mat coming out of the elevator on Hanover St and hurt herself, Mr. Smith took pictures of the mat and there was nothing abnormal.

All annual business will be addressed at the July 24<sup>th</sup> reorganization meeting.

**Adjournment:**

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

**Meeting adjourned at 6:06 pm.**

Patrice Harrison  
Board Secretary