

Trenton Parking Authority

April 23, 2015

16 E. Hanover St.

Trenton, NJ 08608

Chairman Andrew Worek called the meeting to order at 5:01 pm by reading The Open Public Meeting Act.

In Attendance: Chairman Andrew Worek, Commissioners Scott Rice, Harry Reyes and Perry Shaw

Absent: Commissioners Melody Freeman and Anne LaBate

Staff: Patrice Harrison; Office Manager
Marisol Ramos; Operations Supervisor
Wilbur Harrington; Operations Supervisor

Managing Consultant: COO Walter D. Smith

Legal Counsel: Len Bier; Bier Associates

Council Liaison: Councilman Duncan Harrison

Owners Representative: Absent

Approval of Minutes from March 26, 2015:

Chairman Worek asked the Commissioners if they reviewed the March 26, 2015 minutes, if so, do they have any questions or comments. With there being none, Commissioner Reyes motioned to approve the March 26, 2015 minutes, seconded by Commissioner Rice. The March 26, 2015 minutes were unanimously approved.

Reports:

Chairman Worek asked the Commissioners if there were any questions or comments concerning the March financial and expense reports. Commissioner Reyes motioned to accept the March financial reports, seconded by Commissioner Rice. The March financial reports were unanimously accepted.

Chairman Worek asked the Commissioners if there were any questions or comments concerning the March expense checks. Commissioner Reyes motioned to approve the March expense checks, seconded by Chairman Worek. The March expense checks were unanimously approved.

Project Summary: (presented by Mr. Smith)

Warren St. Garage:

- Hanover St. elevator is down. The rollers in the elevator car need to be replaced. The repair will take approximately 3 weeks.

Broad and Front Garage:

- Permits are completed and waiting for approve thought the city. Councilman Duncan Harrison will be assisting in getting the permits processed.

Liberty Commons Garage:

- No maintenance to report
- Nothing new to report concerning the Matrix egress

Lafayette Garage:

- Loop needs to be replaced at the main exit lane. The repair will be done on the weekend so not to back up traffic during the week.

Merchant St. Lot:

- Nothing to report

Director's Comments

2015-16 Budget:

Budget is complete and will need to be signed then submitted to DCA.

Parking Study/TDA:

TDA will be writing a letter to the Mayor regarding working with Trenton Parking Authority concerning street parking.

Professional Services fiscal year 2015-16:

Committee will be put together to review all RFQ submissions. Committee will consist of Chairman Worek, Commissioners Reyes and Rice.

Lafayette Incident:

Marisol Ramos; Operations Supervisor, misplaced her Lafayette Garage safe keys. The last time she used the key was Friday, April 17th around 10:00 am. When she went to empty the safe on Monday, April 22nd she realized the key was missing. Marisol searched for the key with no luck. Marisol used a duplicate key to empty the safe around 12:00 noon, there was nothing but one drop in the safe. Roughly \$2,700 was taken from the safe, all staff have been questioned and the police were informed. The police are further investigating and there is an internal investigation being done. Commissioner Reyes will be assisting in getting the surveillance video for the office building across from the garage.

Walter Smith will be out of the office for a week in May for his daughter's graduation.

Adjournment:

Chairman Worek 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 5:43 pm.

Patrice Harrison
Board Secretary