

Trenton Parking Authority

March 26, 2015

16 E. Hanover St.

Trenton, NJ 08608

Chairman Andrew Worek called the meeting to order at 5:06 pm by reading The Open Public Meeting Act.

In Attendance: Chairman Andrew Worek, Commissioners Scott Rice, Anne LaBate, Perry Shaw and Melody Freeman arrived at 5:35 pm

Absent: Commissioner Harry Reyes

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: Lou Garlotti

Presentation: Warren Broudey and Matthew Daly; Mercadien PC

Approval of Minutes from February 26, 2015:

Chairman Worek asked the Commissioners if they reviewed the February 26, 2015 minutes, if so, do they have any questions or comments. Commissioner Rice pointed out a repeated sentence and incorrect spelling. Patrice Harrison will make said corrections. Commissioner Rice motioned to approve the February 26, 2015 minutes with the said corrections, seconded by Commissioner LaBate. The February 26, 2015 minutes were unanimously approved.

Reports:

Chairman Worek asked the Commissioners if there were any questions or comments concerning the February financial and expense reports. Commissioner Rice asked about the increase at the Lafayette Garage. Walter Smith explained that the Wyndham Hotel voided their parking agreement, therefore all parking has been paid directly to TPA at the booth. Commissioner Rice motioned to accept the February financial reports, seconded by Chairman LaBate. The February financial reports were unanimously accepted.

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

Presentation:

Warren Broudey and Matthew Daly; Mercadien PC presented the 6 month financials. TPA is on an upswing, revenue continues to increase.

Project Summary: (presented by Mr. Smith)

Broad and Front Garage:

- Lou Garlotti sent Bids out for the electrical repairs at Broad and Front Garage. There were two bids received, BW Electrical Services at \$369,000 and Meridian Property Services at \$382,800. Meridian Property Services was awarded the bid due to BW Electrical Services missing mandatory information in their bid package. Meridian Property Services is moving forward to obtain the permits for the project. Walter Smith asked Councilman Duncan Harrison to assist with the permit process. Otis Elevator has been out to evaluate the elevators and repairs will be needed.

Liberty Commons Garage:

- Nothing to report

Lafayette Garage:

- Collecting all parking fees at the gate is working out.

Merchant St. Lot:

- Lot was used for dumping the snow from the other garages.

Warren St. Garage:

- Gathering information on restriping garage.

Director's Comments

Parking Study:

Walter Smith will be in contact with DCA to discuss Parking Study.

Professional Services fiscal year 2015-16:

Walter Smith reminded the board that it is time to advertise the Professional Services for the new fiscal year. Commissioners authorized Walter Smith to put out Professional Services RFQ's for fiscal year 2015-16.

Garage Advertising:

Len Bier presented the board with information about interior advertising in the garages. The company, Parking Garage Advertising Corp. will pay TPA a monthly fee to lease wall space. Motion was made by Chairman Worek to make a Resolution to allow TPA to enter into agreement with Parking Garage Advertising Corp., seconded by Commissioner LaBate. Vote: 5 yes, 1 absent

Rules and Regulations for abandon cars:

Walter Smith suggested setting up rules and regulations for abandon cars left in the facilities. Currently there are three abandon cars at the garages. In April the rules and regulations will be presented to board for approval to be posted in the facilities and on the website.

2015-16 Budget:

The 2015-16 Budget draft was given to the board for review. Walter Smith explained the operations cost increased by \$29,000 due to salary line increase, Broad and Front Garage reopening and increase in credit card fees. Budget needs to be submitted to DCA by May 1, 2015. Chairman Worek asked for a motion to approve the 2015-16 Budget for submittal to DCA. Motion was made by Chairman Worek to approve the 2015-16 Budget for submittal to DCA, seconded by Commissioner LaBate. The motion was unanimously approved.

Adjournment:

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

Meeting adjourned at 5:50 pm.

Patrice Harrison
Board Secretary