

**Trenton Parking Authority**

**January 28, 2016**

16 E. Hanover St.

Trenton, NJ 08608

Chairman Worek called the meeting to order at 5:03 pm by reading The Open Public Meeting Act.

**In Attendance:** Chairman Worek, Commissioners Harry Reyes, William Watson, Melody Freeman, Anne LaBate, Scott Rice and Perry Shaw

**Absent: None**

**Staff:** Patrice Harrison; Office Manager  
Will Harrington, Operational Supervisor  
Phil Jackson, Assistant Operational Supervisor

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

**Council Liaison:** Duncan Harrison; Councilman at Large

**Owners Representative:** Lou Garlatti; Albert Garlatti Construction

**Presentations:** Jack Fein, Warren Broudy and Digesh Patel; Mercadien PC

Chris Gray; Tim Haas

**Financial Report:**

Jack Fein, Warren Broudy and Digesh Patel of Mercadien presented the June 2015 Year End Financials. State Pension changes and audit standard changes caused a delay in finalizing the financials. A corrective action plan was also included in the report. There was an overall increase of approximately \$350,000, which is mainly from the PSE&G contract.

**Tim Haas; Warren St. Parking Study:**

Chris Gray; Tim Haas presented the board with the Warren St. Garage survey. The survey suggests \$240,000 in repairs throughout the garage. Since the garage has not had any regular maintenance done over the past few years, repairs such as concrete work, water damage and drainage are recommended in the survey. It is also recommended to allot \$85,000 a year in the upcoming budget to account for annual repairs. All soft costs such as reports and surveys will be an additional cost. With Lou Garlatti's recommendation, Chairman Worek motioned to have Chris Gray; Tim Haas act as consultant and prepare documents as needed, seconded by Commissioner Freeman. Unanimously approved.

**Approval of Minutes from December 3, 2015:**

Chairman Worek asked the Commissioners if they reviewed the December 3, 2015 minutes, if so, do they have any questions or comments. Commissioner Reyes motioned to approve the December minutes, Commissioner Shaw seconded the motion. Commissioner Watson abstained. Vote: 6 yes, Commissioner Watson abstained from the vote.

**Reports:**

Chairman Worek asked the Commissioners if there were any questions or comments concerning the October financial and expense reports. With there being none Commissioner Reyes motioned to approve the October 2015 financial reports, seconded by Chairman Worek. The October financial reports were unanimously approved.

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**Expense Checks:**

Chairman Worek asked the Commissioners if there were any questions or comments concerning the December expense checks. With there being none, Commissioner Reyes motioned to approve the December expense checks, seconded by Commissioner Rice. The December expense checks were unanimously approved.

**Project Summary:****Broad and Front Garage:**

- Lou Garlatti reviewed hard construction cost and submitted invoice.
- Within a few weeks PSE&G should be out to inspect electrical system and have permanent power in the building.
- Otis Elevator representatives will be out the week the electric is back on to inspect the elevators.
- Center stair tower roof leaks, expansion joint are deteriorating. Cost of repairing the expansion joints are \$27,000.
- Retail space, formally the Incubator, needs to be gutted out. The walls and rugs will be ripped out leaving the shell of the building.
- General cleaning of building inside and out will be priced out.
- Total expenses look right on line with the \$664,000 budget.

**Liberty Commons Garage:**

- Nothing to report

**Merchant St. Lot:**

- Nothing to report

**Lafayette Garage:**

- Nothing to report

**Warren St. Garage:**

- Chris Gray; Tim Haas presented the Warren St. Garage survey

**Snow Removal:**

The snow removal contractor; Phax, did a poor job clearing the facilities. The staff had to do much of the cleanup on the grounds and Phax took several nights to clear the snow off the roofs. There were many complaints concerning the condition of the locations. Len Bier will send letter to Phax concerning the poor work performance and inform them that if this continues TPA will cancel the contract.

**Mercer County College Parking:**

MCCC Provost, Monica Weaver, was informed that TPA could no longer provide parking for the college as of the end of the semester, May 2016. The board agreed the college will be billed \$20,000 for current semester. Monica Weaver thanked TPA for working with the college concerning their parking needs.

**Sophia's Nail Salon Lease:**

Chairman Worek suggested having Sophia pay half of her arrears and the monthly rent of \$1,500 in February then pay an additional \$300 per month toward arrears. A letter will be written to Sophia outlining the conditions. Also, there is a leak in the salon coming from the garage. This will be addressed in the maintenance plan for Warren St Garage.

**Kone Elevator phone lines:**

Chairman Worek approved a quote for \$4,300 to have Kone install new phone lines in the Lafayette elevators. Chairman spoke to the elevator inspector about status on elevator phone lines; he is allowing time for the repairs.

**Broad and Front Underground Tank:**

Borden Perlman informed the board that the Broad and Front tank will no longer be insured due to the building being vacant. They suggested pumping out the tank and testing it for leaks or completely removing it. Lou Garlatti will be reaching out to vendors for quotes on this work.

**Matrix Egress:**

Len Bier informed the board the original cost to repair the egress is now doubled due to the draining issue that would need to be addressed. Len Bier is suggesting shutting the egress all together and do not repair. The discussion can be opened again in the future if need be. Motion was made by Chairman Worek to shut down the matrix egress and not perform any repairs, seconded by Commissioner Rice. Unanimously approved.

**City RFP:**

Chairman Worek ask for a motion to accept participating in the city RFP with the language that Trenton Parking Authority would be open to working with selected developer on parking alternatives for the development. Chairman Worek motioned to accept said motion, seconded by Commissioner Reyes. Vote: 6 yes, Commissioner Labate abstained from the vote.

Commissioner LaBate suggested meeting with the Mayor to formally discuss the vacant Matrix building. Motion was made by Chairman Worek to have a formal discussion with the Mayor surrounding the vacant Matrix building, seconded by Commissioner Watson. Unanimously approved.

**Hotel Agreement:**

Nothing to report.

**City Mural Project:**

Chairman Worek asked for a motion to have TPA contribute \$1,000 toward the ongoing City Mural Project in which Trenton Downtown Association is heading up. Commissioner Watson motioned to have TPA contribute \$1,000 toward the ongoing City Mural Project through the Trenton Downtown Association, seconded by Chairman Worek. Unanimously approved.

**Sidewalk Repairs:**

Operations Supervisor; Wil Harrington informed the board of large holes in the road in front of the Warren St. Garage driveway, there are also several other sidewalk and curb issues throughout the facilities. Chairman Worek asked Wil Harrington to schedule the city to come out and inspect the damages.

Chairman Worek asked for a motion to enter into an Executive Session to discuss personnel matters. Commissioner Watson motioned to enter into an Executive Session, second by Commissioner Reyes. Unanimously approved.

Entered into Executive Session at 7:00 pm

Commissioner Watson motioned to end the Executive Session, seconded by Commissioner Reyes.

Executive Session adjourned at 7:23pm.

Regular monthly meeting reopened at 7:23pm.

**Adjournment:**

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

**Meeting adjourned at 7:24 pm.**

Patrice Harrison  
Board Secretary