

Trenton Parking Authority

December 3, 2015

16 E. Hanover St.

Trenton, NJ 08608

Chairman Worek called the meeting to order at 5:07 pm by reading The Open Public Meeting Act.

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

Absent: Commissioners William Watson and Melody Freeman

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

Approval of Minutes from October 29, 2015:

Chairman Worek asked the Commissioners if they reviewed the October 29, 2015 minutes, if so, do they have any questions or comments. Commissioner LaBate motioned to approve the October minutes, Chairman Worek seconded the motion. The October 29, 2015 minutes were unanimously approved.

Reports:

Chairman Worek asked the Commissioners if there were any questions or comments concerning the October and November financial and expense reports. Commissioner Rice had a question concerning the number comparison, the new format is incorrect. Patrice Harrison will correct the report format and present the revised October and November financials to the board at the January 28, 2016 meeting. Commissioner LaBate motioned to not accept the October and November financials as they currently stand, seconded by Commissioner Rice. All Commissioners agreed to not accept the October and November financials reports.

Expense Checks:

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

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

Project Summary:

Broad and Front Garage:

- Lou Garlatti asked for the board to approve Meridian's invoice #2 for payment in the amount of \$101,175.00. Unanimously approved.
- The standing change order for \$16,000 was approved. Lou Garlatti will be requesting the December billing from Meridian.
- Lou will be getting three quotes for the repairs to the leaking roofs. The water will damage all the new electrical equipment if not repaired immediately. The three quotes will be reviewed by Chairman Worek; the cost should exceed \$20,000.00.
- Cameras need to be installed at the entrance way of the garage for security reasons.

Liberty Commons Garage:

- Nothing to report

Merchant St. Lot:

- Nothing to report

Lafayette Garage:

- Nothing to report

Warren St. Garage:

- Lou Garlatti and Chris Gray; Tim Haas, will be doing a walkthrough of the garage. Chris Gray will submit a draft survey of the repairs by December 18, 2015. A meeting will be scheduled to discuss findings.

Matrix Egress:

Len Bier is working directly with Matrix concerning egress. Len suggests having Matrix's engineer write up the needed documents and having them signed and sealed before starting repairs.

Personnel Committee:

The committee will be resuming search in January 2016.

Chairman Worek motioned to enter into an Executive Session to discuss personnel matters. Chairman Worek moved to enter into Executive Session, seconded by Commissioner Reyes. The board entered into Executive Session at 5:42 pm.

Commissioner LaBate motioned to adjourn Executive Session, seconded by Chairman Worek. Executive Session adjourned at 5:49 pm.

Regular meeting reentered at 5:49 pm.

Chairman Worek asked for a motion to move forward with a title and pay rate change for Phil Jackson. Phil Jackson is currently Assistant Operational Supervisor making \$12.00 hour, his new title will be Operational Supervisor and his hourly rate will be \$15.00. Motion was made by Chairman Worek to approve a title change and pay rate increase for Phil Jackson, seconded by Commissioner Reyes. Unanimously approved.

Sophia's Nail Salon's lease is expired and Sophia is asking for a decrease in the monthly rent which is currently \$1,800.00. Commissioner LaBate was questioning the square footage of the space, the space will be measured and the information forwarded. The lease will be on a month to month basis until details are worked through. The board requested Sophia write a letter stating her request to lower the rent and what she feels is a fair price.

Wil Harrington, Operational Supervisor is requesting new trash cans for all locations; the cost is approximately \$1,500.00. The board approved the purchase.

Operations department is in need of an additional part time maintenance person. The board approved hiring an additional maintenance person.

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 6:02 pm.

Patrice Harrison
Board Secretary