

**Trenton Parking Authority**

**April 27, 2017**

16 E. Hanover St.

Trenton, NJ 08608

With Chairman Worek's absence Vice Chairman Watson called the meeting to order at 5:14 pm by reading The Open Public Meeting Act.

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

**Absent:** Chairman Andrew Worek and Commissioner Harry Reyes

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

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

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

**Owners Representative:** Absent

**Guest:** Tom Gilmore, TDA Director

**Presentation:** Warren Broudy and Matthew Daly; Mercadien PC

**Approval of Minutes from March 23, 2017:**

Vice Chairman Watson asked the Commissioners if they reviewed the March 23, 2017 minutes, if so, do they have any questions or comments. With there being no questions or comments, Commissioner LaBate motioned to approve the March minutes, Commissioner Rice seconded the motion. The motion was unanimously approved.

**March Reports:**

Vice Chairman Watson asked the Commissioners if there were any questions or comments concerning the March financial and expense reports. With there being none Commissioner Rice motioned to approve the March financial reports, seconded by Commissioner LaBate. The March financial reports were unanimously approved.

**March Expense Checks:**

Vice Chairman Watson asked the Commissioners if there were any questions or comments concerning the March expense checks. With there being none, Commissioner Freeman motioned to approve the March expense checks, seconded by Vice Chairman Watson. The March expense checks were unanimously approved.

**Presentation:**

Mercedien's Warren Broudy and Matthew Daly presented the first quarter financials. Matthew Daly explained the \$100,000 loss was due to Broad and Front Garage revenue captured in 2016 but not for 2017.

Vice Chairman Watson introduced TDA Director Tom Gilmore and asked him to present his requests to the board. Tom Gilmore explained the Levitt Concert Series will be held in Mill Hill Park this year on Thursday's at 5:00 pm in hopes it will attract state workers to stay and enjoy the concerts. There are a few items that TPA might be able to help with, such as parking at the Liberty Commons Garage, possibly painting the boards on the Broad and Front Garage and hanging a banner on the Broad and Front Garage. The board agreed to help with free parking at the Liberty Commons Garage from 4:00 pm until closing on Thursday nights and hanging the banner. The painting of the boards was also approved as long as the subjects of the murals are appropriate.

With Lou Garlatti being absent, Vice Chairman Watson presented two items that need to be addressed. First, is a quote for testing the Warren St. elevator shafts, cost being \$9,590.00. Vice Chairman Watson called for a motion to approve the elevator shaft testing. Motion was made by Commissioner LaBate to approve the Warren St. elevator shaft testing, seconded by Commissioner Shaw. Unanimously approved.

Second, an approval to proceed with construction documents for repairs to Liberty Commons Deck, engaging Tim Haahs, per proposal at a cost of \$86K. Vice Chairman Watson called for a motion to proceed with construction documents for repairs to Liberty Commons Deck. Motion was made by Commissioner LaBate to approve proceeding with construction documents for repairs to Liberty Commons Deck, engaging Tim Haahs, per proposal at a cost of \$86K, seconded by Commissioner Shaw. Unanimously approved.

**Warren St. Garage:**

- Received a quote of \$9,590.00 for testing the elevator shafts in the garage.

**Liberty Commons Garage:**

- Approval for proceeding with construction docs for repairs to Liberty Commons Deck, engaging Tim Haahs, per proposal at a cost of \$86K.
- Lou Garlatti is working with Tim Haahs to gather the information requested by the State Fire Marshall concerning the egress.

**Lafayette Garage:**

- Nothing to report

**Broad and Front Garage:**

- Nothing to report

**Merchant St. Lot:**

- Nothing to report

**Michael Taylor/Hanover St. Lot:**

Len Bier suggested writing an access agreement to provide the right to access the lot when needed. Motion was made by Commissioner LaBate to have an access agreement written to allow Michael Taylor access to the lot as needed, seconded by Commissioner Shaw. Unanimously approved.

**Elks Lot:**

Len Bier is gathering additional information from the garage deed.

**Personnel Committee:**

Len Bier was in touch with Borden Perlman Insurance to verify that TPA has the required insurance coverage as written in the Nexus Agreement, in which TPA does. Vice Chairman Watson called for a motion to approve the Nexus Agreement as written. Commissioner Rice motioned to approve the Nexus Agreement, seconded by Commissioner Shaw. Unanimously approved.

**Market Study:**

Vice Chairman Watson suggested forming a committee consisting of Commissioner LaBate and himself to meet with Jorge Sowa, Greater Trenton to discuss further. Motion was made by Commissioner LaBate to move to engage in ZVA Associates Market Study in which TPA will pay \$12,500.00 toward the cost of the study, seconded by Commissioner Shaw. Unanimously approved.

**Finance Committee:**

Commissioner LaBate said it would be easier to review the financials through Profit and Loss statements and suggested having an accountant run those reports. Patrice Harrison can run the Profit and Loss statements monthly but the quarterly reports are not current therefore the numbers will not be correct. Rahl is scheduled to come in next week and update Quickbooks allowing Patrice to be able to run the required reports. When they are updated the reports will be forwarded to Commissioners LaBate and Rice. Commissioner LaBate also pointed out that the Investment Account is showing no profit and should be reviewed further.

Len Bier informed the board of a program PSE&G has put together for Electric Charging Stations. Each unit will cost between \$20,000-\$25,000 plus installation costs. DEP may cover some of the installation cost and PSE&G would cover 100% of the equipment cost. PSE&G will own the equipment for the first 5 years. Motion was made by Commissioner Shaw to approve the PSE&G Electric Charging Station Program, seconded by Commissioner Rice. Unanimously approved.

Commissioners Rice received the \$2.00 event coupons for Cigar Sundays at the Lafayette Garage. The usage will be reviewed monthly.

**Adjournment:**

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

**Meeting adjourned at 6:32 pm.**

Patrice Harrison  
Board Secretary