

Trenton Parking Authority
January 24, 2019

16 E. Hanover St.
Trenton, NJ 08608

Chairman Watson called the meeting to order at 5:09 pm by reading The Open Public Meeting Act.

In Attendance: Chairman William Watson, Commissions Anne LaBate, Melody Freeman, Scott Rice and Perry Shaw

Absent: Commissioners Andrew Worek and Harry Reyes

Staff: Patrice Harrison; Office Manager
Wil Harrington; Operational Supervisor
Phil Jackson; Operational Supervisor

Nexus: Mike Ciesielka, President

Legal Counsel: Michael Ash; Carlin & Ward

Council Liaison: Absent

Owners Representative: Lou Garlatti, Garlatti Construction

Presentation: LaKia West; New York Life Insurance

Approval of Minutes from December 13, 2018:

Chairman Watson asked the Commissioners if they reviewed the December 13, 2018, if so, do they have any questions or comments. With no further questions or comments, Commissioner Shaw motioned to approve the December minutes, Commissioner Rice seconded the motion. The December minutes were unanimously approved.

December Reports:

Chairman Watson asked the Commissioners if there were any questions or comments concerning the December financial and expense reports. Commissioner Rice motioned to approve the December financial reports, seconded by Commissioner Shaw. The December financial reports were unanimously approved.

December Expense Checks:

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

Presentation:

LaKia West; New York Life Insurance, introduced the company by giving a brief history. NY Life Insurance has been around for over 170 years and has helped many people plan for retirement. There are several retirement plan options such as IRA's and investments. New York Life Insurance also offers long term care insurance for such things as living in a nursing home. Management will offer staff information about the company and will be in contact with LaKia West if anyone is interested.

Nexus Report

Mike Ciesielka continues to look at internet options; Comcast is quoting a cost of approximately \$56,000 to run lines into the office. Another choice would be having a T1 line ran through Verizon. Mike will keep the board informed of any updates.

Mike spoke to a QuickBooks representative while at a conference and was advised to use QuickBooks Desktop version instead of QuickBooks Online. She explained there are many complaints about the online version; it is not very user friendly. Mike suggested going back to the desktop version. Commissioner LaBate suggested Patrice Harrison take classes for the online version.

Mike Ciesielka informed the board that both elevators are down at Liberty Commons due to the garage sweating. Water is running down the walls and into the elevators causing them to stop. Schindler is hoping to have at least one elevator running by tomorrow. Mike will keep the board informed.

Snow removal is going well; Supervisors are closing off the roofs and managing the parkers.

Hanover side elevator floor needs replacing before the elevator gets replaced, it is a tripping hazard. Wil Harrington will get a quote for the repair. Swanson Floor Cleaning gave a quote to clean Lafayette and Liberty Common's elevator floors and stainless steel walls annually, the cost would be \$2,100.

Mike has been working with the supervisors on how to efficiently run the garages and manage the staff. They will be meeting every other week to continue discussion.

Warren St. Garage:

- Chairman Watson set up a meeting between the Fire Director Sawyer, the City of Trenton and TPA concerning the elevator sump pumps. After further discussion Director Sawyer agreed to write support letter for water monitoring devices being installed instead of sump pumps. Lou Garlatti received the letter and will be submitting the application for a variation to eliminate the sump pumps. The fabrication of the elevators will be on hold until the permit is issued by DCA.

Broad and Front Garage:

- Nothing to report

Liberty Commons Garage:

- Nothing to report

Lafayette Garage:

- Nothing to report

Merchant St. Lot:

- Nothing to report

Elks Lot:

- Nothing to report

Commissioner LaBate is asking for a year to date balance sheet showing bond payments and the monthly sweep. Mike Ciesielka will be working with Patrice Harrison to incorporate the bond payment and monthly sweep on the report.

RFQ Review:

Commissioner LaBate explained the RFQ review process and said there were a lot of responses this year, especially for Bond Council. Mike Ash explained that we do not have to choose the highest rated bidder, the choice is the boards. Commissioners LaBate and Rice asked about the Engineering RFQ not giving hourly rates. Mike Ash will be in contact with the bidders and ask for their hourly rates. Chairman Watson asked for an extension for the RFQ's so that they can be further reviewed. The board agreed.

Commissioner LaBate motioned to enter into an Executive Session to discuss personnel matters, seconded by Commissioner Shaw. The board entered Executive Session at 6:21 pm.

Executive Session was adjourned at 6:38 pm.

Regular meeting was reopened.

Adjournment:

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

Meeting adjourned at 6:38 pm.

Patrice Harrison
Board Secretary