

Trenton Parking Authority
April 23, 2020

16 E. Hanover St.
Trenton, NJ 08608
Emergency Meeting
Via Remote

Chairman Watson called the meeting to order at 5:05 pm by reading The Open Public Meeting Act.

In Attendance: Chairman William Watson, Commissioners Andrew Worek, Anne LaBate, Scott Rice and Evangeline Ugorji.

Absent: Commissioner Harry Reyes

Interim Executive Director: Perry Shaw; KEJ Associates, LLC

Staff: Patrice Harrison; Office Manager

Nexus: Absent

Legal Counsel: Michael Ash; Carlin & Ward

Council Liaison: Absent

Owners Representative: Lou Garlatti; Albert Garlatti Construction

Bookkeeper: Christine Thomas; Non Profit Accounting Services

Mercadien: Matthew Daley

KEJ Associates, LLC: Kimberly Jackson and Wesley Pollard

Approval of Minutes from March 26, 2020:

Chairman Watson asked the Commissioners if they reviewed the March 26, 2020 minutes, if so, do they have any questions or comments. With there being none, Commissioner Worek motioned to approve the March 26, 2020 minutes, Commissioner LaBate seconded the motion. The March minutes were unanimously approved.

March Reports:

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

March Expense Checks:

Chairman Watson asked the Commissioners if there were any questions or comments concerning the March expense checks. With there being nothing more, Commissioner LaBate motioned to approve the March expense checks, seconded by Commissioner Worek. The March expense checks were unanimously approved.

Nexus Report:

Nothing to report

Warren St. Garage:

- Hanover St. elevator is nearing completion which should be around the end of June.
- All other projects have been put on hold during the COVID 19 shutdown.

Broad and Front Garage:

- Chairman Watson asked Lou Garlatti to continue inquiring about options for the Broad and Front sidewalk repair, such as replacing some of the bricks. Commissioner LaBate suggested reaching out to specialists that would be able to better inform us of the options than just a concrete and paving company. Also, the city might have a standard or recommendations for what to use on the sidewalks throughout the city. Commissioner Worek suggested getting ideas and quotes but holding off on any repairs until the COVID 19 shutdown is lifted and we can further review our finances. Further discussion will be held.

Liberty Commons Garage:

- Director Shaw received the second check from Travelers Insurance and will be moving forward with the repairs. Mike Ash assured Director Shaw the work can continue even though the Governor had put a stop to nonessential repairs.

Lafayette St. Garage:

- Nothing to report

Merchant St. Lot:

- Nothing to report

Chairman Watson asked for a motion to approve the June 30, 2019 Financial Report. Commissioner Rice motioned to accept the June 30, 2019 Financial report, seconded by Commissioner LaBate. Unanimously approved

Christine Thomas of Non Profit Accounting Services provided monthly accounting reports for the board. The Commissioners were asked to review the reports and let her know if there were any questions.

Mike Ash and Director Shaw continue to update the shut down procedures due to COVID 19 and allow for adjustments as per the state and garage occupancy. The offices will be sanitized several times a day and all staff will be wearing masks for their protection and the protection of others. The next phase would be laying off the 3 part time employees who have been paid but off since mid March due to their increased risk of COVID 19, followed by furloughing another 2 employees. Director Shaw reported that there are roughly 20 parkers a day in Liberty Commons Garage. He will continue to track usage throughout the garages.

Director Shaw said Comcast is preparing a report outlining the process of installing the outside wiring to allow the internet to be run into the offices. The agreement is looking promising, Director Shaw will continue to inform the board as it moves forward.

Commissioner Worek mentioned that depending on the course of the shut down, waiver parking may be canceled for the coming fiscal year.

Adjournment of the regular monthly meeting:

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

Meeting adjourned at 6:02 pm.

Patrice Harrison
Board Secretary