

Trenton Parking Authority
March 26, 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, Harry Reyes, Anne LaBate, Scott Rice and Evangeline Ugorji.

Absent: None

Interim Executive Director: Perry Shaw; KEJ Associates, LLC

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

Nexus: Mike Ciesielka, President

Legal Counsel: Michael Ash; Carlin & Ward

Council Liaison: Absent

Owners Representative: Lou Garlatti; Albert Garlatti Construction

Bookkeeper: Christine Thomas; Non Profit Accounting Services

Mercadien: Warren Broudy and Matthew Daley

Approval of Minutes from January 23, 2020:

Chairman Watson asked the Commissioners if they reviewed the January 23, 2020 minutes, if so, do they have any questions or comments. With there being none, Commissioner Rice motioned to approve the January 23, 2020 minutes, Commissioner LaBate seconded the motion. The January minutes were unanimously approved.

Approval of Minutes from February 27, 2020:

Chairman Watson asked the Commissioners if they reviewed the February 27, 2020 minutes, if so, do they have any questions or comments. With there being none, Commissioner LaBate motioned to approve the February 27, 2020 minutes, Commissioner Rice seconded the motion. The February minutes were unanimously approved.

February Reports:

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

February Expense Checks:

Chairman Watson asked the Commissioners if there were any questions or comments concerning the February expense checks. Commissioner Rice asked to clarify one check, Patrice Harrison explained. With there being nothing more, Commissioner Rice motioned to approve the February expense checks, seconded by Commissioner LaBate. The February expense checks were unanimously approved.

Chairman Watson called upon Christine Thomas of Non Profit Accounting Services to provide an update on the bookkeeping status. Christine explained after cleaning up quickbooks and setting rules there will be no further duplicate transactions, the bookkeeping is current. She will be in every month to review the books and assist Patrice with any questions.

Warren Broudy and Matthew Daley from Mercadien spoke about preparing an audit compilation for the city. The city is required to update EMMA annually which includes TPA's end of the year financials. Since the June 30, 2019 are not complete Mercadien prepared a compilation for the city to submit. Matthew Daley will be working with Patrice Harrison to gather information electronically for the audit.

Nexus Report:

Michael Ciesielka said there was nothing new to report on, Perry Shaw will update the board on the internet and phone quote that was received by Comcast.

Warren St. Garage:

- Lou Garlatti is asking for board approval to move forward with completing the bid package for the Warren St. Basement Support Column Fireproofing Project. Commissioner Rice questioned the structure of the original basement foundation before additional concrete encasements are added to the weight load. Tim Haahs will review.

Motion was made by Commissioner Rice to direct Lou Garlatti to move forward with soliciting bids for the Warren St. Basement Support Column Fireproofing Project, seconded by Commissioner Reyes. Motion was unanimously approved.

- Hanover elevator is moving ahead and should be complete the end of May, beginning of June.

Broad and Front Garage:

- Nothing to report

Liberty Commons Garage:

- Director Shaw continues working with Travelers Insurance adjuster concerning the car fire. Currently, all damages have been approved and are moving forward with repairs.

Lafayette St. Garage:

- Nothing to report

Merchant St. Lot:

- Nothing to report

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. There are currently 3 employees in which were directed to stay home since they are considered high risk due to age and or health issues. TPA continues to pay the employees their regular weekly wages. Director Shaw will be tracking the usage in Liberty Commons Garage to see if it should remain open or closed. Patrice Harrison along with Christine Thomas of Nonprofit Accounting will be keeping records of the revenue decreases.

Mike Ash mentioned a possible compensation back for payroll, will keep the board updated.

Commissioner Ugorji asked Director Shaw if Kim Jackson; KEJ Associates, LLC has been helping him with the shut down procedures. Director Perry explained he is in contact with her several times a week to get advice and guidance.

Director Shaw spoke about meeting with Comcast concerning the internet. A quote was given of approximately \$900 a month, that includes running lines needed to acquire the internet. This quote also included phone lines and phone equipment. Director Shaw will keep the board informed.

Adjournment of the regular monthly meeting:

Chairman Watson 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 6:14 pm.

Patrice Harrison
Board Secretary