

**PARKING AUTHORITY OF THE CITY OF CAMDEN  
REGULAR BOARD MEETING  
OPEN SESSION MINUTES  
January 27, 2014**

**Commissioners in Attendance:**

Chairperson Angel L. Alamo, Vice-Chairman Michael B. Jordan, Commissioners:  
Sanders Kendrick, Jr., Falió Leyba Martínez, Barry Moore

**Staff & Consultants Attending:**

Willie Hunter, Executive Director  
Daniel Bernardin, General Counsel  
Brett Wiltsey, Special Counsel  
Charles Holmes, Holmes & Co., External Accountant  
Joseph Myers, CFP

**Public in Attendance:**

Marc Riondino, Esquire - Camden City Attorney  
Glynn Jones – Camden City Director of Finance

**Meeting was called to order at 6:05 P.M.**

**Public Notice:**

Mr. Wiltsey stated that the Parking Authority of the City of Camden gave notice of the time, place and date of this meeting by providing such notice by legal advertisement in the Courier-Post Newspaper. Meeting notice statement and agenda were posted on the bulletin board in the lobby of Camden City Hall on Thursday, January 23, 2014 at 10:41 A.M. A copy of the meeting notice was delivered to the Press Room in City Hall (in compliance with Open Public Meetings Law, P.L. 1975, e. 231.)

**I. Reorganization**

**R2014-01:01 Electing Angel L. Alamo Chairperson of the Board of Commissioners for 2014.**

Motion by: Commissioner Martínez and seconded by Vice-Chairman Jordan.

**Vote:** Alamo – Yes  
Jordan – Yes  
Kendrick – Yes  
Martínez – Yes  
Moore – Yes

**R2014-01:02 Electing Michael B. Jordan Vice-Chairperson of the Board of Commissioners for 2014.**

Motion by: Commissioner Martinez and seconded by Commissioner Moore

**Vote:** Alamo – Yes  
Jordan – Yes  
Kendrick – Yes  
Martinez – Yes  
Moore – Yes

**R-2014-01:03 Authorizing the Appointment of Daniel A. Bernardin, Esquire as Board Secretary for 2014.**

Motion by: Commissioner Martinez and seconded by Vice Chairman Jordan

**Vote:** Alamo – Yes  
Jordan – Yes  
Kendrick – Yes  
Martinez – Yes  
Moore – Yes

**R2014-01:04 Authorizing the Appointment of Charles Holmes, C.P.A. as Board Treasurer for 2014.**

Motion by: Commissioner Martinez and seconded by Vice Chairman Jordan

**Vote:** Alamo – Yes  
Jordan – Yes  
Kendrick – Yes  
Martinez – Yes  
Moore – Yes

**II. Resolutions**

**Motion to approve the following Resolutions by Consent Agenda.**

Motion by: Chairperson Alamo and seconded by Commissioner Martinez.

Discussion

Chairperson Alamo noted a revision to R2014-01:00 awarding a contract to Cooper's Ferry Partnership to provide for a contract term commencing February 1, 2014 through January 31, 2015. Chairperson Alamo noted a revision to R2014-01:12 awarding a contract to Holmes and Company, LLC for a contract term commencing February 1, 2014 through January 31, 2015.

Commissioner Moore abstains from R2014-01:10 approving cash disbursements as to Royal Court Townhouse Association.

**R2014-01:05** Establishing the Dates and Times of the regular Monthly Meetings for the Year 2014-2015.

**R2014-01:06** Approving the Holiday Schedule for Union and Non-Union Employees for the Year 2014.

**R2014-01:07** Establishing First Colonial Bank and Susquehanna Bank as the Depository of Funds of the Parking Authority of the City of Camden.

**R2014-01:08** Designating the Courier Post as the Newspaper of General Circulation for All Legal Notices

**R2014-01:09** Designating the Custodian of and Establishing an Imprest (Petty Cash) Fund.

**R2014-01:10** Approving Cash Disbursements for the Balance of the Month of December 2014.

**R2014-01:11** Awarding a Real Estate, Development and Stakeholder Liaison Services Contract to Cooper's Ferry Partnership.

**R2014-01:12** Approving an Agreement with Holmes and Company, LLC for Accounting Support Services.

**R2014-01:13** Authorizing the Executive Director to Advertise for Bids for Various Items during the Fiscal Year of 2014.

**R2014-01:14** Ratifying and Approving a Phase I and Partial Phase II Environmental Study for Lot 15.

**R2014-01:15** Ratifying and Approving a Phase I Environmental Study for the Commerce Building.

**R2014-01:16** Ratifying and Approving an Appraisal of the Commerce Building.

**R2014-01:17** Authorizing the Authority to Hold a Closed Session Meeting to Discuss Legal, Personnel and Property Matters.

**Vote:** Alamo – Yes  
Jordan – Yes  
Kendrick – Yes  
Martinez – Yes  
Moore – Yes (abstains on R2014-01:10 as to Royal Court Townhouse Assn.)

**Motion To Adopt the Minutes of the Board Meeting of December 16, 2013**

Motion by: Commissioner Martinez and seconded by Vice-Chairperson Jordan.

**Vote:** Alamo – Yes  
Jordan – Yes  
Kendrick – Yes  
Martinez – Yes  
Moore – Yes

**III. Report of Executor Director Willie Hunter**

- 1) Mr. Hunter noted that the new vehicles are being delivered.
- 2) Mr. Hunter reported to the Board on the proposed parking surcharge for the City of Camden noting that this will be the first time Parking Authority has administered a surcharge. He will keep the Board advised.
- 3) Commissioner Moore inquired about the life expectancy of the present snow plow for the Ford F350 vehicle. Mr. Hunter will investigate and advise the Board. Commissioner Moore further inquired whether ATV was working well in removing sidewalk snow. Mr. Hunter advised that the ATV was being used effectively for that purpose.

**IV. Report of Joe Myers – CFDA**

- 1) Mr. Myers reported on the status of stakeholder contract renewal for the upcoming season including baseball and aquarium parking contracts.
- 2) Mr. Myers advised the Board that the New Year's Waterfront events were very successful.
- 3) Mr. Myers updated the board concerning parking inventory on the Waterfront. EDA will make temporary improvements to the former Riverfront prison lot which will add up to 500 temporary spaces. The work will be completed by Memorial Day.

**II. Financial Report**

Report of Holmes & Company, LLC

Charles Holmes reviewed the Compiled Financial Statements for December 31, 2013 and 2012 which is included in the Commissioner's Board Agenda Packet. The Statement of Net Position was described as strong with net working capital of approximately \$6 million. Monthly parking is up significantly from the prior year.

Expenses are down over 2012. The statement of revenue and expense was reviewed noting that revenue is up 15% over the prior year. Mr. Holmes noted that the financial statements show good management and use of present resources without additional expense being incurred.

**Motion to approve a contract with Bier & Associates for professional consulting services.**

**Vote:** Alamo – Yes  
Jordan – Yes  
Kendrick – Yes  
Martinez – Yes  
Moore – Yes

**III.** Camden City Attorney Marc Riondino and Camden City Director of Finance Glyn Jones introduced themselves to the Board and expressed that the City was looking forward to working with the Parking Authority for the future economic development in the City of Camden.

**Motion to go into Closed Session.**

Motion by: Chairman Alamo and seconded by Commissioner Kendrick

**Vote:** Alamo – Yes  
Jordan – Yes  
Kendrick – Yes  
Martinez – Yes  
Moore – Yes

**Closed Session was entered at 6:23 P.M.**

**Commissioners returned to Open Session at 6:38 P.M.**

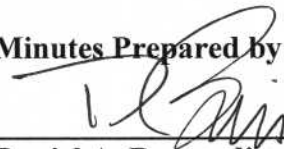
**Motion to adjourn.**

Motion by: Commissioner Martinez and seconded by Vice-Chairperson Jordan

**Vote:** Alamo – Yes  
Jordan – Yes  
Kendrick – Yes  
Martinez – Yes  
Moore – Yes

**Meeting adjourned at 6:39 P.M.**

**Minutes Prepared by:**



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**Daniel A. Bernardin, Esq.  
General Legal Counsel &  
Board Secretary**