**Parking Authority City of Camden**

**Regular Monthly Board Meeting – Open Session Minutes**

**Monday, May 23, 2016 – 6:00PM**

**Commissioners Present**

Chairman Jose Martinez, Jr.

Vice Chairman Barry Moore

Commissioner Angel Alamo

Commissioner Shaneka Boucher

Commissioner Mary Espinal

**Staff and Consultants Present**

Willie Hunter, Sr., Executive Director

Charles Holmes, Holmes & Company

Glynn Jones, City Finance Director (not sure)

Marc Riondino, Esq., City Attorney

Joe Myers – Cooper’s Ferry Partnership

Edward McMasters – Accountant, PACC

Lenny Bier – Bier Associates

**Others Present**

Kelly Francis – Public (late arrival)

**The Meeting was called to order at 6:00 PM**.

**Marc Riondino took roll call**

Chairman Jose Martinez- present Vice Chairman Barry Moore – present Commissioner Angel Alamo- present Commissioner Shaneka Boucher – present Commissioner Mary Espinal – present

**Mr. Riondino read aloud the Public Notice Meeting Statement, stating that**

This is the regularly scheduled Monthly Meeting of the Parking Authority of the City of Camden, which was legally advertised in The Courier Post newspaper and the Meeting Notice Statement and Agenda were posted on the bulletin board in the lobby of City Hall on Tuesday, May 18, 2016 at 3:23 PM. A copy was also delivered to the Press Room in City Hall in compliance with the Open Public Meetings Law.

**Public Comments**

* Mr. Francis asked what parcel of land was the sale.
  + Mr. Hunter asked him what land he was referring to.
  + He said that he was talking about the one that had been reported on.
  + Director Hunter responded that it was Rutgers Nursing School they were building on.
  + Mr. Francis asked if that was the one across from City Hall.
  + Mr. Hunter told him yes it was.

**Director’s and Consultant’s Reports**

* **Executive Director’s Report**
* Mr. Hunter stated that the work on the new garage was still a work in progress, and that they may have to push their target back a little. He said that he would talk with the design team and their partners to see where they were with the schedule, but they (PACC) are moving forward.
* Mr. Hunter said that they had a little issue with Lot 9 while he was away, but the issue was resolved and Lot 9 was used during concert time.
* He stated that the restoration and repair in the Hinson garage for this phase had been completed.
* Mr. Hunter expresses that again it is in his future plans to have more garages built in the next three to eight years. He wants to have at least three garages.
* Mr. Hunter discussed parking lot activity. He stated that, as per the request of Rutgers for interim parking, PACC is looking to put Rutgers north of the bridge when Liberty Property starts their development. This will last until the new garage is built and Rutgers will move into the garage.
  + Commissioner Boucher asked if they were going to be buying the property north of the bridge.
  + Mr. Hunter replied that they had already bought one; PACC bought Lot 15.
* Director Hunter stated that they were looking at new meters. He said that he saw a lot of meters at the IPI conference so he was looking at that and looking at some things that would help the Parking Authority in the future.
* Mr. Hunter said that he wanted to let everyone know that Edward McMasters, the new in-house accountant, was doing a very good job so far. He has only been there a few weeks, but is doing a good job. He said he is pleased and happy with him, and that he is present and he wanted the Board to welcome him to the Parking Authority.
* Mr. Hunter finished by stating that his E.D. report was in everyone’s packets if anyone had any questions for him.
  + Vice chairman Moore said that in the report Mr. Hunter talked about specifics, that he was setting up a meeting with Epic to discuss the specifics, and wanted to know what specifics Mr. Hunter was talking about.
    - Mr. Hunter stated that he was referring to where they go from here and the role that they would be playing; and when the design team could get the docs together and when to go out for a GC, general contractor.
  + Commissioner Boucher asked if they could get some info on Epic and wanted to know if they had gotten info on them the last time.
    - Mr. Hunter responded yes they got it.
    - Commissioner Boucher said that she thought they had it.
    - Director Hunter replied that they had and they had awarded it.
    - Commissioner Boucher stated that she knew they had awarded it but was not sure if they had gotten the information the last time.

**Mr. Wiltsey asked if there were any more questions. Hearing none, he moved on.**

* **Joe Myers – Cooper’s Ferry Partnership**
  + Mr. Myers discussed two big events from the past weekend. He said that everything went well, minus a few small hiccups with lighting, but the inventory was there.
  + He stated that on Friday Cooper’s Ferry and the City would be doing an event at Roosevelt Plaza called Night Gardens. He said that they used to have it on the corner of the old Prison sight, and that he would email Ethel to send out fliers to everyone. He said it was a great event, and it was basically a music and arts festival in downtown Camden.
  + Mr. Wiltsey asked if anyone had any questions.
    - Commissioner Boucher asked who they would have to petition to change the traffic issue they had.
    - Mr. Myers responded that he could talk for a long time about traffic if she would like but just rest assured that the mayor had asked them to put together a downtown traffic study for the entire downtown, based on the companies that were coming to the Waterfront and Campbell Soup, so in the past four weeks Cooper’s Ferry had submitted three grant applications for over thirty million dollars based on the infrastructures appraised throughout the downtown area, including North Camden, as a result of the traffic study. He stated that the traffic study was still in the draft form, but he would certainly forward a copy to Ethel to circulate.
    - Commissioner Boucher thanked him and asked what about the strategic plan.
    - Mr. Myers replied that he didn’t prompt her to ask that question but he would leave a copy of his most recent revisions. He only had ten copies but said that should be enough to go around. He stated that it did not have graphics, but that he took everyone’s feedback and incorporated it into what they had. He said that if anyone had any final comments, he would incorporate them in.

**Mr. Wiltsey asked if anyone had any more questions for Joe. Hearing none he moved on.**

* **Edward McMasters – PACC Accountant** 
  + Mr. McMasters began by bringing everyone’s attention to the brief report that he had passed around. He explained that it didn’t have much detail, but it was just profit and loss for the month’s end of April 2016. He stated that basically the Parking Authority had an operating profit of about $100,000 that was based upon the fact that the revenue went up, their payroll was down, and the cost of operations was up but part of the cost of operations included the $100,000 plus what they had put into the garage. He said that when he looked at the details of the activity being done for the garage, he felt that it was repair oriented. He said that he was going to work with the auditor and see if it was going to be capitalized or expensed, but he elected to expense it, and it was in the in the $372,000 cost of operations if everyone looked at 2016 versus 2015.
  + Mr. McMasters asked if anyone had any questions, adding that it was fairly straight forward and that they were doing better because number one, their payroll was down, and number two, their revenue was up, and that was the primary reason. He said that they had implemented increases in parking, and they were looking for better uses of the facilities, and in particular, better use of their lots, because they had bought the Lot 15 on the other side of the bridge and planned on using it for every event, and as full as they could.

**Mr. Wiltsey asked if there were any questions.**

* Commissioner Alamo stated that he just wanted to acknowledge Mr. Kelly Francis, who had just come in for the public and wanted to see he had any comments.
* Mr. Wiltsey stated that they had already opened and closed the public portion of the meeting but if Mr. Francis had anything he wanted to address to the board, they would be happy to hear from him.
* Mr. Francis asked if they were in closed session.
* Mr. Wiltsey responded that they had opened and closed it already, but they would open it up if he had something to say. He asked Mr. Francis if he would like to talk.
* Mr. Francis asked again if they were in open or closed.
* Mr. Wiltsey responded that they were in open.
* Mr. Francis asked if Lot 15 was the lot they bought, and stated that the Parking Authority was doing good.
* Mr. Wiltsey said okay and thanked him.
* **Charles Holmes- Holmes and Company**
  + Mr. Holmes began by stating that as Ed had confirmed the revenues were up for the four month period, revenues were up $2.1 million over $2,246,000 but that a good portion of that, close to about $700,000 was related to the sale of land, so the Parking Authority had made a profit off of that. He said that if that was taken they were actually up revenue wise, and that the Parking Authority was doing well, up about two hundred thousand, and they had good increases in their monthly parking year to date, as well as the daily parking. He said that everything was strong even the meter revenue.
  + Mr. Holmes said that he wanted to reiterate that management was doing a good job with expenses, and although the revenue was up, the expenses were right in line with last year, so there was relatively no increase.
  + Commissioner Boucher said she had a question about the resolutions. She said that they had submitted their financials late and that they had to be resubmitted so she wanted to know if that would be discussed in closed session or open.
    - Mr. Hunter responded that they could just talk about the two resolutions from the budget.
    - Mr. Holmes asked if she meant the budget and not financials.
    - Commissioner Boucher said yes.
    - Mr. Holmes stated that he and Glynn Jones spent some time getting a new reviewer and that it seemed like it was caught up, but they had put something in there about the projection with the lot, they put estimates for debt and he wanted to see if the debt was issued, and then said pull it out. Mr. Holmes said that they went back and forth, so they had a hang up with that. He said that the reviewer told them to just show the construction costs and what it would be without the debt, so again they went back and forth, but they finally got a resolution. He said that basically the state had held it up, they didn’t look at it until like three months later and once they did they had a lot of questions. Mr. Holmes said that basically since there were more changes based on what they wanted to put in there and exclude what they had estimated for debt because it was a budget and he only wanted to put it in if they didn’t issue the debt, but keep the construction costs, so it was kind of confusing. Mr. Holmes said that every year they get a different reviewer and it’s something different. He said that they had to amend the resolution because some numbers changed from what was originally there.
    - Commissioner Boucher asked if they held up the budget for this year.
    - Mr. Holmes replied yes because it usually takes them two to three months but then they wanted to make changes. He said that other than that they would have approved it, then they would’ve had a resolution to approve the budget.
    - Chairman Martinez asked if they could assume that the last amendment would go through.
    - Mr. Holmes said yes, that he and Glynn Jones had initial conversations with the reviewer, and they asked that since they were submitting an amended budget could he give them a tentative approval so that they could know when they present.
    - Mr. Holmes went on to verify with Mr. McMasters that they had two resolutions, to which Mr. McMasters agreed.
    - Mr. Holmes stated that he and Mr. Jones had discussed that if they were going to amend the budget that they needed to get approved the same night because they had projects coming through and they didn’t want to wait another two months for it to go through.
    - Mr. McMasters pointed out a draft that they were sent.
    - Mr. Holmes stated that they were all pressing them hard to get it approved.
    - Commissioner Boucher asked if the reason they were amending it was at the state’s request.
    - Mr. Holmes said that it was and that it all centered around the garage construction.
  + Vice chairman Moore stated that the special events was a big jump from 2015.
    - Mr. Holmes replied that it was all one line item; that it was the sale and gain from the sale of land.
    - Mr. Moore asked if it was other.
    - Mr. Holmes said yes, it was special events and other, so it was the gain on the property sale.
* **Lenny Bier – Bier Associates**
  + Mr. Bier started by stating that he would not go into much detail, as he was aware that everyone wanted to get home. He went on to discuss that they had put out a BID, as he was sure that Mr. Hunter had explained, and accepted for the new access revenue control equipment for the Aquarium lots, which is compatible with the existing equipment (the Hamiltons). He stated that they had been looking at access control and that both he and Mr. Hunter were at the conference. He said that they were looking for access revenue control for the new garage when that comes and along, and that when that happens they will upgrade the equipment in the in the Hinson Garage so that both garages will have comparable equipment. Mr. Bier explained that they (PACC) had been a little delayed with regards to the schedule for the new garage, and that Mr. Hunter would be getting a new schedule. Mr. Bier assured the Board members that the delay was no fault of the Parking Authority that relates to their colleagues and partners at the CCIA and their ability to finally come to an agreement with the DRPA relative to the acquisition of the land. He stated that everything that the PACC needed to do relative to design and cost estimates, had been done. Mr. Bier reassured everyone that all of the due diligence that PACC was in charge of regarding engineering, surveying, and environmental was done and that everything PACC controlled was completed. He stated that PACC was just waiting for the ability to take possession of the land, so that they could move forward.

**Adoption of the April 2016 Minutes**

**Mr. Wiltsey asked if there were any questions or comments on the minutes.**

* Commissioner Boucher said that she saw something that needed to be fixed, but it was minor. She said that on page four under the forth bullet, where it said Commissioner Boucher asked about the six hundred thousand long term, it said “no payable” and that was not what she said.
* Mr. Wiltsey said okay.

**Mr. Wiltsey asked if anybody else had any comments. Hearing none he asked for a motion to adopt the minutes.**

Commissioner Alamo made a motion to adopt the minutes.

Chairman Martinez seconded.

Chairman Martinez – yes

Vice Chairman Moore – yes

Commissioner Alamo – yes

Commissioner Boucher – yes

Commissioner Espinal – abstain

**Brett Wiltsey stated that they would make sure that they amended the minutes and make them accurate.**

**Adoption of the Resolutions**

* Commissioner Boucher said that she thought they could still do a consent.
* Brett Wiltsey stated they should do a roll call on the budget.
* Marc Riondino stated that they should probably do R2016-04:47 and R2016-04:50 on consent and the budget should stand alone, as well as the amendment.
* Mr. Wiltsey suggested that they go with what general counsel suggested and do resolution R2016-04:47, R2016-04:50, and authorizing a third amendment to the parking license with Lockheed Martin as a consent agenda, then do the budget as a stand-alone item. He asked if there were any objections, all said no.

**Brett Wiltsey called for a motion to approve resolutions R2016-05:47, R2016-05:50, and Authorizing a third amendment to the parking license with Lockheed Martin.**

Commissioner Alamo made the motion to approve the resolution.

Chairman Martinez seconded.

Chairman Martinez – yes

Vice Chairman Moore – yes

Commissioner Alamo – yes

Commissioner Boucher – yes

Commissioner Espinal - yes

**Brett Wiltsey asked for a motion to approve resolution R2016-05:48, the original budget resolution.**

Commissioner Alamo made the motion.

Chairman Martinez seconded.

Chairman Martinez – yes

Vice Chairman Moore – yes

Commissioner Alamo – yes

Commissioner Boucher – yes

Commissioner Espinal - yes

**Brett Wiltsey asked for a motion to approve resolution R2016-05:49.**

Commissioner Alamo made the motion.

Chairman Martinez seconded.

Chairman Martinez – yes

Vice Chairman Moore – yes

Commissioner Alamo – yes

Commissioner Boucher – yes

Commissioner Espinal – yes

**Resolution R2016-05:51** authorizing the termination of employment contact between Trent Middleton and the Parking Authority of the City of Camden

Chairman Martinez – yes

Vice chairman Moore – no

Commissioner Alamo – yes

Commissioner Boucher – no

Commissioner Espinal - yes

**Old Business**

There was none reported.

**New Business**

* Vice chairman Moore stated that he had not realized that only two signatures were needed for checks, and asked when that change took place, as it was never put before the board.
  + Mr. Hunter responded that when BB&T took over they only required one signature and that the papers that everyone signed were for everyone to be signers. He also stated that he still always tried to get at least three signatures on checks.
  + Mr. Moore stated that PACC had always required three signatures and that was why he was wondering.
  + Mr. Wiltsey asked if there was a resolution that had been previously adopted or was that just historically what was done.
  + Mr. Moore said he did not think the bank told them how to run their business as a board.
  + Mr. Hunter replied that it was just BB&T, and that the previous banks, TD and Susquehanna, always required three signatures, but that BB&T only actually required one signature.
  + Mr. Riondino stated that they would have to look into it. He understood what was being said but expressed that if there was a formal action taken that required three signatures, they would need to take a formal action in order to make in two signatures.
  + Director Hunter said that he did not know if there was ever an action taken.
  + Vice chairman Moore stated that PACC had always, as long as he sat on the board, had three signatures.
  + Mr. Riondino commented that if it was just the banks, it was just the banks.
  + Mr. Moore stated that was not what was done at PACC, and they needed to cover their bases. He expressed that, to him, it looked bad with only two signatures, especially when it is the chairman and vice chairman signing a forty-five thousand dollar check because PACC needed to use parking space. He said that he asked Ethel if there was a third signature and she told him PACC only required two, so he asked when that change happened.
  + Mr. Hunter responded that he understood.
  + Mr. Moore said that the new bank’s policy was wonderful, but that is not what PACC had been doing, and that wasn’t the normal practice over the years.
  + Mr. Hunter responded that he would look into it and see what they had for the following month. He went on to state that sometimes to conduct business, it was very hard to get three signatures on a check, and if that particular check was not signed PACC would not have gotten use of Lot 9 for the concert season, which would have further disrupted the traffic flow.
  + Mr. Hunter stated that he was okay with checking into the signature requirements, but getting a third signature on checks was a serious issue that PACC had, and that sometime it was even hard to get two signatures.
  + Mr. Moore said that he told Ethel to bring checks to his job, and he would be more than happy to sign them. He stated that Mr. Hunter should extend that courtesy to the other commissioners.
  + Mr. Hunter replied that he had no problem with taking checks to the commissioner’s workplaces.
  + Vice chairman Moore said that as long as he sat on the board, since Judy was there, that was what he had done. If a check needed to be signed, bring it to his job and he would sign it, he just could not come downtown, although he lived there.
  + Mr. Riondino said there were procedures and there were policies, and they would get it all figured out, and that he understood that issue that Mr. Moore raised.

**Adjournment**

With no other business remaining for discussion, Commissioner Alamo made the motion to adjourn and go into closed session. Chairman Martinez seconded the motion.

All were in favor.

**R2016-05:52** Authorizing the Authority to hold a Closed Session Meeting to discuss Legal, Personnel and Property Matters

**The meeting was adjourned at 6:27 PM**.

Submitted by

Janell S. Jones

Parking Authority of the City of Camden