

**Parking Authority City of Camden
Regular Monthly Board Meeting – Open Session Minutes**

Monday, August 22, 2016 – 6:00 PM

Commissioners Present

Chairman Jose Martinez, Jr.
Vice Chairman Barry Moore
Commissioner Shaneka Boucher
Commissioner Mary Espinal
Commissioner Alamo

Staff and Consultants Present

Charles Holmes, Holmes & Company
Glynn Jones, City Finance Director
Marc Riondino, Esq., City Attorney
Brett Wiltsey, Esq., Dilworth & Paxon
Edward McMaster, PACC

Others Present

None

The Meeting was called to order at 6:02 PM.

Mr. Wiltsey 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 Monday, August 15, 2016 at 2:32 PM. A copy was also delivered to the Press Room in City Hall in compliance with the Open Public Meetings Law.

Public Comments

None

Director's and Consultant's Reports

- **Executive Director's Report**
 - Mr. Wiltsey stated that Director Hunter was on his way back from vacation, so he would not be able to make it, but there was a Director's/Operations report in everyone's packet. He let everyone know that Mrs. Mullins was in another meeting and was not available.

- Mr. Wiltsey let the commissioners know that if they had any questions, he would make note of all questions and get back to them. He suggested that they move on to the report from Charles Holmes.
- **Charles Holmes- Holmes and Company**
 - Mr. Holmes stated that as of July 31, 2015 PACC cash position was up by \$155,000 from last year, and the total assets were \$17,025,000 vs \$14,945,000. The one month revenue was still trending up: \$674,000 vs \$581,000. PACC had an increase in monthly parking of about \$51,000 and daily parking was up about \$21,000, but meter revenue had a decline, which PACC would be monitoring to find a cause. Operating expenses were down.
 - Mr. Holmes stated that overall for the month, the net position actually had a substantial gain over the prior year; \$314,000 vs \$80,000 for the previous year. Year to date, the seven month period ending July 31 versus the same period last year, PACC was still up significantly, by about \$700,000. PACC was at about \$3.3 million for the current year compared to \$2.6 million for the previous year. Monthly parking was the cause for the majority of the increase, because parking had picked up significantly, and the Hinson garage was currently full.
 - Mr. Holmes said there was almost a 50% increase in monthly parking, going from \$818,000 to around \$1.3 million; up about \$500,000. Daily parking had an increase of about \$128,000. Mr. Holmes noted that this information lead him to believe that activity in the city was up, which was a good sign that there was a demand for garages. Overall the net position was showing \$1.5 million vs \$138,000 last year.
 - Commissioner Boucher asked Mr. McMaster what was in the miscellaneous revenue in his report.
 - Mr. McMaster responded that the miscellaneous revenue was things that were over and short, unusual events that only happen once every couple of years. He offered to provide her with details.
 - Mr. Martinez asked if the T-Mobile sign out on the garage would be considered miscellaneous.
 - Mr. McMaster replied that it was in other events revenue because it was \$1000 per month.
 - Commissioner Boucher stated that as far as the BB&T center looked like PACC was up about \$60,000, and she wanted to know what it came from.
 - Mr. McMaster stated that all of their events were booked a little more, and with BB&T having better attendance, PACC was getting more revenue from them.

Mr. Wiltsey asked if there any other questions, to which there were none.

Adoption of the June 2016 Minutes

Mr. Wiltsey stated that there not enough commissioners present to adopt the minutes.

- Vice chairman Moore said that he had a comment regarding the minutes. He said that he was supposed to abstain on the Royal Court and the disbursements at the last Board meeting, and although he voted no to the consent agenda, the only thing he was voting no for was resolution 659, Mr. Hunter’s contract. The contract was the only thing he was really intending to vote no for, and everything else he wanted to vote yes for.
- Mr. Wiltsey stated that they could not approve them at the time anyway and that he would make the changes.

Adoption of the Resolutions

Mr. Wiltsey stated that Chairman Martinez had suggested that they do a consent agenda, but before they were to do that, Mr. Wiltsey suggested that they pull Resolution 2016-08:69, which was the budget resolution, because a roll call was needed for that one. Mr. Wiltsey asked if there any questions regarding the budget. Hearing none he called for a motion to approve the resolution.

R2016-08:69 Authorizing the Parking to Adopt the 2016 Budget for the Parking Authority
Chairman Martinez made a motion.

Vice chairman Moore seconded.

Chairman Martinez – yes

Vice chairman Moore – yes

Commissioner Boucher – yes

Commissioner Espinal – yes

Commissioner Alamo – yes

Mr. Wiltsey stated that they would move on to the consent agenda. He noted for the record that Vice chairman Moore had to abstain to the disbursement to Royal Court R2016-08:62. Mr. Wiltsey asked if there were any questions or comments.

- Vice chairman Moore asked what was wrong with the Jeep. He stated that the 2000 Jeep was towed and there was a \$400 charge for and ignition key.
 - Mr. McMaster stated that someone had run over their ignition key.
- Vice chairman Moore asked about the Nursing School Site attorney fees, and he wanted to know if PACC was being compensated for the people working on the site parking on PACC parking lot.
- Mr. Moore asked about R2016-08:64. He wanted to know how much the lighting repair was going to cost PACC, because the invoice just had the hours and no price.

- Mr. McMaster responded that the original invoice was about \$3300, that PACC had already paid, that was in the payment schedule for repairs.
- Mr. Wiltsey asked if \$3300 was the total price.
- Mr. McMaster replied that was for repairs to the already existing lighting.
- Mr. Wiltsey asked if that was the total amount that they were approving in that resolution.

Mr. Wiltsey made a note that Commissioner Alamo arrived at 6:25pm.

Mr. Wiltsey asked if there were any other questions on the consent agenda. Hearing none, he asked for a motion to approve the consent agenda.

- **R2016-08:62** Approving Cash Disbursements for the Balance for the Month of July 2016 and for the Month of August 2016
- **R2016-08:63** Authorizing the Parking Authority to enter an agreement with Frontline Electric, to perform electric work required for new Parking Access Revenue Control System equipment on Aquarium lots 7 & 8 and one standalone kiosk next to Aquarium.
- **R2016-08:64** Authorizing the Parking Authority to make repairs to lighting on the DOC Lot, in accordance with the current agreement between NJEDA and PACC
- **R2016-08:65** Authorizing the Parking Authority to begin Phase 1 of the lighting repairs on Lot 16; replacing lights with brighter lights and additional lights on existing poles, for Rutgers University interim parking.
- **R2016-08:66** Authorizing the Parking Authority to begin Phase 2 of the lighting repairs installing additional lights and poles on Lot 16, for Rutgers University interim parking.
- **R2016-08:67** Authorizing the Parking Authority to enter into a Cooperative Pricing Agreement
- **R2016-08:68** Authorizing the Parking Authority to make necessary repairs to Dranoff Lot 14 to prepare for future use
- **R2016-08:69** Authorizing the Parking to Adopt the 2016 Budget for the Parking Authority
- **R2016-08:70** Approving a Shared Services Agreement between the Parking Authority and Cooper's Ferry Partnership

Chairman Martinez made a motion.

Commissioner Alamo seconded.

Chairman Martinez – yes

Vice chairman Moore – yes, with a noted abstention on R2016-08:62

Commissioner Alamo - yes

Commissioner Boucher – yes

Commissioner Espinal – yes

New Business

- There was none reported.

Old Business

- Vice chairman Moore asked what was up with the check signatures.
 - Commissioner Boucher and Vice chairman Moore agreed that it was once required that each check have three signatures and believed that they had a resolution approving such, while the other board members believed that two signatures would suffice.
 - With Mr. McMaster being a signer, Mr. Wiltsey stated that two commissioners and either Mr. Hunter or Mr. McMaster was basically the same, so there was no real change.

Mr. Wiltsey asked if there was any more old business.

- Vice chairman Moore asked when the garages are built, how many people PACC will be hiring, and many people will be hired that live in the city to actually build or help build the facilities, because he noticed when going past Subaru it doesn't look like too many people from the city.
 - Mr. Riondino responded that an announcement would be made on that soon regarding a major initiative to hire locals, Holtec has hired, Sixers hired, and they did employment action plans, and they did it voluntarily.
 - Mr. Moore stated that he was seeing a lot of building taking place, and he just wanted to make sure that the residents got jobs.
 - Mr. Riondino responded that with the parking garages, they would enforce affirmative action within the city and the state. The same would be for the local sourcing too; all of the supplies should give preference to certified local businesses.
 - Mr. Moore asked how many people he thought PACC would be employing once the garages were up and running, as far as maintenance staff, etc.
 - Mr. McMaster that he thought they may have about three or four new maintenance workers, and less cashiers because everything would be automated.
 - Mr. Moore said PACC had been working on going automated for years.
 - Mr. McMaster assured him that is was being worked on for the lots, the lines had been run throughout and they were waiting on the IT tech to come back from vacation, and Comcast would be ready within a week to put the machines in.

Adjournment

With no other business remaining for discussion, Vice chairman Moore made the motion to adjourn. Commissioner Alamo seconded the motion.

All were in favor.

The meeting was adjourned at 6:31 PM.

Submitted by

Janell S. Jones

Parking Authority of the City of Camden