

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

**Monday, September 28, 2016 – 6:00 PM**

**Commissioners Present**

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

*Commissioner Mary Espinal and Commissioner Angel Alamo were not present.*

**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**

Karl Walko, Local 1014

**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**

- **Karl Walko – Local Union 1014**
  - Karl Walko had several questions. He stated that they had been trying to get negotiations back together, and he understood that the Parking Authority's attorney had a death in the family in August, but they had tried since then to reschedule. Mr. Walko said that he asked Director Hunter if he would reach out to Mrs. Esmerado and try to get some dates. He said that they were ready the end of the week, and the following week, and that they were waiting for a response to the dates they sent out. Mr. Walko asked if Mr. Hunter would be at the table for negotiations.

- Mr. Hunter responded that he would get with Denise regarding the dates, and get back to Mr. Walko regarding his second question.
  - Mr. Walko informed Mr. Hunter that the union would rather be able to hear from him and share things with him.
- Mr. Walko asked about the rumors of cashier layoffs. He stated that the employees were asking about the layoffs and where the money was going to be spent. He asked Mr. Hunter if he was hiring an executive assistant, and questioned if an executive assistant was needed in addition to the assistant that he knew Mr. Hunter already had. Mr. Walko asked if the executive position was to be different than the assistant Mr. Hunter already had, what would the job be.
  - Mr. Hunter responded that one was an administrative aide which was different than an executive assistant. He informed Mr. Walko that he would take down all his questions and get back to him with a written response.
- Mr. Walko asked Charles Holmes about the Parking Authority having an inside and outside auditor. He wanted to know if it was necessary or justified to have both.
  - Charles Holmes responded that he was not hired as an auditor for the Parking Authority.
  - Mr. Hunter again responded that he would take all the questions asked and get back to Mr. Walko with answers.
  - Mr. Walko said that he would submit his questions in writing the following day, but he wanted to have a timeline from Mr. Hunter as to when he would receive answers to the questions.

### **Director's and Consultant's Reports**

- **Joe Myers- Cooper's Ferry Partnership**

- Mr. Myers discussed safe cross walks within the city. He stated that Cooper's Ferry had been working with the City to write a tiger application and with that combined with funding from the ERB and hopefully the USEDA, there would be a lot of infrastructure in the Downtown and Cooper's Point section of North Camden that would be complete rebuild of streets, both above and below ground, including the crosswalks.
- Mr. Myers went on to discuss the development planned regarding Liberty Property Trust. He stated that Cooper's Ferry was working with the Parking Authority to identify additional parking inventory for 2017, and needed to get at least one thousand additional parking spaces added to the inventory, to be turned over to BB&T.

- **Charles Holmes – Holmes & Company**
  - Mr. Holmes stated that for the year end of August 31, the total assets are \$8.2 million and that the Parking Authority still had a strong working capital of approximately \$7.8 million. He said that the total equity position was \$11.8 million. The revenue for the month of August was \$586,000, and that included the activity. For the end of the eight month period, year to date, the Parking Authority had a total of about \$3.7 million in revenue.
    - Commissioner Boucher asked about the reserve for the BB&T
    - Mr. Holmes told her that was for the BB&T parking spaces and improvements

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

#### **Adoption of the August 2016 Minutes**

Chairman Martinez made a motion to approve the minutes.

Commissioner Boucher seconded.

Chairman Martinez – yes

Vice chairman Moore – yes

Commissioner Boucher - yes

#### **Adoption of the Resolutions**

**Mr. Wiltsey stated that Chairman Martinez had suggested that because there were all basic resolutions, they do a consent agenda.**

- Commissioner Boucher suggested that resolution R2016-09:76 be tabled until there was more information, because she felt as though there wasn't enough. She asked if the Parking Authority had an alarm company and were just switching to another company.
  - Mr. Hunter responded that the Parking Authority currently used Alert and ADT. One was for fires and one was for the alarm, and it had been in the garage since it opened. He stated that they wanted to condense both systems and have one company, because the Parking Authority was being billed by both companies separately, and they wanted to have one company with one bill that covered both alarms. He explained that by switching to one company, the Parking Authority would be saving a little over \$200.
  - Commissioner Boucher wanted to clarify that the goal was to switch to one company. She asked if the company that Mr. Hunter decided to go with, Alert Security, had previously provided the fire or security monitoring, and whether they were a good company.

- Mr. Hunter responded that they provided the security monitoring and they were good and very responsive.
- Commissioner Boucher said that she had a question on resolution R2016-09:77 regarding purchasing new radios. She wanted to know if the radios were to be used as opposed to cell phones.
  - Mr. Hunter explained that the radios would be used in addition to the cell phones, because only supervisors were issued cellphones and the other staff would get radios only. The radios would allow for quick response and communication between staff. The radios that the Parking Authority currently had were over ten years old and many were not operational. The staff had been using their personal cell phones for communicating with each other while in the field.
  - Commissioner Boucher asked about the range of the new radios, and whether any of the staff would be losing their cell phones.
  - Mr. McMaster and Mr. Hunter informed her that the range would cover the entire city and slightly beyond. Mr. Hunter explained that the supervisors would still keep the cell phones that they had been issued.
- Commissioner Boucher went on to ask about resolution R2016-09:75 for parking to be provided for CME Associates. She wanted to know why their price for parking was less than that of Cooper Foundation.
  - Mr. Hunter explained to her that it was due to the location of the spaces being provided. He told her that Cooper Foundation would be parking on Lot 7 and CME Associates would be parking on Lot 13.
- Vice chairman Moore stated that he would be abstaining from the Royal Courts Association and that he had a question regarding a payment for Trent Middleton.
  - Mr. Hunter explained that the payment was for the insurance, and how the payments worked for the insurance and reaching the deductible. It was explained that the payments were made to JIF and not to Mr. Middleton.
- Commissioner Boucher said that she did not receive Lenny Bier's report. She also inquired about the Cooper Square Urban Renewal Venture. She asked about the last of the 20k that they received.
  - Mr. Hunter informed her that it was the Pier lot. He told her that the ownership was being switched over and that Parking Authority would be paying them what was owed.
- Commissioner Boucher inquired about the attorney fees. She wanted to know if there was a reason the fees were so high.
  - Mr. Hunter responded that Dilworth and Paxon had been working on an old case involving a lawsuit as well as a few other legal matters. Decottis had been working on the Commerce Building matter.

- Ms. Boucher inquired as to whether the Parking Authority had acquired the Commerce Building.
- Mr. Hunter explained that they were set to go to trial, and they had anticipated that it would not be a quick and easy process. Mr. Riondino further explained that the matter would be taken to trial.
- Ms. Boucher asked Ed McMaster about the other monthly expenses in the expenditure list.
  - Mr. McMaster explained the amounts and how they had come to those numbers.
- Commissioner Boucher stated that she had a question regarding the Executive Assistant. She stated that she remembered talking about it, but recalled it being for a confidential secretary, and not an executive assistant. She stated that they never saw any budget numbers, and from her understanding she thought the board had to approve a salary. The board had never been presented with a salary for the position, and the bylaws required salary approval.
  - Mr. Hunter stated that although it was in his report, he preferred to discuss it at a later date.
- Ms. Boucher asked if an Executive Assistant had been hired.
  - Mr. Hunter stated that they had not hired anyone.
- Ms. Boucher asked if the report was saying that Mr. Hunter was going to hire someone, because she thought it said he had already hired someone
- Mr. Hunter responded that he had not hired anyone but was going to.

**Mr. Wiltsey asked for a motion to approve the consent agenda.**

Chairman Martinez made the motion.

Vice chairman Moore seconded.

Chairman Martinez – yes

Vice Chairman Moore – yes

Commissioner Boucher - yes

- **R2016-09:71** Approving Cash Disbursements for the Balance for the Month of August 2016 and for the Month of September 2016.
- **R2016-09:72** Authorizing the Parking Authority to renew its membership in the Camden County Municipal Joint Insurance Fund.
- **R2016-09:73** Authorizing the Parking Authority to enter into an agreement with New Jersey Economic Development Authority to utilize the DOC lot for Rutgers University interim parking.
- **R2016-09:74** Authorizing the Parking Authority to enter into an agreement with the Cooper Foundation to provide eleven parking spaces for employee parking.
- **R2016-09:75** Authorizing the Parking Authority to enter into an agreement with CME Associates to provide six parking spaces for employee parking.

- **R2016-09:76** Authorizing the Parking Authority to enter into an agreement with Alert Security & Technologies to combine and upgrade the fire and security systems.
- **R2016-09:77** Authorizing the Parking Authority to enter into an agreement with PDV wireless for the purchase of thirty new 2-way radios and network access.

#### **New Business**

- There was none reported.

#### **Old Business**

- There was none reported

#### **Adjournment**

With no other business remaining for discussion, Chairman Martinez made the motion to adjourn. Commissioner Boucher seconded the motion.

All were in favor.

**The meeting was adjourned.**

Submitted by

Janell S. Jones

Parking Authority of the City of Camden

**Parking Authority of the City of Camden**  
**September 26, 2016**

Resolution	Brief description	A	D	N	T	Mayor Approval
PA# R2016-09:71	Approving Cash Disbursements for the Balance for the Month of August 2016 and for the Month of September 2016	X				
PA# R2016-09:72	Authorizing the Parking Authority to renew its membership in the Camden County Municipal Joint Insurance Fund.	X				
PA# R2016-09:73	Authorizing the Parking Authority to enter into an agreement with New Jersey Economic Development Authority to utilize the DOC lot for Rutgers University interim parking.	X				
PA# R2016-09:74	Authorizing the Parking Authority to enter into an agreement with the Cooper Foundation to provide eleven parking spaces for employee parking.	X				
PA# R2016-09:75	Authorizing the Parking Authority to enter into an agreement with CME Associates to provide six parking spaces for employee parking.	X				
PA# R2016-09:76	Authorizing the Parking Authority to enter into an agreement with Alert Security & Technologies to combine and upgrade the fire and security systems.	X				
PA# R2016-09:77	Authorizing the Parking Authority to enter into an agreement with PDV wireless for the purchase of thirty new 2-way radios and network access.	X				

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Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

The Honorable Dana L. Redd, Mayor – City of Camden