

**Parking Authority City of Camden**  
**Regular Monthly Board Meeting – Open Session Minutes**  
**Monday, November 20, 2017 – 6:00 PM**

**Commissioners Present:**

Chairman Jose Martinez, Jr.  
Vice Chairman Angel Alamo  
Commissioner Mary Espinal  
Commissioner Jasper Muhammad  
Commissioner Shaneka Boucher

**Staff and Consultants Present:**

Ed McMaster, PACC accountant  
Brett Wiltsey, Dilworth Paxson

The Chairman called the meeting to order at 6:02 PM.

**Brett Wiltsey read aloud the Public Notice Meeting statement, stating that**

The regular monthly meeting for the Parking Authority of the City of Camden 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 Wednesday 11/15/2017 at 11:57 AM. Copy was also delivered to the pressroom in City Hall in compliance with the Open public meetings act.

**Adoption of the Resolutions:** There are several today. Many of these resolutions have to deal with the garage that we intend to build on Block "N". Lots of times, I suggest we do by consent agenda. This one because they are not regular operations resolutions, it is a little more complex. I suggest that we go one by one. Unless, Mr. Chairman you have any other way that you want to do it. Mr. Chairman stated that he was fine with going one by one.

**ADOPTION OF RESOLUTIONS**

**R2017-11:64** – The Parking Authority of the City of Camden Approving Cash Disbursements for the Balance for the Month of October 2017 and for the Month of November 2017

- Ms. Boucher asked about the IPS group – Credit card processing fee. Is this a company that we are using, what type of credit card processing are we doing. Mr. McMaster stated that this is for the new smart meters. After the 90 day trial period we pay 13 cents per credit card transaction and \$5.75 per meter per month. This is our first bill because the 90 days were up. We started on July 8 so, its July, August and September. This is the bill for October. Ms. Boucher asked the chairman so do you if we need to decide or when is the time table to decide if we are going to keep these meters or not. She thinks that she saw something that we wanted to keep them and she had a comment on that. Mr. Chairman said that, I'm not sure, but what was presented that the agreement was 3 to 6 months that we would look at it. He would have to look at what the resolution said. Ms. Boucher said that she thought it was 3 months because we had the 90 day period that it would be free. He said it wouldn't be a cost and now we are over that because this is the first bill for that. I know in here he said that he wants to make a recommendation that he wants to go with it, but Ms. Boucher has a comment on it from a user side.
- Ms. Boucher stated that we don't have a report from Lenny. And we haven't had one for a while and he said as a portion from him that we would get reports from him every month and we haven't really had anything. Mr. Wiltsey stated that this issue has been raised before and he will talk with Willie. Brett said that this shouldn't be a difficult thing to accomplish right now considering the amount of time Lenny is spending on the garage. If not, from Lenny, certainly maybe part of Willie's report can include it. Brett stated that he is in touch with Lenny two to three times a week, so he is earning his money and I'm not worried about that. We have talked about that, and it isn't here, so

we will get that figured out. Mr. Chairman stated that he was invited to a meeting for the garage with all of the stakeholders of the garage that Willie invited me to and Lenny Bier was there. And, pretty much involved, but yes, it is fair for him to send a weekly report or resolution. Ms. Boucher said that he figured with all of these resolutions, my main question would be was Lenny there, but it would have helped if he would have put something together. Brett said that he is intimately involved with every aspect of the parking garage. Ms. Boucher said Thank you that was her only question. Mr. Wiltsey asked if there were any other questions. If not, is there a motion. Chairman motioned. Ms. Boucher seconded the motion.

Roll Call:

Chairman Jose Martinez, Jr. - Yes  
Commissioner Shaneka Boucher - Yes  
Commissioner Mary Espinal - Yes  
Commissioner Jasper Muhammad - Yes

**R2017-11:65** – The Parking Authority of the City of Camden Ratifying the Late Introduction of the Budget of the Parking Authority of the City of Camden for the Calendar Year of 2018

- Mr. Wiltsey stated this resolution is administrative in part that we just have to adopt the resolution to allow the state to accept our budget for 2018. Are there any questions about this resolution?
- Ms. Boucher asked why are we so late. Mr. McMaster stated that the budget needs to be submitted by November 1 for the next year and we didn't have a meeting in October. That is the only reason why it is late. Mr. Wiltsey asked if there were any other questions. Mr. Wiltsey asked for a motion. Chairman Martinez Motioned – Ms. Boucher seconded. All in favor "1" – Opposed none – The 1's have it.

**R2017-11:66** – The Parking Authority of the City of Camden Authorizing Non-Fair & Open Procurement of Professional Services for Traffic Study Services.

- Mr. Wiltsey stated that Pennoni is the entity that gave us the best proposal for the traffic study. A traffic study is required as part of the approval process with the City and State for the parking garage. They need to figure out how many, if 1000 cars are going in the garage. Where are they going to go, how are they going to get in and out. This is a study that allows us to take the first step in constructing the garage overall, hopeful that we are going to build. Ms. Boucher asked so out of all the people that submitted, do you know how many other people submitted. Mr. Wiltsey said there were 2 or 3. He was at the opening, there were 2 or 3, he doesn't remember if there were 2 or 3. Ms. Boucher asked if there was one from TPD – Traffic Planner and Design that generally does all of the Camden stuff. Mr. Wiltsey said yes, this one was better. Ms. Boucher asked Mr. Wiltsey, so you are making a recommendation that we go with this one. Mr. Wiltsey said I am. Ms. Boucher said ok. Mr. Wiltsey asked if there were any other questions, if not, is there a motion, Mr. Chairman motioned. Ms. Espinal Seconded.

Roll Call:

Chairman Jose Martinez, Jr. - Yes  
Commissioner Shaneka Boucher – Yes  
Commissioner Mary Espinal - Yes  
Commissioner Jasper Muhammad - Yes

Ms. Boucher said one other question, why is the fee so low for the design work. Is there a reason why it's so low or do you feel that this in general? I feel like this is a little low. Mr. Wiltsey said that we had received proposals and also had interviews. He suspected the reason for this is that Pennoni was involved with the Nursing School. They have already done a traffic study. A lot of our professionals that we are going to have tonight worked on the Nursing School so they have a lot of the ground work and the background work is sort of baked in. Ms. Boucher said ok, thank you. Mr. Wiltsey said that carries through with EPIC as well as French and Parrello.

**R2017-11:67** – The Parking Authority of the City of Camden Authorizing a Lease Agreement with Heritage Business Systems, LLC.

- Ms. Boucher stated that the only question that she has was on the color. It looks like it is about 43 cents per copy and I feel that is genuinely high. So we don't get any free color. Ed stated that it is 4.3 cents per copy. Mr. Wiltsey said so, 2 copies will be almost a dollar. Ed said no, 10 copies will be almost a \$1. Ms. Boucher said, ok, so it's a little bit cheaper, that was my only question. Mr. Wiltsey asked if there were any other questions or concerns from that resolution. The group responded no. Mr. Wiltsey asked for a motion. Mr. Chairman motioned, Mr. Muhammad seconded. Mr. Wiltsey asked all in favor. All "I". Opposed – none. The I's have it.

**R2017-11:68** – The Parking Authority of the City of Camden Authorizing an Agreement for Snow Removal, De-Icing and ice Removal Services on Various Parking Lot Locations.

- Mr. Wiltsey said that this is a resolution that we adopt every year in the event that there is a storm above a certain point. Looking at the resolution, it is above 2 inches. It's an outside vendor that comes in and helps the Authority clean up all the parking lots. Any questions with this resolution. The group responded no. Mr. Wiltsey asked if there was a motion. Motion made by Commissioner Boucher, Seconded by the Chairman. Any questions? If not, all in favor – all "I" – opposed – none. The I's have it.

**Mr. Alamo just arrived a few minutes late.**

**R2017-11:69** – The Parking Authority of the city of Camden Approving a Parking Lease Agreement with the Delaware River Port Authority for Parking on Lot 6.

- Mr. Wiltsey stated that Lot 6 is the jury parking lot. There is a long history with the DRPA and the Parking Authority on this particular lot. A lot of questions and concerns on how much usage and payment and things like that. So, entering into this lease is a big win for the Parking Authority. To get the DRPA to agree to do this was a no easy effort and the credit goes to Willie and Marc and Ilene. They did a great job with this. Mr. Wiltsey recommends that we enter into this lease. It is an important lease for the Authority and that lot is an important lot for us. Mr. Wiltsey asked if there were any questions. Mr. Wiltsey asked if there was a motion. Motion made by Commissioner Boucher, Seconded by the Chairman. Any questions? If not, all in favor – all "I" – opposed – none. The I's have it.

**R2017-11:70** – The Parking Authority of the city of Camden Approving a parking Lease Agreement with Rutgers University, Camden for Parking on Lot 15 & 16.

- Mr. Wiltsey stated that this is an administrative resolution that we do every year. Rutgers has been our tenant for a long time. Any questions about the parking lease for Rutgers University. Ms. Boucher asked about the time frame September 2016 to 2018, so it already started so we are like a year in. Mr. Wiltsey said yes. Ms. Boucher said – so we are already a year in, so we just added it in because we don't have a contract for it. So we just continue on what we were doing before and just realized that we didn't have a contract for it. Mr. McMaster stated that they couldn't pay us without a contract. Ms. Boucher asked if we were missing payments for like a year. Mr. McMaster said only since June. Mr. Wiltsey stated that the rationale was that we were supposed to build a garage for them to be in and as you know after 2 years that didn't work out. The expectation was that garage would have already been built and then we would have entered into an agreement with was already with that parking garage and the garage didn't get built so we have to update our documents. Ms. Boucher said so we stopped being paid from June. Mr. McMaster stated that we have billed them, they just can't pay. Ms. Boucher said ok, that was my question. Ms. Boucher asked why are the amounts different from September to May and then August. Mr. Wiltsey stated because of usage. September to May there are more kids so there is more usage. Summer usage drops dramatically. Ms. Boucher said ok. Mr. Wiltsey asked if there were any other questions. Mr.

Wiltsey asked if there was a motion. Motion made by Chairman Martinez, Seconded by the Commissioner Espinal. All in favor – all “I” – opposed – none. The I’s have it.

**R2017-11:71** – The Parking Authority of the City of Camden Authorizing the Interior Painting in the Administrative Office, Customer Service Office and the Utility / Break room of the Parking Authority.

- Mr. Wiltsey stated that this was bid out. As you can tell by looking around, the walls are pretty beat up so the thought and theory is to make sure that that Parking Authority looks as professional as possible. Any questions about the painting of the office. The group said no. Mr. Wiltsey asked if there was a motion. Motion made by Chairman Martinez, Seconded by the Commissioner Espinal. All in favor – all “I” – opposed – none. The I’s have it.

**R2017-11:72** – The Parking Authority of the city of Camden Authorizing Consultation for Organization Design and Labor Distribution.

- Mr. Wiltsey stated that what is going on with this resolution is the intent as I understand from this with discussing it with the Executive Director is to have a consultant come in and review our, not only our job duties, but also how we are training our employees. How we are evaluating our Employees, how we are evaluating our professional staff, and how we are evaluating our administrative staff. It is sort of a general over view of the operations of the office and the operations of the Authority so that way we make sure we are doing best practice and make sure we are doing everything properly for HR purposes. Ms. Boucher stated that she has a question about that, so would the contract employees be included in this. Mr. Wiltsey stated that the Union employees, would be included to some extent with the training. But obviously the union, the union contract was just signed, so we can’t change the terms and conditions of that contract. But, so if the consultant came through and thought that we should be better training our enforcement guys then they would be subject to our training. We can’t just change their hours and rates and things like that. Ms. Boucher stated with the commissioners can we table this so we can get more discussion and then maybe get some financials behind this. I still have a lot of questions and regards on how this is going to look since there is not a whole lot of employees outside of the non-contracted employees. I want to know what they want. Last year, I remember asking for this and Willie said it wasn’t needed. So, since he’s not here, I really want to know what he’s trying to get to. Chairman Martinez stated that he had conversations with Willie today and prior to this. This has been discussed previously that as the garage starts going up the Parking Authority is changing. The Parking Authority is not what it was in 1990 even 2000, the culture is changing and even the job specs are changing. As you have noticed, we don’t have as many cashiers as we have automated systems. So therefore, the culture and the outlining of the specs and jobs will change. And what HR is doing, is studying everything we do our daily operations and giving recommendations. They will give recommendations on how we will now run it. And realigning the job duties so the culture is changing and we are trying to move with the time. And that is what Willie wanted to do with this particular one. Vice Chairman Alamo agreed with the Chairman, I think we should move forward with this. Ms. Boucher said that she definitely understands on why they would want to go on it, but like I said last year when I was asking the same questions we so knew we had all this stuff coming online. And I felt that we didn’t really get and we were adamant like hey we needed this, he was adamant that oh no we don’t. So, my question is where are we trying to go before we just decide to pay an organization a certain amount of money and then where is the money coming from because we didn’t have a chance to go over the financials we kind a just discussed it. So, that’s just where I’m at, but we can put it to a vote. Mr. Wiltsey said just to echo what the Chairman said, this is an issue that was raised, I’m not sure if it was last year or 2 years ago, now that we know we are building the garage, and we thought we were building the garage before we have that issue. We don’t really have functional job descriptions as you have pointed out before and that is a pretty important issue. \$12,000 where is that going to come from, it will come out of our operating budget and the funds are available. Funds aren’t an issue, it’s not that big of a purchase. I’m just the attorney I understand why we are doing it. We can obviously open it up for further discussion, but I don’t think this is an expenditure outside of the realm sort of what we do on an operational level.

Ms. Boucher said she agrees, but this is the first that we are hearing from him and saying in terms of moving in this direction. Because I think that was missing as a strategic plan and this is something that I have been trying to push since day 1 since I got here. I just want to see how it all fits basically together so I would like to hold off, but if you guys want to vote, I'm perfectly fine with putting it up to vote. Chairman Martinez said before we vote, the strategic plan is included, it's not something that is going to come from Willie directly. It's something that is going to be formed with the HR, with the Authority, with him, they formulate the strategic plan. As I understand, we work with Cooper's Ferry as well and we were working on that. I think we can still have the questions, but we can still move on. It is in the right direction, I do agree with that. We may have questions, and we can ask those questions, but I think we should at least move in the right direction. Mr. Wiltsey, so procedurally the way this needs to go at this point is a motion to approve, or a motion to table. Someone needs to make a motion. Vice Chairman Alamo made a motion to approve. Is that motion seconded? Commissioner Muhammad seconded the motion. The motion was made and seconded, at that time we will take a vote.

Roll Call:

Chairman Jose Martinez, Jr. – Yes

Vice Chairman Angel Alamo - Yes

Commissioner Shaneka Boucher – Abstain

Commissioner Mary Espinal - Yes

Commissioner Jasper Muhammad - Yes

**R2017-11:73** – The Parking Authority of the City of Camden Authorizing Non-Fair & Open Procurement of Professional Services for Environmental Testing, Delineation, and Remediation Services.

- Mr. Wiltsey stated that this is a contract for Block "N" it is the next level of remediation that we need to determine as far as the level of condition. As you will recall the garage that we knocked down had asbestos in there and other contaminations in there. There is concern an oil tank that was removed at some point. So we need to do further testing to make sure it was removed properly so we can build the garage we want to build. Is there any questions about this resolutions? Ms. Boucher asked who reviewed it, was it Mr. Wiltsey, or Lenny or Marc. Mr. Wiltsey said it was him, Kathy and Joe Myers. Ms. Boucher said perfect ok. Any other questions? Is there a motion to approve? Chairman motioned, Ms. Espinal seconded. All in favor – I – opposed – none. Resolution 73 passes.

**R2017-11:74** – Amended Resolution 2017-09:62 previously adopted September 25, 2017 Epic - Qualifying Firm for Professional Services Contract Pursuant to a Fair & Open RFQ Process

- Mr. Wiltsey mentioned earlier that Lenny Bier has been actively involved in these, I sent him the resolutions we did previously to approve and this is one of those resolutions. It is for EPIC as our construction manager for the Block "N" garage. Lenny reviewed the resolution and made certain suggestions to add some additional language to the resolution which we have done. All we are doing with the resolution is reapproving EPIC, adding some language. I can go over some of the language that we are adding. The real essence of it is that he wanted some additional pay to play language we don't want to get into the situation that we award EPIC a contract and they don't compliance with pay to play and then in the future they do something to violate pay to play we don't have anything in our resolution saying that they have to continually maintain adherence to the pay to play statute. I think our last resolution I did it and I think it was fine. But, with that being said, Lenny had some suggestions on how to tighten up our resolutions to make it tighter for the size of the construction contract we are talking about here. Construction management for a 40 million garage is not an insufficient contract. This is why I asked Lenny to review our resolution to make sure we are doing what we need to do. There is nothing new being done, all we are doing is adopting a new form. Any questions? No – Is there a motion to approve 74? Ms. Boucher motioned, Vice Chairman Alamo seconded. All in favor "I" – Opposed – none – the "I" have it.

**R2017-11:75** – Amended Resolution 2017-09:63 previously adopted September 25, 2017 French & Parrello Qualifying Firm for Professional Services Contract Pursuant to a Fair & Open RFQ Process

- Mr. Wiltsey stated this is the same deal. This is for French and Parrello. If you look at the resolution before you. It is in the same format nothing has changed except the numbers and the names. Same deal, Lenny reviewed our resolution and make suggests. I recommend that we adopt this. Any question? Chairman motioned. Ms. Espinal seconded. All in favor “I” Opposed – none – the I’s have it.

**R2017-11:76** – Parking Authority of the City of Camden Authorizing Amendment to a Contract for Professional Services for Architectural and Engineering Services (Timothy Haahs & Associates, Inc.)

- Mr. Wiltsey stated is a resolution is not in your packet, but it is in with what you got today. What this resolution is authorizing the Parking Authority to enter into a contract amendment with Tim Haahs. You may or may not recall that when we did the DRPA garage, the Camden County Improvement Authority was our Procurement agent so they were doing all the procurement. So, Haahs was picked to do that garage through the CCIA. When we moved to Block “N”, because the Parking Authority owns Block “N” we didn’t need procurement services as we can procure directly. We talked with the CCIA and the CCIA said there is no reason for them to hold the contract when it is in our benefit so we are amending that contract to say that he is going to build a garage rather than DRPA on Block “N” but we have to authorize the execution of that amendment so we will have direct contractual relationship with Tim Haahs and it won’t go through CCIA. That is all we are doing. For lots of reason it makes sense. When CCIA is the procurement officer it adds a level of bureaucracy where we have to go to the CCIA for a direct conversation with Tim Haahs and this puts us with direct contract with him so we can have direct communication. I think it makes sense. I think it is good for the Authority. And, I drafted the amendment it is out for signature, so we thought it made sense to get it on the agenda for tonight. It was an oversight it didn’t make it last week. I talk fast, and that was a walk on. Does anyone have any questions on what is going on. Nope. Is there a motion. Chairman motioned. Vice Chairman Alamo seconded – All in favor “I” opposed none – the I’s have it.

Thank you very much, I know that is a lot of resolutions for one night and a lot of talking so bear with me.

I think we have some minutes in our packet.

Chairman Martinez said there is also the Executive Report.

Ms. Boucher has a question on the minutes. An edit on the second to the last page where it says and the motion by – and All in Favor Yea. I just think that should be changed. It’s just yea – so that just needs to be changed. So it has to be yes.

Ms. Boucher another question she has are we going to have another secretary again, we had a board secretary, are we going to get another one again or just use the recorder. Mr. Wiltsey said, I don’t know the answer to that.

Ms. Boucher – my comment is about the parking meters from a user perspective the new ones that we have, I’m not a big fan of them. I know we want to potentially go on them, but I don’t like them that much when I use them. Mr. Wiltsey asked if there was something specific. Ms. Boucher I feel like its common sense, using your credit card isn’t always easy. Mr. Wiltsey asked if she told Willie. Ms. Boucher said this is her first time because she wasn’t sure what she was going to do with this. The only thing I had a question on is, I know Joe isn’t here and he is usually here about the impact of Amazon because I was reading the Executive Director part that we are low on parking spaces and I know we are trying to build a garage and my question is...if Amazon does come to Camden how much trouble are we in and is anyone thinking of that in terms as of a plan. I know that Cooper’s

Ferry is a part of it and works with us. But, the question is if we are already low on spaces, what do we do because they are also going to be on the waterfront and I'm certain that they are going to need a certain amount of parking spaces so maybe just a little feedback or answers to that question about what do we do about parking if they come. And is anybody working on a traffic pattern plan. Mr. Wiltsey said he was not part of the working group in Jersey. Unfortunately, I was only involved with the Philadelphia one. But I understand from discussion from people that were on that working group were yes they did do a traffic study. Yes they have if I think its going to go North of the Bridge is where they are planning on putting it. Where they would put garages, where they would put parking additional federal money for improvement because the PATCO speedline isn't going to be able to handle that many more riders. They had a whole proposal for the amount of money they are going to need and they secured in order to make improvements in order to make it work. Ms. Boucher said that we could potentially get more money for garages – are you saying? Mr. Wiltsey said absolutely. Chairman Martinez said that with speaking with the Mayor on this, off the record, I didn't speak with her officially. In the bidding, all your questions, they have to be in the bidding. The traffic study, the bonds, and everything else to make that happen because Camden can't make that happen alone. It has to be with the stakeholders. I was made to understand traffic patterns, Philadelphia involvement and everything else has to be that bidding in order for Amazon to be considered. Ms. Boucher said that's perfect. I just want to make sure that we know that it is right. I'm certain people in the community are going to be asking us like, Ms. Parking Authority, or whatever like, did you guys think about it. I want to be able to say, yes, we have a plan. Mr. Wiltsey said that there is a pretty big lag time between the award and them arriving. There is only so much money your going to spend on a potential. But, once Camden wins, but we have time to figure that one out. Unfortunately, I think they are going to Texas. There is no income tax in Texas. It's going to be tough to beat that. That is my prediction that they are going to go to Austin, Texas.

Ms. Boucher said can you put a note for Willie. I know in his report with Live Nation, he is talking about parking loss. I just want to know how much parking is lost. How much parking did we loose. I know we just got a few additional lots. I'm just curious how many parking spots did we lose. I know that parking on the waterfront all summer was crazy. The traffic patterns are crazy and every year it gets crazier so I just wanted to know. Mr. Wiltsey say he thinks we lost 1500 spots last year. Are we able to meet our obligation of 7,200? Chairman Martinez said that was his concern as well. At the same time besides the Parking Authority the ones who are approving the projects. They are aware of our parking obligations, so they are working with us because they know. If they approve a project, we lose spaces. So, it's not only a Camden Parking Authority concern, it is a City Hall concern as well. It is not us alone. Ms. Boucher said ok.

Ms. Boucher said the only other question you and Chairman Martinez can look at is personnel committee. But, I have some questions about the enforcement report. We can talk about that when we have our personnel meeting. Is there anything to report the financial paper that Mr. McMaster just gave us? Mr. McMaster stated that we are doing well. Except for the write off of the Federal Street garage. Ms. Boucher asked what was the write off. Mr. McMaster stated we had capitalized over a million dollars in costs, architectural costs, drilling costs, etc, title searches all that kind of stuff with the DRPA lot and now since that project is dead we are writing that off. That is a million one hundred fifty thousand. Ms. Boucher asked if that was already budgeted. Mr. McMaster stated yes, and almost all of it was already spent. Ms. Boucher asked if we are going to be able capitalize on everything we thought. You know how sometimes you have line items in and once they look at it they say you really can't capitalize on that. Mr. McMaster said yes, we are capitalizing everything we are doing for Block "N". We have over \$2.6 million invested in Block "N" at this point. The bulk of that was the demolition of the building. Ms. Boucher said that Charles has some stuff that he thought that we might be able to squeeze in under the capital line. Mr. Wiltsey stated that we will be reimbursing ourselves once we close on Block "N" and because we have so much invested in this we were eligible for more grant money from the state. Maybe it is a write off on this column, but when you go and get \$5 million in a grant from the state to the parking it makes

more sense all of a sudden. It's not a straight write off. Ms. Boucher said that is pretty cool. Thank you everybody, good job. Thank you for all having patience on my questions. That is what happens when you are up at 5am on a Sunday.

**Old Business:**

None

**New business:**

None

**Adjourn:**

Mr. Wiltsey asked for a motion to adjourn.

Motion by: Commissioner Martinez and seconded by Commissioner Muhammad.

Motion to adjourn – all in favor. Yes

The open session of the meeting was adjourned. Yes.

Submitted by:



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Denise Moore

Parking Authority of the City of Camden