

**PARKING AUTHORITY OF THE CITY OF CAMDEN
REGULAR BOARD MEETING
OPEN SESSION MINUTES
April 22, 2013**

Commissioners in Attendance:

Chairman Angel L. Alamo, Vice-Chairman Michael B. Jordan, Commissioners: Falio Leyba Martinez and Barry Moore

Staff & Consultants Attending:

James Zullo, Interim Co-Executive Director
Leonard Bier, Interim Co-Executive Director
Willie Hunter, Director of Operations
Daniel Bernardin, General Counsel
Albert Green, Authority Accountant
Charles Holmes and Rick Adams, Holmes & Co., External Accountant
Joseph Myers, CFDA

Meeting was called to order at 6:12 P.M.

Public Notice:

General Counsel Bernardin 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 was posted on the bulletin board in the lobby of Camden City Hall on Wednesday, April 17, 2013 at 11:40 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. Auditor's Report

Brent W. Lee, CPA, presented the annual audit for the year ending December 31, 2012. The Board was provided with a copy of the Audit Report dated March 15, 2013 in the Board packet. He compared revenues and expenses for 2012 versus 2011 noting increased revenues and decreased expenses. He noted the availability of a Section 125 Flexible Spending Account as required by the Local Finance Notice.

II. Financial Report

Report of Holmes & Company, LLC

Charles Holmes reviewed the Compiled Financial Statement for March 31, 2013 and 2012 which is included in the Commissioner's Board Agenda Packet.

III. Report of Joe Myers – CFDA

- 1) Joe Meyers reported on parking space inventory required under the SPC agreement. CFDA is negotiating with Hargrove and the Port Authority for use of lots for parking. Mr. Myers noted that negotiations continue. Agreements have been entered into with the South Jersey Port Corporation and Dranoff Properties for use of parking lots.
- 2) A kickoff for the Waterfront season is scheduled on May 8 with Mayors Redd and Nutter expected to be in attendance. Commissioner Martinez recommended that the Parking Authority be represented at the kickoff. The Cirque event arrives on May 6 with a tentative ceremonial erecting of the tent ceiling on May 21. Cirque has invited Camden representatives to attend.
- 3) The Rutgers agreement expires at the end of the summer. Rutgers wants to renew the parking agreement and CFDA in discussions regarding re-negotiation.
- 4) Mr. Myers discussed a proposed "Food Truck Friday" where gourmet food truck events would be held on the Waterfront. CFDA is working with the city to streamline the system of assignment for vendors on the Waterfront. Chairman Alamo encouraged the proposal and recommended a slogan for the Waterfront: "Come spend a day with us." Commissioner Martinez discussed the Cirque meeting he attended with Mr. Hunter and asked what opportunities existed for Camden citizens to attend the Cirque events. The Cirque will be providing passes to the event to the Mayor's Office.

Commissioner Martinez discussed coordination with the Special Events Department for Camden County and recommended involvement of the Parking Authority in Camden County special events on the Waterfront. Mr. Bier discussed the necessity of the Art Metalcraft parking agreement which is used for SBC employee parking. He recommended discussions with Camden County for use of parking lots with the goal of not requiring the Art Metal lot in the future.

- 5) Mr. Myers discussed creation of the Camden County Metro Police Department noting that Sheriff Billingham has designated two people in his office for coordination of policing for Waterfront events.
- 6) Mr. Zullo inquired about the status of a proposed ice rink in the winter. Mr. Myers advised that the two-acre grassy parcel next to the Aquarium was being looked at for a rink project. The property is owned by EDA. CFD is working on negotiations for a minimal compensation rate to EDA to encourage the project. Mr. Zullo asked about the EDA and Aquarium agreement. Mr. Myers advised that discussions continued, including the status of Aquarium expansion and the Children's Garden. Mr. Bier and Mr. Myers updated the Board on the status of the Aquarium expansion and the Children's Garden. Negotiations continue on the parking revenue split.

Motion To Adopt the Minutes of the Board Meeting of March 25, 2013

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

Vote: Alamo – Yes
Jordan – Yes

Kendrick -- Absent
Martinez -- Yes
Moore -- Yes

III. Resolutions

Motion to waive reading of the Resolution Consent Agenda

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

Motion to approve the following resolutions by Consent Agenda

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

R2013 – 04:30 Approving Cash Disbursements \$595,633.92 March 2013 & April 2013

R2013 – 04:31 Accepting the Annual Audit for the Year ending December 31, 2012 as prepared by Brent W. Lee, Certified Public Accountant

R2013 – 04:32 Authorizing Contract with PSX for the purchase and installation of a CCTV Surveillance System in the Hinson Waterfront Garage

R2013 – 04:33 Approving a Parking License Agreement between the Parking Authority of the City of Camden and Carl R. Dolente & Cesare R. Dolente (Art Metalcraft)

R2013 – 04:34 Authorizing a Non-Tenant Parking License Agreement between the Parking Authority of the City of Camden and Dranoff Properties L.P.

R2013 – 04:35 Authorizing a Shared Services Agreement for Parking Enforcement and Provision of Street Signs between the City of Camden and the Parking Authority of the City of Camden

R2013 – 04:36 Authorizing the Contract with Dilworth Paxon for Special Counsel Services for project development

R2013 – 04:37 Authorizing a Closed Session Meeting

Discussion:

Regarding **R2013 – 04:35**, Commissioner Moore noted a misspelling to be corrected.

Regarding **R2013 – 04:36**, concerning the Special Counsel RFQ evaluation team, it was noted that Mr. Hunter did not attend and the evaluation team was comprised of Chairman Alamo, Commissioner Martinez, and General Counsel Bernardin.

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

IV. Report of Co-Interim Executive Director Jim Zullo

- 1) Mr. Zullo discussed work on Lots 1 & 2 and noted that SBC approved \$90,000 from the CapEx and noted that a meeting was scheduled for the following Wednesday at 10 A.M. for work planning.
- 2) An agreement for parking has been entered into with South Jersey Port Corporation who agreed to expend \$20,000 of the lease fee for restriping of the Lots by the Parking Authority. Restriping would improve and increased parking efficiency. Mr. Zullo recommended passing a motion retaining Remington & Vernick Engineers to provide a restriping plan.
- 3) Mr. Zullo discussed First Observer Training and retention of a trainer from the University of Baltimore for Parking Authority staff as well as SBC and other venues. Mr. Bier recommended that the press be invited to showcase the first observer training in light of the Boston Marathon bombing.
- 4) Mr. Zullo reported that the Cirque lease has been signed and a meeting scheduled this Thursday with police and city officials to discuss traffic control for the events. Mr. Hunter is going to New York City to the Cirque event to review parking logistics. He noted that the digital message boards have been ordered and will be used this season.
- 5) Mr. Zullo discussed negotiations with the DRPA for use of the DRPA Lot to ensure adequate parking space inventory and assurances to the DRPA of proper use and maintenance of the Lot. Negotiations continue.
- 6) An agreement is being negotiated regarding the award of the bid to Richard B. Best Associates, Inc. for Parking Access and Revenue Equipment for the Hinson Garage and Lot 45. New signage will be required to conform with the automated system.
- 7) The CCTV agreement has been approved with the consultant advising that the low bid was in line. Mr. Zullo discussed location of surveillance cameras and the security benefits. A 180 degree camera will be placed on the roof, permitting video observation of parking lots and efficient deployment of staff.

V. Old Business

Mr. Hunter updated the Board on the Parking Authority website and expected the it would be fully operational by the end of the week.

VI. New Business

Mr. Zullo noted that the Parking Authority in the past rented portable lighting for parking lots. Mr. Hunter is negotiating with PSE&G for installation of permanent dusk-2-dawn lighting. It is expected that this will reduce the expense and be more efficient. The expected cost is \$37 per light per month for twelve (12) months annually.

Motion to Approve Agreement with PSE&G for Installation of Permanent Dusk-2-Dawn Lighting

Motion by: Commissioner Moore and seconded by Commissioner Martinez

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

Motion Approving an Agreement with Remington and Vernick Engineers for preparation of a parking space restriping plan

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

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

Motion Approving First Observer Training by Baltimore trainer not to exceed a \$1,000 expense fee

Motion by: Vice-Chairman Jordan and seconded by Commissioner Moore

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

Motion Authorizing the purchase of a T-3 vehicle for enforcement and event use in an amount not to exceed \$8,000

Motion by: Commissioner Martinez and seconded by Commissioner Moore

Discussion: The Board discussed purchase of a Segway or T-3 vehicle. It was noted that the T-3 vehicle has a stable platform and would cost approximately \$7,900 which can be purchased through Federal GSA or a state-approved vendor. Commissioner Martinez inquired about the Polaris vehicle and its current use. Management recommended purchase of the T-3 vehicle.

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

Motion to Go into Closed Session to Discuss Personnel, Litigation and Contractual Issues

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

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

Closed Session was entered at 7:26 P.M.

Commissioners returned to Open Session at 8:00 P.M.

Motion Authorizing settlement offer in Teena Mashore EEOC Claim

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

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

Motion Approving employment agreement with Willie Hunter as Director of Operations for a two (2) year period commencing June 1, 2013 with an annual salary of \$65,800 in the first year and \$67,800 in the second year

Motion by: Commissioner Moore and seconded by Commissioner Martinez

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

Motion Authorizing Employment Practices and Sexual Harassment Training by Denise Errico Esmerado, Esquire of the law firm of Rudderman and Glickman of Springfield, New Jersey for a fee not to exceed \$2,000

Motion by: Commissioner Moore and seconded by Vice-Chairman Jordan

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

Motion Authorizing Parking Authority Accountant Albert Green to receive two hours of comp time monthly for attendance at Board Meetings not to exceed three (3) days total

Motion by: Vice-Chairman Jordan and seconded by Chairman Alamo

Vote: Alamo – Yes
Jordan – Yes
Kendrick – Absent
Martinez – Yes

Moore – Yes

Motion to Adjourn Meeting

Motion by: Chairman Alamo and seconded by Vice-Chairman Jordan

Vote: Alamo – Yes

Jordan – Yes

Kendrick – Absent

Martinez – Yes

Moore – Yes

Meeting adjourned at 8:07 P.M.

Minutes Prepared by:

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