

**PARKING AUTHORITY OF THE CITY OF CAMDEN
REGULAR BOARD MEETING
OPEN SESSION MINUTES
December 16, 2013**

Commissioners in Attendance:

Chairman Angel L. Alamo, Vice-Chairman Michael Jordan, Commissioners: Sanders Kendrick, Jr., Falio Leyba Martinez, 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
Brett Wiltsey, Special Counsel
Charles Holmes, Holmes & Co., External Accountant
Rick Adams, Holmes & Co., External Accountant
Joseph Myers, CFDA

Public in Attendance:

None

Meeting was called to order at 6:09 P.M.

Public Notice:

General Counsel 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, December 11, 2013 at 10:34 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. Report of Joe Myers – CFDA

- 1) Mr. Myers reported on holiday season events on the Waterfront including the holiday tree lighting and the Toys for Tots event at the Children's Garden with over 600 children participating and each received at each 2 toys. The event was very successful.
- 2) Mr. Myers updated the Board on the Waterfront road project and expected completion in April, 2014.
- 3) The Block N project is moving forward with fully signed contracts for Rutgers to begin preconstruction work and preparation.

4) CFDA continues to work with the Treasury Department on the purchase of the DOC Lot (Lot 15). A draft of the contract is being finalized but must be reviewed and approved by the State House Commission which must approve all real estate sales involving the Treasury Department.

II. Financial Report

Report of Holmes & Company, LLC

Charles Holmes reviewed the Compiled Financial Statements for November 30, 2013 and 2012 which is included in the Commissioner's Board Agenda Packet, a revised copy of which was provided to the Board at the meeting. December was a short month so as to close out the records for 2013. The Statement of Net Position was reviewed noting that total assets are up over 1.5 million and total liabilities are up approximately \$900,000 due to property acquisition. Statement of revenue and expense was reviewed with revenues up primarily due to the Cirque event. Mr. Myers noted that the AAQ Agreement was presented to Kevin Keppel at the aquarium and was under review. Mr. Keppel advised that the Agreement looked good but may recommend minor changes.

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

Motion by: Commissioner Martinez and seconded by Commissioner Moore

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

III. Resolutions

Motion to approve the following Resolutions by Consent Agenda

Motion by: Chairman Alamo and seconded by Commissioner Martinez

Discussion

Commissioner Moore inquired into the number of bills for gas payable to CCMUA under a shared agreement. Management advised that CCMUA does not send timely bills and the matter will be addressed with CCMUA. Director of Operations Hunter advised that the Budget Resolution was revised to reflect that the budget was being adopted, having previously been approved.

R2013 – 12:74 Authorizing Cash Disbursements for the months of October 2013 and November 2013 in the amount of \$382,558.38.

R2013 – 12:75 Authorizing the purchase of a software upgrade from Softmart Government Services for Parking Authority’s computers not to exceed \$3,500.

R2013 – 12:76 Authorizing a new maintenance agreement with the telecommunications provider, Avaya.

R2013 – 12:77 Approving an agreement with Vision Service Plan Insurance Company (VSP) for an employee vision benefits plan.

R2013 – 12:78 Authorizing the Adoption of the Parking Authority’s 2014 Budget for the Fiscal Year.

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

IV. Report of Co-Interim Executive Director Jim Zullo

1) Mr. Zullo updated the Board regarding retrofit of the lighting by PSE&G and expected the project to be completed this week. It is expected that the Parking Authority will realize substantial energy savings.

2) Mr. Zullo and Mr. Myers discussed the probable need for a Phase I Environmental study at the DOC Lot (Lot 15)

3) Mr. Zullo reported that Mr. Hunter has put together a term sheet for the Radio Loft/Dranoff Lot and a draft will be presented to the Dranoff manager. Hopefully the Lot can be added to the inventory.

Motion to go into Closed Session.

Motion by: Chairman Alamo and seconded by Commissioner Martinez

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

Closed Session was entered at 6:29 P.M.

Commissioners returned to Open Session.

Motion to retroactively approve the employee holiday party.

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

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

Motion to approve a contract with Len Bier Associates for professional services.

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

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

Motion approving the execution of a contract with Willie Hunter to act as Executive Director.

Motion by: Vice-Chairman Jordan and seconded by Commissioner Kendrick.

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

Motion to adjourn.

Motion by: Vice-Chairman Jordan and seconded by Commissioner Kendrick.

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

Meeting adjourned.

Minutes Prepared by:

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