

**PARKING AUTHORITY OF THE CITY OF CAMDEN  
REGULAR BOARD MEETING  
OPEN SESSION MINUTES  
February 25, 2013**

**Commissioners in Attendance:**

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

**Staff & Consultants Attending:**

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

**Meeting was called to order at 6:03 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, February 20, 2013 at 2:16 P.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.)

**Motion To Adopt the Minutes of the Board Meeting of January 28, 2013.**

Motion by: Commissioner Martinez and seconded by Chairman Alamo

**Vote:** Alamo – Yes

Jordan – Yes

Kendrick – Yes

Martinez – Yes

Moore – Yes

**I. Financial Report**

**Report of Holmes & Company, LLC**

Rick Adams reviewed the Compiled Financial Statement for January 31, 2013 and 2013 which is included in the Commissioner's Board Agenda Packet. Mr. Adams reported that revenue is up and expenses down with most lots showing increases over last year. Albert Green detailed increases in parking lot revenue.

## II. Report of Joe Myers -- CFDA

Joe Myers reported on the status of the Cirque event and advised that CFDA was meeting with public sector officials in preparation for the events, including the Camden Police Department and the Camden Fire Department.

Preparations are being made for the upcoming summer season and CFDA submitted progress reports to Director Hunter and Co-Interim Executive Directors.

Chairman Alamo noted that he wants to use the Cirque event to showcase the Camden Waterfront.

Mr. Myers reported on Cirque advertising plans, including advertisements at local malls and local destinations. Media stories regarding the event will be in local publications including the Philadelphia Business Journal and NJ Biz with interviews of CFDA Executive Director Anthony Perno. Mr. Myers noted that the next Cirque stop is in New York City in March and we can expect to see more advertisements in the months leading up to the Camden Waterfront shows.

Commissioner Martinez asked Mr. Myers about progress in plans to provide employment opportunities for Camden City residents. Mr. Myers noted that he sent a letter to Commissioner Martinez with proposals and will send a copy to each of the Commissioners and management.

## III. Consent Agenda

R2013 -- 02:19 (Authorizing Cash Disbursements)

R2013 -- 02:20 (Authorizing Parking License Agreement with DRPA)

R2013 -- 02:21 (Authorizing Purchase of 2013 Polaris Ranger 800 Vehicle)

### Discussion:

Regarding R2013 - 02:19 authorizing cash disbursements, Commissioner Martinez inquired regarding expense for the garage cleaning project. Director Hunter indicated that the referenced expense was for the scrubbing of the garage which was completed. Commissioner Moore asked about supplying coffee to employees. Mr. Hunter advised that this has been the practice for years. Albert Green stated that the cost for coffee was approximately \$50 - \$60 monthly. Mr. Bier noted that it was common for other parking authorities to provide coffee to employees.

Commissioners inquired about the necessity and expense for Lipinski lot salting and sidewalk deicing. Mr. Hunter advised that public works is closed on the weekends and Lipinski was used a couple of times to pre-salt in advance of bad weather. Mr. Zullo indicated that Lipinski was often used for deicing and snow removal of the Aquarium lots due to the heavy weekend activity and the large size of the lots which require larger snow removal equipment for snow clearing. Mr. Zullo further indicated that it is the Authority's intention to use in-house staff to the greatest extent possible for snow events, but not to get caught short on a weekend related to servicing Aquarium lots.

Regarding **R2013 - 02:20** authorizing a parking license agreement with DRPA, the Commissioners were advised that the draft agreement provides that DRPA will receive 30% of parking revenues-on the lot. It was noted that under the SBC agreement, the Parking Authority does not receive all of the parking revenue and it is expected that DRPA will agree to 30% of the revenue received by the Parking Authority under the SBC arrangement.

Regarding **R2013 - 01:12** approving the purchase of a 2013 Polaris Ranger 800, Commissioner Moore asked about the nature of the vehicle and the present need. Mr. Hunter advised that the Authority needs an additional vehicle to supplement the golf carts which are electric powered and lose their charge during heavy use. Mr. Zullo noted that the Authority's small truck cannot maneuver on the sidewalks because of crowds and tight-spaces during riverfront event parking. SBC has used the Polaris Ranger vehicle and it has proven to be a reliable and flexible form of transportation. The Commissioners asked whether a second Polaris Ranger should be purchased. Mr. Bier recommended that a first vehicle be purchased and, if necessary, a second can be bought. He recommended an amendment to the Resolution to permit one of the Interim Co-Executive Directors and Director Hunter to seek competitive quotes for purchase of a Polaris Ranger or T3 vehicle with a 3 year contract for maintenance.

Motion to Approve R2013 – 02:19, R2013 – 02:20 and R2013 – 02:21 by Consent Agenda.

Motion by: Chairman Alamo and seconded by Commissioner Kendrick

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

#### **IV. Report of Co-Interim Executive Director Jim Zullo**

- 1) Mr. Zullo asked Joe Myers for an update on the Cirque lease. Mr. Zullo noted that the proposed lease requires that the site contain certain utility capacity, including water, sewer and phone services. He proposed a motion to hire an engineer to certify that the required utilities are available on the site, since it is the obligation of the PACC to provide the utilities as part of the lease agreement
- 2) Mr. Zullo updated the Board on parking meter expansion and advised he and Director Hunter were working with stakeholders to determine appropriate areas for meter placement. After stakeholder review, general counsel can make necessary amendments to the permit metered parking for submission to the Camden City Council.
- 3) Mr. Zullo reported that the CCTV for the Hinson Garage, the PARCS equipment for the Hinson Garage and Lot 45, and the Variable Digital Message Boards bids were

issued and advertised. SBC/Live Nation agreed to payment for one of the two message boards from the CapEx fund.

4) The lease agreement with the South Jersey Port Authority needs to be finalized. In past years the Parking Authority has agreed to pay a lease payment and make improvements to the lots. Two years ago the Parking Authority paid approximately \$60,000 for improvements to the South Jersey Port Property but last year no contribution was made for improvements. According to Joe Myers, who is negotiating with the Port on behalf of the PACC, the Port is seeking a \$60,000 payment as rent for the use of their property. Mr. Zullo indicated that he would like to negotiate a three year agreement with the Port and spread the payment over the 3 year term.

5) Mr. Zullo noted that Mr. Myers is negotiating a parking agreement with Art Metals. The lot is used mostly for SBC employees. Arts Metals is seeking more money than last year.

6) Mr. Zullo discussed proposed improvements to Lots 1 and 2. Mr. Zullo stated that crack sealing is required to arrest further lot deterioration. The old section of Lots 1 was noted to be in poor condition but there is no intention to resurface this year. Staff is awaiting cost estimate and report from Remington and Vernick Engineers as to necessary repairs before taking further action. Mr. Bier recommended that on expiration of the existing parking lease with the SBC, the PACC renegotiate an increased contribution to the CapEx fund. Management recommended a motion to solicit public bids for lot sealing.

#### Motion To Solicit Public Bids for Sealing of Lots 1 and 2.

Motion by: Commissioner Kendrick and seconded by Commissioner Martinez

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

7) Mr. Zullo advised that management was investigating the purchase and use of a Segway - two-wheel personal transports for use by PEOs for on-street enforcement and event parking. Capt. Taylor contacted the New Brunswick Parking Authority and received strong recommendations for use of Segways. Mr. Zullo advised that the Segway is an efficient way to enforce parking regulations. The Board will also consider use of T3 three-wheeled transports. It was recommended that quotes be solicited. Commissioner Moore asked about training of employees in the use of Segways or similar transports and was advised that training would be provided. Chairman Alamo asked about the use of bicycles for PEOs. Mr. Bier noted that the New Brunswick Parking Authority uses bicycles. Chairman Alamo proposed a pilot program with 2 PEOs on bicycles.

**Motion to Solicit Quotes for Segway or T3 Vehicle.**

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

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

**Motion to Engage ABR Consultants for a Utility Services Survey on Lot 11 for a Fee Not to Exceed \$3,000 in a Non-Fair and Open Process.**

Discussion: Commissioner Martinez asked why ABR should be selected. Mr. Zullo noted the cost was below the bid threshold and that ABR Consultants did the original road engineering for the Waterfront and was familiar with Lot 11. With such experience, ABR would be the best engineering firm to provide a professional certification as to utility placement and capacity.

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

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

**Motion to Enter Into a Shared Services Agreement with the CCMUA for Provision of Gas and Diesel Fuel.**

Motion by: Commissioner Martinez and seconded by Chairman Alamo

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

**Motion to Go into Closed Session.**

Motion by: Commissioner Martinez and seconded by Chairman Alamo

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

Closed Session was entered at 6:58 P.M.

Commissioners returned to Open Session at 7:26 P.M.

VI. In Open Session

**Motion to Issue an RFQ to Engage Special Counsel for Project Development in a Non-Open and Fair Process**

Motion by: Commissioner Martinez and seconded by Commissioner Kendrick

Jordan – Yes

Kendrick – Yes

Martinez – Yes

Moore – Yes

**Old Business**

Parking Authority Website Upgrade

Commissioner Moore inquired into the status of the website upgrade.

Mr. Hunter advised that the upgrade will be completed in a couple of weeks.

**Motion to Adjourn Meeting.**

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

**Vote:** Alamo – Yes

Jordan – Yes

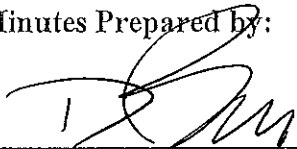
Kendrick – Yes

Martinez – Yes

Moore – Yes

Meeting adjourned at 7:32 P.M.

Minutes Prepared by:



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