

**PARKING AUTHORITY OF THE CITY OF CAMDEN
REGULAR BOARD MEETING
OPEN SESSION MINUTES
January 28, 2013**

Commissioners in Attendance:

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

Staff & Consultants Attending:

James Zullo, Interim Co-Executive Director
Daniel Bernardin, Legal Counsel
Willie Hunter, Director of Operations
Albert Green, Authority Accountant
Charles Holmes, Holmes & Co., External Accountant
Joe Myers, CFDA

Meeting was called to order at 6:04 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, January 23, 2013 at 11:49 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.)

Motion To Adopt the Minutes of the Board Meeting of December 17, 2012.

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

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

I. Board Reorganization

**Motion to Nominate Angel Alamo as Board Chairman and Approving R2013-01:01
Electing Angel Alamo Board Chairman.**

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

Vote: Alamo – Yes
Jordan – Yes
Kendrick – Yes
Martinez – No
Moore – No

Motion to Nominate Sanders Kendrick as Board Vice-Chairman.

Motion by: Commissioner Martinez

Commissioner Kendrick declines the nomination. There was no second to the motion.

Motion to Nominate Michael Jordan as Board Vice-Chairman and Approving R2013-01:02 Electing Michael Jordan Board Vice-Chairman.

Motion by: Commissioner Kendrick and seconded by Chairman Alamo

Vote: Alamo – Yes

Jordan – Yes

Kendrick – Yes

Martinez – No

Moore – Yes

Motion to Nominate Daniel Bernardin as Board Secretary and Approving R2013-01:03 Electing Daniel Bernardin as Board Secretary.

Motion by: Commissioner Kendrick and seconded by Chairman Alamo

Vote: Alamo – Yes

Jordan – Yes

Kendrick – Yes

Martinez – Yes

Moore - Yes

Motion to Nominate Charles Holmes as Board Treasurer and Approving R2013-01:04 Electing Charles Holmes as Board Treasurer.

Motion by: Chairman Alamo and seconded by Commissioner Kendrick

Vote: Alamo – Yes

Jordan – Yes

Kendrick – Yes

Martinez – Yes

Moore – Yes

II. Resolutions

Motion To Approve Resolution 2013-01:05 Establishing Dates and Times for regular monthly Meetings for the year 2013-2014.

Motion made by Chairman Alamo, amending the Resolution to change the May, 2013 Board Meeting to May 20, 2013 as the May 27, 2013 falls on Memorial Day.

Vote: Alamo – Yes

Jordan – Yes

Kendrick – Yes

Martinez – Yes

Moore – Yes

Consent Agenda

Motion To Approve the following resolutions by consent agenda:

Motion made by Vice-Chairman Jordan and seconded by Commissioner Kendrick

R2013 - 01:06 (Employee Holiday Schedule),
R2013 - 01:07 (Depository for Funds),
R2013 - 01:09 (Newspaper for Legal Notices),
R2013 - 01:11 (Approving Cash Disbursements),
R2013 - 01:13 (West Lot License Agreement with NJEDA),
R2013 - 01:14 (Tech Lot/200 Federal St. License Agreement with NJEDA);
R2013 - 01:15 (License Agreement with CRA),
R2013 - 01:16 (Authorizing position of "Facility Attendant"),
R2013 - 01:17 (Authorizing Contract with Remington & Vernick for Engineering Services on Lots 1 and 2),
2013-01:18 (Authorizing Closed Session) as a Consent Agenda.

Discussion:

R2013-01:08 awarding a contract for general counsel legal services was excepted from the consent agenda for a separate vote.

R2013-01:10 designating a custodian of an imprest fund was excepted from the consent agenda for a separate vote.

R2013-01:12 approving the lease of Lot 11 and Lot 12 to Cirque Du Soleil America, Inc. ("Cirque") was excepted from the consent agenda for a separate vote.

Mr. Zullo noted that the attached Cirque lease agreement was a draft only and the agreement was still finalizing negotiations. Mr. Zullo outlined the terms of the lease and reported that that the Authority would have no out-of-pocket expense related to the event. The only expense would be for cashiers and police required for traffic direction. Parking revenue for the term would be split 66% to the Parking Authority and 33% to Cirque. Mr. Zullo stated that Cirque would pay the Parking Authority \$5,000 rent weekly during the term, May 6, 2013 to July 12, 2013. He estimated the expense for police would be approximately \$10,000 for the term and anticipated that the event would generate net revenue to the Authority.

Mr. Myers discussed CFDA's efforts to secure city permit approvals and fire code compliance for the Cirque event. CFDA is meeting with CPD and city code enforcement for required approvals.

Chairman Alamo asked about the Cirque draft agreement concerning confidentiality and the effect of the Authority's obligation for transparency. Mr. Zullo recommended that language be included to provide for confidentiality "to the extent permitted by law". Paragraph 30.10 was clarified to note that Lessor is the Parking Authority and the Parking Authority is considered an independent contractor. Commissioner Moore asked if the police used for traffic direction would

be the county police force. Joe Myers indicated that they were not sure at this point but would follow up on the matter.

Regarding the designation of a "Facility Attendant" position, Mr. Zullo reported that due to the pending parking access and revenue control at certain parking facilities, specifically at the WRTC garage and Lot 45, there is no need to have a cashier in a booth. Accordingly the Authority has developed the position of "Facility Attendant". This position would have a variety of facility operational and management duties including light maintenance, litter policing and traffic control. The job description and pay rate were approved by the union. Mr. Zullo is clarifying language with the union concerning flexible hours.

Assuming the approval of the position, job description and rate of pay by the Commissioners, management intends to post the position and hire two part-time Facilities Attendants for the WRTC garage.

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

Motion To Approve Resolution 2013-01:08 Authorizing the Award of a Contract for General Counsel Legal Services to Daniel A. Bernardin, PC.

Discussion: Joe Myers and Jim Zullo reported on the review team's analysis of the two RFQ submissions. Daniel A. Bernardin, PC was found to have substantial experience representing the Parking Authority and provided the lowest rate of the two submissions. The review team recommended awarding the contract to Daniel A. Bernardin, PC.

Motion by: Commissioner Martinez and seconded by Commissioner Moore.

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

Motion To Approve Resolution 2013-01:10 Designating Albert Green the Custodian of and Establishing an Imprest (Petty Cash) Fund.

Motion by: Commissioner Kendrick and seconded by Commissioner Moore.

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

Motion To Approve Resolution R2013-01:12 Approving the lease of Lot 11 and Lot 12 to Cirque Du Soleil America, Inc. ("Cirque").

Motion by: Commissioner Moore and seconded by Commissioner Martinez.

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

III. Financial Report

Report Holmes & Company, LLC

Charles Holmes reviewed the Compiled Financial Statement for December 31, 2012 and 2011 which is included in the Commissioners' Board Agenda Packet. Mr. Holmes reported that expenses are down 16% for the period and revenue is up 8%. The Parking Authority has no debt except for the long term mortgage debt to the CRA for the purchase of the jail lot. Its current 12-1 assets to liability ratio is very favorable. Monthly parking shows an increase and meter parking is up due to increased enforcement

Commissioner Moore inquired regarding the pay-by-cell program status. Mr. Zullo advised that an RFP was being issued soliciting competitive bids. Commissioner Martinez asked about the status of using pay-by-cell for parking on event days and adding meters in the city. Mr. Zullo reported that a study is in progress to determine where meters can be added beneficially to the Parking Authority. Chairman Alamo reported that discussions were had with CFDA regarding adding meters in 2011. He noted that the city has a 1962 ordinance stating where meters can be placed and any new meter placement would require an amendment to the city ordinance.

IV. Report of Co-Interim Executive Director Jim Zullo

- 1) Management is looking to upgrade the parking access and revenue control at Lot 45 for with an automated pay on exit system. Lot 45 is a high volume facility and the proposal is to let parkers enter and pay the flat rate of \$9.75 on exit. This automated system will have a higher level of cash control and allow the cashier to provide a higher level of customer service. Mr. Zullo indicated that he will seek a motion from the Board to solicit public bids for the system.
- 2) Captain Taylor is progressing as the Director of Enforcement and has directed the staff to adequate performance levels. However, certain staff are not performing to expectations and Captain Taylor has been directed to re-train and counsel underperformers and should they not show improvement provide them with appropriate warnings as outlined in the PACC personnel manual.
- 3) Commissioner Martinez asked about the Hinson Garage cleaning project. Mr. Zullo and Mr. Hunter reported that a contractor power-washed the garage at a cost of \$6,700 and windows were cleaned at a cost of \$700. Painting and other maintenance has been done by the Authority maintenance staff and will resume weather permitting.

4) Mr. Zullo noted that a \$750 million bond issue for University capital improvement projects has been approved by the State and some of the funds could be available for University projects in Camden. Block N is a potential development site and it was beneficial that the Authority undertook the Phase II environmental study for the properties that constitute the site. Mr. Zullo indicated that should development proceed, the Authority will have the necessary environmental study of the site completed and can seek reimbursement for the cost of the study by the ultimate developer of the property.

5) Mr. Zullo asked Joe Myers for an update on the Aquarium parking lease with the NJEDA. Mr. Myers reported that a final draft of the agreement between the Aquarium and NJEDA was being finalized and will be retroactive to January 1, 2013. Commissioner Martinez asked about employment for city residents and whether there were any projects for such employment such as graffiti cleanup, etc. Mr. Myers said he would review the suggestion with Director Hunter.

6) To improve event parking traffic flow and parking operations, especially with Cirque activities at the Waterfront this spring, Mr. Zullo recommended purchase of two (2) variable message signs, one to be paid for directly by the Authority, and one from the CapX fund with SBC. Mr. Zullo indicated that he will seek a motion from the Board to solicit public bids for said signs.

V. Public Comment

Camden City resident Kelly Francis inquired whether the Authority had made a payment to the city as was done last year and was advised no payment was made. Mr. Francis complimented the Board on its operation of the Authority.

VI. Closed Session

Closed Session was entered at 7:16 P.M.

Commissioners returned to Open Session at 7:20 P.M.

VII. In Open Session

Motion To Approve R2013-01:19 Authorizing a Salary Increase for Authority Accountant Albert Green of 3.5% of Current Salary Retroactive to January 1, 2013.

Motion by: Commissioner Moore and seconded by Commissioner Martinez

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

Motion To Approve M2013-01:01 as a Memorialization of the Email/Phone Poll of the Parking Authority of the City of Camden on January 4, 2013 Authorizing the Parking

Authority to Establish a Prescription Drug Fund and Enter into an Agreement with 2 Pharmacies to Dispense Prescription Medication to Authority Employees.

Motion by: Commissioner Martinez and seconded by Commissioner Moore.

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

VIII. New Business

Lot 45 Upgrade

Mr. Zullo discussed Lot 45 upgrades and requested Board authority to solicit bids for automated revenue control equipment. He expected the cost to be \$40,000-45,000. The benefit of the upgrade is be that while an employee would be kept at the location, they would not handle money thereby making revenue collection more secure and freeing the employee to provide a higher level of customer service.

Motion To Solicit Bids for Upgrade and Equipment on Lot 45.

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

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

CCTV System

Mr. Zullo described to the Board a CCTV system for the Hinson Garage permitting patrons to call into the Authority for assistance at various entry and exit points and that the CCTV system can be installed on the roof of the Hinson garage providing on the ground management staff the ability to survey the Waterfront. Field staff would be able to access the system by smart phone and assist with events including traffic backup and available parking. Mr. Zullo also suggested that the system could be utilized in Authority offices to provide an enhance level of security for employees.

Motion To Solicit Bids for Purchase and Installation of CCTV System.

Motion by: Commissioner Moore and seconded by Commissioner Kendrick

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

Motion To Purchase Two (2) Variable Message Signs, One Paid for by the Parking Authority and One Paid for from the CAP-X Fund with SBC.

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

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

Parking Authority Website Upgrade

Mr. Hunter advised the Board that the website needs improvement and upgrade to comply with upcoming regulations pertaining to the posting of Authority information and documents. Mr. Hunter received a quote from Jason Hunter Web Design (no relation) for the set up and input of official documents and other information on the Authority's website. This vendor can also handle the Authority's e-mail and set up the website to provide necessary links for users of the site.

Motion To engage Jason Hunter Web Design LLC, of Perth Amboy, NJ, for Website Upgrade and Related Services for a Cost Not to Exceed \$3,500.

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

Motion To Adjourn Meeting.

Motion by: Chairman Alamo and seconded by Commissioner Kendrick.

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

Meeting adjourned at 7:37 PM

**Minutes Prepared by:
Daniel A. Bernardin, Esq.
General Legal Counsel
Recording Secretary**

