

**PARKING AUTHORITY OF THE CITY OF CAMDEN
REGULAR BOARD MEETING
OPEN SESSION MINUTES
June 24, 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, Holmes & Co., External Accountant
Joseph Myers, CFDA

Meeting was called to order at 6:05 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 Tuesday, June 18, 2013 at 10:59 AM. 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 Waterfront event activity including the San Juan parade and concert with the Jimmy Buffet concerts scheduled for June 25th.
- 2) Mr. Myers reported on Cirque de Soleil. The event closes this Sunday with two shows. Cirque is to vacate parking lot 11 on or before July 12, 2013. It is not expected that the Cirque event will return to the Camden Waterfront for 2-3 years.
- 3) Freedom Fest is scheduled for July 6, 2013, This event programs activities for families on the Waterfront.
- 4) CFDA and the City are starting the construction of an extension of Cooper Street and Riverside Drive. Mr. Zullo inquired as to how many parking meter spaces would be lost. Mr. Myers indicated he would determine the number. He presented a concept plan of the finished construction.

5) Commissioner Martinez commended Joe Myers and CFDA on the Cirque event and promotion of the Camden Waterfront as a destination, which resulted in the waterfront site selection by Cirque de Soleil.

II. Financial Report

Report of Holmes & Company, LLC

Charles Holmes reviewed the Compiled Financial Statement for May 31, 2013 and 2012 which is included in the Commissioner's Board Agenda Packet. Mr. Holmes noted steady revenue and decreased operating expenses.

III. Public Comment

Jonathan Latko of the Cooper Grant neighborhood association expressed appreciation to Willie Hunter for working with CFDA to the benefit of the Cooper Grant neighborhood. Mr. Latko made suggestions to the Parking Authority regarding traffic ingress and egress, lot opening times and a progressive parking fee. A general discussion regarding Waterfront parking was held with Mr. Hunter noting that the Parking Authority will continue to work with the Cooper Grant neighborhood to address any concerns. Mr. Latko also discussed meter parking enforcement on Sundays.

Motion To Adopt the Minutes of the Board Meeting of April 22, 2013

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

Vote: Alamo – Yes

Jordan – Yes

Kendrick – Yes

Martinez – Absent for Vote on Motion

Moore – Yes

IV. Resolutions

Discussion:

Regarding **R2013 – 06:38**, Commissioner Moore inquired as to the need to lease traffic cones. Mr. Hunter advised that on occasion it was necessary to have additional cones available. However, given the cost of traffic cone rentals, the PACC has purchased additional traffic cones. Commissioner Moore inquired about supplying coffee to employees and recommended that employees start a coffee club and contribute to the cost. Commissioner Moore inquired regarding vehicle repair at Tire Corral as well as repair to the golf cart by SJ Electric Vehicles.

Regarding **R2013 – 06:45**, Commissioner Moore inquired about the use of the Riverfront Prison Lot and its availability for the coming weekend. Mr. Zullo advised that the lot would require stone and graveling to be usable for future events.

Motion to approve the following resolutions by Consent Agenda

Motion by: Commissioner Moore and seconded by Chairman Alamo

R2013 – 06:38 Approving Cash Disbursements for May 2013 and June 2013 in the amount of \$358,471.29.

R2013 – 06:39 Approving a Parking Lease between the Parking Authority of the City of Camden and the Camden Area Health Education Center, Inc.

R2013 – 06:40 Authorizing a Right of Entry Permit and Indemnification Agreement with the Delaware River Port Authority for the Victor Pub Lot, Lot 9, Third and Martin Luther King Lot, Pearl Street, and Lot 13 (VIP LOT).

R2013 – 06:41 Authorizing a Parking License Agreement with the Delaware River Port Authority for the use of the DRPA Lot known as One Port Center.

R2013 – 06:42 Authoring Change Order #1 to the 2013 Contract CCTV at the Hinson Waterfront Garage in the amount of \$1,600.00 for upgrading of roof camera.

R2013 – 06:43 Authorizing Change Order #1 to the 2013 Contract with GWP for the striping of Lots 28 & 29 (SJPC) in the amount of \$13,059.20.

R2013 – 06:44 Authorizing the Parking Authority of the City of Camden to pay the Camden County Sheriff's Office an amount not to exceed \$40,000.00 for traffic control services related to Cirque Du Soleil and other Waterfront events for the 2013 season.

R2013 – 06:45 Approving a Site License Agreement with the State of New Jersey Department of Treasury, Division of Property Management for use of the Riverfront Prison Lot for parking.

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

IV. Report of Co-Interim Executive Director Jim Zullo

1) Mr. Zullo reported on the completed resurfacing work at Lots 1 and 2 and noted that the lots were in good condition. Mr. Zullo noted that the old section of Lot 1 was in poor condition with significant cracking and deterioration and would need to be resurfaced in the future. The work that was undertaken to the new section of Lot 1 and Lot 2 will ensure that the lots remain in a state of good repair for several years.

2) Lots 28 and 29 (SJPC Lots) have been striped which has increased the number of available spaces. The cost of the restriping is \$13,059.20, to be deducted from the \$60,000.00 rent due SJPC. SJPC agreed to pay for the striping out of 2013 rent proceeds. The PACC and SJPC will need to negotiate future rent for the use of the lots.

3) Mr. Zullo gave a status report regarding the retrofit of the lighting at the Hinson Waterfront garage through PSE&G Smart energy program. The lighting audit of the

garage has been performed and the information sent to PSE&G. PSE&G will review the audit and then send a proposal to the PACC outlining the terms of an agreement to retrofit the lighting. PSE&G may fund up to 80% of the cost of the lighting upgrade and 20% cost of installation would be paid by the PACC to PSE&G from the utility savings attributed to the energy efficient lighting. There is no out of pocket expense to the PACC. Utility bills will be reduced once the 20% contribution to the cost of the project is paid off.

- 4) CCTV in the Hinson Waterfront Garage will be completed this week. A change order is proposed to upgrade the roof camera from a 180 degree camera to a pan- tilt-zoom camera, increasing the contract by a cost of \$1,600.00.
- 5) The PARCS installation on Lot 45 and the Hinson Waterfront Garage is estimated to be completed by early August, 2013. The equipment has been ordered and is expected to be delivered to the PACC in mid July.
- 6) Mr. Zullo reported that the Cirque event has gone well. The first week of the Cirque event, there was a major concert creating a parking and traffic challenges. Since that week, there have been very limited issues or problems. Mr. Zullo indicated that Director Hunter has done a good job coordinating Cirque parking with the other events at the waterfront. Mr. Bier concurred.
- 7) Mr. Zullo discussed having an engineer conduct a facilities assessment of the Hinson Waterfront Garage to formulate a 2014 capital budget for repair and maintenance of the garage. He reported that there does not appear to be any major structural issues. Maintenance such as sealing and caulking are required to ensure that facility remains in good repair. Commissioner Moore asked about a prior assessment of the Waterfront Garage. Mr. Zullo indicated that he had not seen any prior assessment but will review the files.

V. New Business

- 1) **Motion to Approve Website Agreement with R.C. Computers, LLC for maintenance of the website for an annual fee of \$425.00 not to exceed one year**
Motion by: Chairman Alamo and seconded by Vice-Chairman Jordan

Discussion:

The Board discussed the agreement for maintenance of the website and was advised that the R.C. Computers, LLC was recommended based on competitive quotations.

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

2) **Fountain of Life Church**

Director Hunter received a letter from attorneys from Fountain of Life Church, Inc. located at 403 Steven Street which abuts the parking lot located on Martin Luther King Boulevard at 5th Street (Lot 45). The Church has made an application to the Zoning Board. The Zoning Board is concerned about available parking. The Church requests a lease agreement with CCPA. The proposal is for use of twenty (20) spaces on weekday evenings after 6:00 P.M. and a maximum of thirty-five (35) spaces on Sundays between 10:00 A.M. and 3:00 P.M. The lease agreement would be at a rate of \$50.00 per month. The Church is to provide a certificate of insurance. The Parking Authority will not be responsible for snow removal, salting, or sanding. The lease will provide that if the Parking Authority requires the lot for a Waterfront event, the Parking Authority shall have exclusive use of the lot upon notice to the Church. The lease is to contain a 90 day cancellation clause by the CCPA.

Motion Approving Parking Lease Agreement with Fountain of Life Church, Inc. for use of twenty (20) spaces next to the Church for three (3) evenings per week after 6:00 P.M. and use of a maximum of thirty-five (35) spaces between 10:00 A.M. and 3:00 P.M. on Sundays

Motion by: Commissioner Martinez and seconded by Commissioner Moore

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

3) **Coin Counting Machine**

Mr. Zullo and Mr. Bier reported on the need for a new coin counting machine. The estimated expense for the machine alone is \$6,000.00 to \$8,000.00. Accessories such as a stand and coin chutes may be required at an additional expense. The Board was requested to authorize competitive quotes for the purchase of a coin counting machine in an amount not to exceed \$12,000.00, which includes an extended warranty and maintenance for three (3) years.

Motion Authorizing competitive quotes and the purchase of a coin counting machine with an extended warranty of an additional three (3) years in an amount not to exceed \$12,000.00.

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

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

4) **20 Horse Tavern Fence Replacement and Repairs**

Mr. Zullo reported the need for fence replacement and repairs along the 20 Horse Tavern Lot in advance of the 2013 event season and to retroactively approve the expenditure of \$7,215.00 for the work. The work has been completed and was subject to competitive quotations. The Board was requested to approve the expenditure.

Motion Approving of expenditure of \$7,215.00 for fence replacement and repair along 20 Horse Tavern which was secured by competitive quotations

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

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

5) **Revision of Rate Structure**

Mr. Zullo indicated that he and Director Hunter are reviewing the PACC parking rates throughout the parking system. Due to the automation of Lot 45 and the Hinson Garage it may be beneficial to adjust the rates associated with those facilities to an even amount (no coin) to improve convenience and efficiency. A review of all PACC rates will be performed and potential revisions brought to the Board for review, comments and approval. Mr. Zullo will report further to the Board.

6) **Employee Appreciation Night**

Mr. Hunter recommended an Employee Appreciation Night recognizing Parking Authority employees for their good work with Cirque and all Waterfront events. He recommended that the \$900.00 JIF refund for safety compliance be used for an Appreciation Night. He proposed the Pub restaurant as the venue. It was requested that an additional \$2,000.00 be appropriated and that the Employee Appreciation Night be authorized for an amount not to exceed \$2,900.00.

Mr. Bier supported Mr. Hunter's Employee Appreciation Night recommendation and stated that such an event would boost employee moral and reinforce teamwork. He discussed an Employee & Family Appreciation Night at a Riversharks baseball game at the end of the Waterfront season, based upon the continued good performance of staff.

Motion Authorizing an Employee Appreciation Night to be held on a date to be determined at the Pub restaurant in an amount not to exceed \$2,900.00.

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

Vote: Alamo – Yes
Jordan – Yes
Kendrick – Yes

Martinez – Yes

Moore – Yes

7) Commissioner Moore inquired about a light out on the Jeep and a recall on Jeep vehicles. Mr. Hunter advised that the light on the Jeep is fixed. The vehicles subject to recall were taken to the Dodge dealership and repaired.

8) Commissioner Moore noted that county police cars are taking up meter parking spaces in the area of the Police Administration Building. Mr. Hunter acknowledged this situation and noted that he had offered police parking at the WRTC. Commissioner Moore expressed concerns that buses were loading and unloading in the middle of the street due to the traffic cones, creating an unsafe situation. Mr. Hunter will speak to the police about moving the cones further down Federal Street and will work on parking for the County Police Force.

9) Commissioner Moore inquired as to the need for an Executive Director. Mr. Bier indicated that the search for an Executive Director was a Board matter. Mr. Bier indicated that Bier Associates and Timothy Haahs and Associates are prepared to continue with management services as Co-Executive Directors.

10) Waterfront Landscaping

Mr. Hunter reported on the request by CFDA for PACC to contribute to the Waterfront Landscaping. He requested the Board approve a motion to expend \$22,000.00 as the Parking Authority's contribution to the program. Mr. Hunter further reported on the use of the former Riverfront Prison Lot for event parking and discussed that the PACC would pay for grass cutting and debris removal in lieu of rent. Mr. Hunter requested authorization for two cuts on the lots not to exceed \$5,000.00.

Motion Authorizing expenditure for two grass cuttings and debris removal not to exceed \$5,000.00 on the former Riverfront Prison Lot

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

Vote: Alamo – Yes

Jordan – Yes

Kendrick – Yes

Martinez – Yes

Moore – Yes

Motion Authorizing contribution of \$22,000.00 to the Waterfront Landscaping Fund

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

Vote: Alamo – Yes

Jordan – Yes

Kendrick – Yes

Martinez – Abstention

Moore – Yes

Motion to Approve Resolution 2013-06:46 to go into Closed Session

Motion by: Chairman Alamo and seconded by Commissioner Kendrick

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

Closed Session was entered at 7:27 P.M.

Commissioners returned to Open Session at 8:06 P.M.

Motion to order title searches on Waterfront properties to determine ownership of lots used by PACC for Waterfront events

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

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

Motion to Adjourn Meeting

Motion by: Chairman Alamo and seconded by Commissioner Moore

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

Meeting adjourned at 8:07 P.M.

Minutes Prepared by:

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