

**PARKING AUTHORITY OF THE CITY OF CAMDEN
REGULAR BOARD MEETING
OPEN SESSION MINUTES
September 23, 2013**

Commissioners in Attendance:

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

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
Rick Adams, Holmes & Co., External Accountant
Joseph Myers, CFDA

Public in Attendance:

None

Meeting was called to order at 6:00 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 September 18, 2013 at 10:50 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 upcoming parking agreement renewals, particularly Camden Riversharks baseball. A dedicated parking concept was discussed and CFDA will work with the EDA and report back.
- 2) Mr. Myers discussed the winter venue concept and researched a public rink to be placed near aquarium. The Board and staff discussed the financial viability of an ice rink in winter. The matter will remain under review.

II. Financial Report

Report of Holmes & Company, LLC

Charles Holmes reviewed the Compiled Financial Statement for August 31, 2013 and 2012 which is included in the Commissioner's Board Agenda Packet. Mr. Holmes highlighted the increased revenue over the year period.

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

III. Resolutions

Discussion:

Regarding **R2013 – 09:55**, Commissioner Martinez asked when the parking rate changes would be effective. Mr. Hunter advised the rates would be effective October 15, 2013.

Regarding **R2013 – 09:57**, Commissioner Moore asked when the PARCS automated equipment will be operational in the Hinson Waterfront Garage, WRTC Garage and Lot 45. Mr. Zullo reported that signage was being installed and training scheduled.

Regarding **R2013 – 09:57**, Commissioner Martinez asked about the PARCS Change Order for the Richard N. Best Agreement. A general discussion was held regarding signage and access cards to implement the automatic systems.

Regarding **R2013 – 09:59**, Commissioner Moore inquired about the Resolution authorizing an amendment to the 2013 budget. Mr. Holmes advised that the numbers on the submitted budget were transposed and the State requested correction. A Resolution is required.

Regarding **R2013 – 09:60**, Commissioner Moore inquired about the Graffiti Run Agreement revenue and was advised that the Lease Agreement was in the sum of \$2,000.00 for the term of the event from the parking fee of \$10.00 per car. \$2.00 was remitted to Graffiti Run, Inc. The event rendered a total revenue of \$8,800.00.

Motion to approve the following Resolutions by Consent Agenda

Motion by: Chairman Alamo and seconded by Commissioner Moore

R2013 – 09:50 Approving Cash Disbursements for August 2013 and September 2013 in the amount of \$550,692.61

R2013 – 09:51 Resolution for Renewal of Membership in the Camden County Municipal Court
R2013 – 09:52 Approving a Risk Management Consultant Agreement with M & C Insurance Agency, Inc.
R2013 – 09:53 Authorizing and Ratifying a Parking License Agreement by and between the Delaware River Port Authority and the City of Camden Parking Authority for the One Port Center Lot
R2013 – 09:54 Ratifying the Poll Vote approving the PSE&G energy efficient upgrade proposal and Installation and Repayment Agreement for the Hinson Garage lighting upgrade
R2013 – 09:55 Authorizing an amendment of parking rates for the Hinson Waterfront Garage (Lot 3), Lot 45, Lot 50 and the Walter Rand Transportation Center Garage (Lot 53)
R2013 – 09:56 Approving a Change Order #2 for the 2013 Contract for CCTV at the Hinson Waterfront Garage between the Parking Authority of the City of Camden and PSX, Inc.
R2013 – 09:57 Approving a Change Order for the 2013 PARCS Contract with Richard N. Best Associates, Inc. for additional signage and access cards at the Walter Rand Transportation Center, the Hinson Waterfront Garage and Lot 45
R2013 – 09:58 Authorizing a Lease Agreement with Ricoh Office Solutions
R2013 – 09:59 Ratifying the late introduction of the budget of the Parking Authority of the City of Camden for the calendar year 2013
R2013 – 09:60 Approving and ratifying a License Agreement between the Parking Authority of the City of Camden and Graffiti Run, Inc.
R2013 – 09:61 Approving a Change Order for ABR Consultants/Cirque Du Soleil Restoration Inspection Agreement for additional inspection services for restoration of Lot 11

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 PSE&G Hinson Waterfront Garage lighting upgrade. Sample lighting fixtures will be installed this week. The balance of the fixtures will be installed by the end of the year.

- 2) Regarding the PARCS automation, signage is being installed and the systems will be operational in approximately a week and a half. Training on the equipment is scheduled for next week along with software installation. Access cards will be issued to parkers. Staff will be assigned to assist parkers for a period after the automation becomes operational.

3) During the WXPEN event, the Waterfront experienced heavy flooding. Two Parking Authority vehicles were damaged and are considered total losses. A digital sign suffered a short. The Board and staff discussed measures to protect Authority vehicles in the future from flooding. Mr. Zullo reported that the elevators sustained damage and will be repaired. The Board and staff discussed insurance reimbursement and vehicle replacement through either the New Jersey Treasury Department or the U.S. General Services Administration vehicle procurement plans. Further discussion was held regarding the purchase of new vehicles and the benefit and disadvantages of hybrid vehicles. The Board was requested to approve a motion for the purchase of three (3) new vehicles not to exceed \$55,000.00

4) The Board was asked to approve a motion for inventory control and deletion of PACC assets. Albert Green reported the need to remove old assets that were sold or disposed from the PACC inventory log and accounting system due to lack of space on current accounting software.

Motion to approve the following motions by consent agenda:

- **Motion Approving Issuance of an RFQ for Accounting Support Services**
- **Motion Approving Issuance of an RFQ for General Counsel Legal Services**
- **Motion Approving Issuance of an RFQ for Auditing services**
- **Motion Approving Issuance of an RFQ for Real Estate Consultant services**

Motion by: Commissioner Kendrick and seconded by Chairman Alamo

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

Motion approving inventory control and deletion of PACC assets.

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

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

Motion to approve purchase of three (3) new vehicles not to exceed \$55,000.00

Motion by: Chairman Alamo and seconded by Commissioner Kendrick

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

Motion authorizing free parking for the 23rd Annual Pearl Harbor Day Celebration on December 6, 2013

Motion by: Commissioner Martinez and seconded by Commissioner Moore

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

Motion authorizing the purchase of carpet and office furniture not to exceed \$15,000.00

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: Vice-Chairman Jordan and seconded by Commissioner Moore

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

Closed Session was entered at 6:44 P.M.

Commissioners returned to Open Session at 6:58 P.M.

Motion to approve the following motions by consent:

- **Motion to approve a Non-Fair and Open Professional Services Agreement with Renwick & Associates of Maple Shade, New Jersey for Appraisal**

Services on the N.J. Department of Treasury Lot/Lot 15 for proposed purchase by the Parking Authority not to exceed \$2,500.00

- **Motion to approve Non-Fair and Open Professional Services Agreement with Ruderman & Glickman, P.C. of Springfield, New Jersey for labor counsel opinion.**

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

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

Motion to Adjourn Meeting

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

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

Meeting adjourned at 7:04 P.M.

Minutes Prepared by:

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