

**PARKING AUTHORITY OF THE CITY OF CAMDEN  
REGULAR BOARD MEETING  
OPEN SESSION MINUTES  
September 22, 2014**

**Commissioners in Attendance:**

Chairperson Angel L. Alamo, Vice-Chair Shaneka M. Boucher, Commissioner Falio Leyba-Martinez and Commissioner Barry Moore, Commissioner Jose Martinez, Jr.

**Staff & Consultants Attending:**

Willie Hunter, Sr., Executive Director  
Joseph Myers, VP & COO – Cooper’s Ferry Partnership  
Charles Holmes, Holmes & Co., External Accountant  
Marc Riondino, Esq. – City Attorney  
Glynn Jones – City Finance Director

**Public in Attendance:**

Daniel Ricketti, Zone 2 Resident/Medical Student  
Matt Rossi, Zone 2 Resident/Medical Student

**Meeting was called to order at 6:05 P.M.**

**Public Notice:**

City Attorney 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. 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 Meetings of August 25, 2014**

There was motion and a second.

<b>Vote:</b>	Alamo	Yes
	Boucher	Yes
	F. Martinez	Yes
	Moore	Yes
	J. Martinez	Yes

Vice Chairperson Boucher requested that the Minutes of the Meeting of August 25, 2014 be corrected to reflect that Commissioner Jose Martinez, Jr. and herself voted to abstain in connection with accepting the Minutes for the July 28, 2014 Parking Authority Board Meeting. The City Attorney said he would follow up.

## RESOLUTIONS

### **R2014-09:69 Approving Cash Disbursements for the Balance of the Month of August 2014 and for the Month of September 2014**

#### Questions and Discussions:

Commissioner Moore inquired about the check relating to Bier Associate and Executive Director Hunter replied that the vendor is providing services relating to the Commerce Building Project. Then, Commissioner Moore asked about the check concerning painting supplies and Executive Director Hunter indicated the services were for painting the parking decks. Additionally, Commissioner Moore inquired as to the check for Dewberry Engineers asking what work the vendor performed and stated the work was for a lump sum and he needs a further explanation of all billing. Executive Director Hunter stated that work performed related to the survey of the Commerce Building and the building behind it. Executive Director said he would provide Commissioner Moore with an appropriate itemization.

Vice Chairperson Boucher, inquired whether the contract with Ace Elevator includes all repairs and Executive Director Hunter responded it does not.

Sought an explanation of BRB Valuation and Consulting Services.

Questioned the high expense for the phone system with Broadview Network.

Inquired about the check for Butts Tickets. Executive Director Hunter responded the tickets relate to student and aquarium parking.

Asked the Executive Director does the check for Decotiis represent one month, Mr. Hunter replied yes.

Questioned whether we are saving money with Holmes & Company, LLC since we do not have an in-house accountant.

Inquired whether services provided by Office Basics is just one month and does the services include small equipment. Executive Director Hunter responded to her questions.

Asked what was the service provided relating to Sunbelt Industries, Inc. Mr. Hunter responded that it's related to a relocation.

Commissioner Jose Martinez Jr. inquired as to the scope of the work and asked what doors were replaced.

**Commissioner Falio Leyba-Martinez** requested a comparison of what we are saving with Holmes & Company, LLC.

Inquired as to how BRB Valuation Consulting Services were hired Executive Director Hunter indicated that the contract for appraisal services was procured through a non-fair and open process.

Commented that the Parking Authority has spent a total amount of \$31,000 for various services in the last month in connection with the Commerce Building.

**The Resolution was properly moved with a second.**

Vote:	Alamo	Yes
	F. Martinez	Yes, but not voting on Dewberry
	Moore	Yes, but not voting on Dewberry and Abstain from Royal Court
	Boucher	Yes
	J. Martinez	Yes

**The following Resolutions were properly moved with a second.**

**R2014-09:70 Authorizing a Shared Service Agreement for the Parking Surcharge with the Parking Authority**

Vote:	Alamo	Yes
	F. Martinez	Yes
	Moore	Yes
	Boucher	Yes
	J. Martinez	Yes

**R2014-09:71 Authorizing the Parking Authority to solicit Bids for the 2014 Audit**

Vote:	Alamo	Yes
	F. Martinez	Yes
	Moore	Yes
	Boucher	Yes
	J. Martinez	Yes

**R2014-09:72 Authorizing the Parking Authority to purchase Luke II Pay Stations through the Cranford Police Pricing System**

Vote: Alamo Yes  
F. Martinez Yes  
Moore Yes  
Boucher Yes  
J. Martinez Yes

**R2014-09:73 Authorizing Identification Signatures for all Commissioners**

Vote: Alamo Yes  
F. Martinez Yes  
Moore Yes  
Boucher Yes  
J. Martinez Yes

**R2014-09:74 Authorizing the Parking Authority's membership participation in the Cranford Police Cooperative Pricing System**

Vote: Alamo Yes  
F. Martinez Yes  
Moore Yes  
Boucher Yes  
J. Martinez Yes

**R2014-09:75 Authorizing the Parking Authority to hold a Closed Session Meeting to discuss legal, personnel, and property matters**

Vote: The matter required no action since a closed session was not necessary.

**R2014-09:76 Authorizing the Parking Authority the expenditure of an amount not to exceed \$60,000 for crosswalks and participate with other entities in the City of Camden Safe Corridors Program**

Vote: Alamo Yes  
F. Martinez Yes  
Moore Yes  
Boucher Yes  
J. Martinez Yes

Comments: Commissioner Moore indicated that he wants the Parking Authority to play a major role in this undertaking and he is willing to work with the Metro Police and Camden Board of Education relating to the Safe Corridor Program. Commissioner F. Martinez stated we should consider signage for parking Lots.

**R2014-09:77 Authorizing the Parking Authority to enter into a Consent Agreement with Rutgers University to file site plan presentation for Block 175, Lot 17.02**

Vote: Alamo	Yes
F. Martinez	Yes
Moore	Yes
Boucher	Yes
J. Martinez	Yes

Comments: The City Attorney indicated that this Resolution is necessary in connection with the Rutgers Nursing School Project at Block N.

**Public Comments:**

Daniel Ricketti and Mathew Rossi, both medical students, addressed members relating to Zone 2 residential students parking. Executive Director Hunter responded that the Parking Authority is working with the City to pass the appropriate ordinance. Mr. Hunter also stated he would look into whether temporary parking permits could be issued.

**Reports:**

Executive Director's Report: Mr. Hunter reported that there is a need to rent a sweeper to clean the garage. Commissioner F. Martinez commented that the Parking Authority should consider buying a sweeper. Commissioner Moore inquired as other repair issues concerning the garage and Mr. Hunter responded that maintenance and repairs is an ongoing matter.

Joe Myers' Report: Mr. Myers of the Cooper's Ferry Partnership reported that there are certain crosswalks along Cooper Street and various Streets that will be addressed with existing projects and can be taken off the Safe Streets Corridors List. Mr. Myers also stated he will work with the Parking Authority to secure grant funding for crosswalks.

Charles Holmes' Report: Mr. Holmes summarized the Compiled Financial Statements of August 31, 2014 and 2013. Commissioner F. Martinez inquired about the Morgan Stanley proposal. Mr. Holmes responded that the proposal related to a Certificate of Deposit pool and that the only risk with CD's is the interest rate risk because you're locked in.

**New Business:**

Communication by the Executive Director Hunter that the Parking Authority is purchasing a new vehicle. The funding is already allotted in the budget.

Commissioner F. Martinez requested that all Meetings be recorded. All Members and the Executive Director agreed. Commissioner F. Martinez also requested that a secretary be made available to take the minutes.

Commissioner F. Martinez requested that the Director of Operations be at the meetings. The Executive Director responded that it is a question of scheduling and allocation of personnel but agreed that he would make Trent available for the next Caucus meeting.

Vice Chairperson Boucher requested the she receive a tour of parking operations and a timeline on the major projects. Mr. Hunter responded that he would follow up.

Commissioner F. Martinez requested that the Executive Director's report be reduced to writing relative major projects. Mr. Hunter agreed.

Vice Chairperson Boucher inquired if the Parking Authority City of Camden had a Strategic Plan. The City Finance Director commented the Parking Authority's Capital plans must be aligned with the City's Master plan. Commissioner F. Martinez commented that at the minimum the Parking Authority needs a Vision Plan outlining short and long term goals and requested that a draft be completed by December. The Executive Director agreed and Joe Myers said he would assist.

Commissioner Moore commented that we should have a retreat to evaluate such matters as to where the Parking Authority will be in five years.

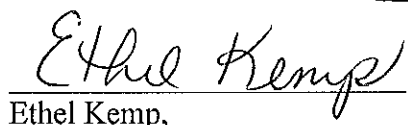
**Adjournment:**

Motion made to adjourn with a second, all were in favor.

Meeting adjourned at 7:40 pm.

Minutes submitted by:

  
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Marc Riordino, City Attorney

  
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Ethel Kemp,  
Parking Authority City of Camden