



Parking Authority of the City of Camden
Regular Monthly Board Meeting -- Open Session Minutes
Monday, April 27, 2015 – 6:00 PM

Commissioners Present

Chairperson Jose Martinez, Jr., Vice Chairperson Shaneka Boucher, Commissioner Angel L. Alamo (absent), Barry Moore, Falió Leyba-Martinez (excused)

Staff and Consultants Present

Willie E. Hunter, Sr., Executive Director
Charles Holmes, Holmes & Company
Brent W. Lee, Certified Public Accountant
Brett Wiltsey, Esq., Special Counsel
Marc Riondino, Esq., City Attorney
Glynn Jones, City Finance Director

The Meeting was called to order at 6 PM.

Mr. Wiltsey read aloud the Public Notice Meeting Statement, stating,

The Regular Monthly Meeting of the Parking Authority of the City of Camden was legally advertised in the Courier-Post Newspaper and the Meeting Notice Statement and Agenda were posted on the bulletin board in the lobby of City Hall on Monday, April 20, 2015 at 11:35 AM. A copy was delivered to the Press Room in City Hall (in compliance with the Open Public Meetings Law PL 1975, e. 231).

March 23, 2015 Minutes

Commissioner Moore made the motion to adopt the Minutes. Vice Chairperson Boucher seconded. The motion was unanimously adopted.

Consent Agenda – Resolutions

On motion by Vice Chairperson Boucher, seconded by Commissioner Moore these Resolutions were approved by Consent Agenda. The motion was unanimously adopted.

R2015-04:29 Approving Cash Disbursements for the Balance of the Month of March 2015 and for the Month of April 2015

R2015-04:30 Authorizing a Memorandum of Understanding for the 2015 Downtown Waterfront Landscaping and Maintenance

R2015-04:31 Approving a Lease Agreement with the New Jersey Economic Development Authority West Lot, Block 80, Lot 2.01, Camden, New Jersey (Lot 12, Penn Street, Camden, New Jersey)

R2015-04:32 Approving a Lease Agreement with the New Jersey Economic Development Authority Tech Lot, 200 Federal Street, Camden, New Jersey

R2015-04:33 Accepting the Annual Audit for the Year Ending December 31, 2014 as Prepared by Brent W. Lee, Certified Public Accountant

R2015-04:34 Authorizing Shared Service Agreement with Cooper's Ferry Development Association for Ventilation and Striping of the South Jersey Port Corporation Warehouse and Surrounding Land

R2015-04:35 Authorizing the Authority to Hold a Closed Session Meeting to Discuss Legal, Personnel, and Property Matters

Brent Lee

Mr. Lee discussed and explained the Audit Report for the Year Ended December 31, 2014. A copy of Mr. Lee's report is attached for reference.

- The Pay-By-Cell program has been implemented.
- Transitioning of meter locations is ongoing.
- Current and future parking needs review is ongoing with an eye toward building structures.
- Revenue for 2014 was \$4,777,129 – an 8% increase compared to the budget projection and a significant increase as compared to 2013.
- Meter revenue for 2014 was \$968,922 – a 2% increase compared to the budget projection and a 1% decrease compared to 2013.
- Parking Lots revenue was \$1,883,858 – a 7% increase compared to the 2014 budget projection and a 7% increase from 2013.
- Hinson Garage revenue for 2014 was \$618,133 – a 36% increase compared to the projected 2014 budget and a 20% increase over the actual 2013 of \$493,828.
- Walter Rand Terminal revenue for 2014 was \$553,709 – a 7% decrease compared to 2014 budget projections and a 5% decrease compared to 2013.

- Susquehanna Bank Center revenue for 2014 was \$454,449 – a 9% increase over the 2014 budget projection and a 6% increase compared to 2013.
- 2014 Other revenue was \$288,760 – a 3% decrease compared to the 2014 budget and a 47% decrease compared to 2013.
- Overall 2014 proved profitable for the Authority.

Executive Director's Report

The Executive Director summarized his report. A copy is attached for reference.

- Commissioner Moore made the motion to approve daily and monthly parker increases. Chairman Martinez made the second. Approval was unanimous.
- The Commerce Building project is ongoing.
- The Board unanimously approved two new positions -- Maintenance Supervisor and Project Coordinator.
- The contract with Lockheed Martin is being finalized.
- Referring to a timeline in each person's packet, the Executive Director touched on the Waterfront Garage Project.
- Two new Enforcement Officers have been hired.
- The PACC is now the owner of Lot 15.
- We are in the final stages of making a decision on the Pay Stations to invest in.
- The Theodore "Teddy" Hinson Waterfront Garage landscaping efforts have been beneficial to all involved. Information is included in each person's packet for review prior to approval.
- The 2014 Audit figures show a good return.
- The Authority will be seeking proposals for engineering services not to exceed \$17,500 to conduct a site survey of the existing garage for routine maintenance, for the preparation of docks, and the oversight of projects and repair needs for the Theodore "Teddy" Hinson Waterfront Garage.

Charles Holmes

Mr. Holmes' reviewed the Cash Disbursements for the Balance of the Month of March 2015 and for the Month of April 2015. None of the Members posed questions. A copy of Mr. Holmes' report is attached for reference.

Old Business

Commissioner Moore called Mr. Williams regarding sidewalks and crosswalks. The issue is still being worked on.

New Business

There was none reported.

Adjournment

Commissioner Moore made the motion to adjourn. Vice Chairwoman Boucher made the second. There were none opposed and the meeting was adjourned at 6:45 PM.

Minutes Submitted By

Brett Wiltsey, Esq.
DILWORTH & PAXSON

Cheryl Y. Dixon
PARKING AUTHORITY