



Parking Authority of the City of Camden
Regular Monthly Board Meeting -- Open Session Minutes
Monday, March 23, 2015 – 6:00 PM

Commissioners Present

Jose Martinez, Jr., Shaneka Boucher, Angel L. Alamo, Barry Moore, Fatio Leyba-Martinez

Staff and Consultants Present

Willie E. Hunter, Sr., Executive Director
Glynn Jones, City Finance Director
Joe Myers, Cooper's Ferry Partnership
Marc Riondino, Esq., City Attorney
Brett Wiltsey, Esq., Special Counsel
Charles Holmes, Holmes & Company

The Meeting was called to order by Chairman Martinez at 6:02 PM.

Roll Call was made by the Executive Director. All Commissioners were present.

Mr. Riondino read the Public Notice Meeting Statement, stating,

The Regular Monthly Meeting of the Parking Authority of the City of Camden will be held on Monday, March 23, 2015 at 6:00 PM in the Parking Authority City of Camden, 10 Delaware Avenue, 1st Floor Administration Conference Room, Camden, New Jersey.

The Chairman, Jose Martinez, Jr., asked if there was any Public Comment to be heard. There was none.

It was asked and confirmed that Director of Operations Trent Middleton is expected to attend only the Thursday Caucus Meeting. A written copy of Mr. Middleton's report was distributed to the Commissioners.

It was asked and confirmed that written copies of the Executive Director's report were distributed to the Commissioners.

**Summary of Executive Director Report
and
Director of Operation Report**

Lot 10

Vice Chair Boucher referenced a number of matters pending for the Lot 10 completion and asked if the Authority will be hiring someone to staff Lot 10.

The Executive Director summarized the Lot 10 preparations to go live with the system (Parking Access and Revenue Control equipment).

The gate that separates Lot 10 from the Pier Lot is in need of repair.

Pilot Kiosks

Commissioner Leyba-Martinez asked about the time frame for the implementation of kiosks.

As noted in the Executive Director's report, investing in kiosks for at least half of the City is being looked into.

Initially they would be placed around colleges, business districts, and hospitals, etc.

Gradually, other parts of the City would be considered once we have had a chance to understand how the system operates and how to roll out the next phase. The kiosks would take the place of eight (8) to ten (10) meters.

The specific costs will be presented for the Commissioners' review.

Commissioner Leyba-Martinez referenced a report by Cooper's Ferry some years back regarding additional meters in the City as a means of increased revenue.

The Executive Director responded that now the plan is to phase-in kiosks rather than adding more meters.

Joe Myers added that DVRPC, that is the Delaware Valley Regional Planning Commission, is the metropolitan planning organization for the region.

They identified new sources to help the PACC increase revenue. Kiosks are one of the sources mentioned.

Around Cooper Hospital and Rutgers' campus are the initial testing areas based on their high turnover.

Summarizing, the Executive Director explained further about the budgeting framework for kiosk implementation.

New Fencing

Vice Chair Boucher asked about the location of the new fencing.

The Executive Director stated Lot 10 fencing was previously approved.

Lot 12 fencing is being considered.

The determination needs to be made as to whether this is the Riversharks' responsibility as this corresponds to their employees' parking.

Additional Sources of Revenue

Vice Chair Boucher asked if the additional sources of revenue are being pursued.

The Executive Director affirmed that it is always good to look for additional sources of revenue.

Working along with the City's Finance Director, Glynn Jones, possible areas where revenue may be increased are being considered.

Group parker increases are being worked on; all group parkers should be on an even keel.

This phase-in should occur over a three-year period.

Lourdes Hospital Construction Impact on Meters and

Enforcement Officer Vacancy Impact on Revenue

Vice Chairwoman Boucher broached the subjects.

The Executive Director referenced the matter in his written report and verbally underscored Captain Taylor's interviews scheduled for later in the week.

Money was definitely lost by removal of the meters; the method of collecting makes it difficult to pinpoint exactly how much revenue has been lost.

Consultants Reports

Charles Holmes – Financial Consultant

Mr. Holmes summarized the Compiled Financial Statements, copies of which were provided for the Commissioners' review. A copy is also attached hereto.

Vice Chairwoman Boucher asked Mr. Holmes if the operating expenses are up because of the Commerce Building. Mr. Holmes will look into it and report back.

Mr. Holmes continued by pointing out that meter revenue is up significantly as compared to the same time last year.

Pay By Cell and Pay Station (kiosk) implementation was briefly explained and discussed.

Mr. Holmes briefly reviewed the ratio figures per Commissioner Moore's request.

Joe Myers – Cooper's Ferry Partnership

Distributed a draft document of the strategic plan – a collaborative effort involving Vice Chair Boucher, Mr. Hunter, and Mr. Myers.

The report talks about such things as identifying the priority of incorporating technology into the parking operations and management of existing contracts.

This is a working document that Mr. Myers recommends reevaluating every year.

It will be forwarded electronically and any changes that will be made should be tracked.

The goal over the next few weeks would be to produce a revised draft for the April Meeting.

Mr. Myers' second point was to emphasize his firm's part in working with the PACC. Cooper's Ferry helps the PACC find money; one such source of revenue is in events, such as the Cirque du Soliel event of recent history.

The value that Cooper's Ferry brings involves other events such as on New Year's Eve. Also the various Runs are lucrative opportunities for the Parking Authority.

This Fourth of July the County is expected to allocate a large sum; this would also translate to revenue for the Parking Authority. The County is considering a number of family oriented/crowd pleasers to invite visitors to come out more and stay longer.

Adoption of the Minutes

Vice Chair Boucher made the motion. Commissioner Falio Leyba-Martinez seconded.

Mr. Hunter made the Roll Call

Commissioner Martinez	Yes
Commissioner Boucher	Yes
Commissioner Leyba-Martinez	Yes
Commissioner Moore	Yes
Commissioner Alamo	Yes

Consent Agenda 03:19 to 23 and 03:25 to 27 -- Resolutions

R2015-03:19 Approving Cash Disbursements for the Balance of the Month of February 2015 and for the Month of March 2015

R2015-03:20 Awarding a Contract for Asbestos Removal and Demolition of the Commerce Building to Richard E. Pierson Construction Co., Inc., As the Lowest Bidder, Upon the Recommendation of Environmental Resolutions, Inc., Construction Manager on the Project

R2015-03:21 Authorizing the Executive Director to Authorize Permit Parking Due to the New Road Expansion of Cooper Street without Signage that Runs from Delaware Avenue to the River

R2015-03:22 Authorizing an Award of Contract to RWD Consultants, LLC for the Civil Engineering/Surveying Professional Services (for the Transit Building)

R2015-03:23 Authorizing a Lease Agreement with Tennant for a M30 Large Integrated Scrubber-Sweeper with Extended Warranty for a 36-Month Lease with Purchase Option

[[[R2015-03:24 Approving an Agreement with South Jersey Port Corporation]]]

R2015-03:25 Authorizing the Award of a Contract to Cooper's Ferry Partnership for Real Estate Development and Stakeholder Liaison Services

R2015-03:26 Approving a Parking License Agreement between the Parking Authority of the City of Camden and Carl R. Dolente & Cesare R. Dolente (Art Metalcraft)

R2015-03:27 Authorizing a Second Amendment to the Parking Agreement with Cooper Health System for 200 Additional Parkers at the Theodore "Teddy" Hinson Waterfront Garage

[[[R2015-03:28 Approving the Proposal of BRB Valuation and Consulting Services]]]

Questions

Commissioner Moore asked:

... Why the Jeep Liberty was repaired at Mount Ephraim Chrysler Dodge and why the Cherokee was repaired at Tire Corral.

The Executive Director stated that Tire Corral could not diagnose the problem; the Jeep had to be taken to the dealer.

... Were the emergency repairs (Precision Builders) due to water damage?

The Executive Director affirmed the expenditure (January and February) was due to water damage from broken pipes throughout the Commerce Building, which left a large hole in the rear of the building that needed to be repaired.

... Why is the computer consulting expenditure listed again?
The Executive Director explained that the PACC needs his assistance to maintain the various systems, to troubleshoot when one of the systems goes down, to be available for the implementation of new systems.

Commissioner Moore asked:

... Will upgraded systems be installed in the new garages?
The Executive Director stated that newer technology would definitely be looked at in spite of its costliness.

Mr. Hunter continued by explaining how the Transit line plays a part in many of the difficulties with maintaining the current system.

Also, because better technology, such as Comcast Internet, is costly, there is some hesitation about spending for just one entity on the Waterfront.

Commissioner Leyba-Martinez offered some suggestions as to how the computer consulting expenditure might be alternatively considered.
The matter was discussed further.

Commissioner Moore wondered:

What would it take to upgrade the current technology at the Hinson Garage minus the option of underground digging.

and

Will the technology in the newly built facilities be tied into the Hinson Garage and face the same glitches?

The Executive Director explained that the systems for the newly built facilities will be different. The design team has the task of integrating all systems.

The matter was discussed further.

Commissioner Boucher asked:

Why the office supplies cost is listed again.

The Executive Director stated that a listing of items ordered is included with the check(s) at signing.

Chairman Martinez stated his belief these expenditures are within reason.

Commissioner Leyba-Martinez asked:

Relative to R2015-03:25 Authorizing the Award of a Contract to be Determined for Real Estate Development and Stakeholder Liaison Services, why is the awarded company name just now being revealed.

The Executive Director explained that the lone submission was just opened and reviewed on the Friday before. The associated paperwork had already been prepared for the Commissioners' packets.

... Ronald Janney Electrical Contractor, Inc. for \$240
The Executive Director explained this was for electrical service in Lot 10 to hook up the Comcast Internet to work the credit card machine.

... Four (4) Pallets of Calcium Chloride -- was this cost for the whole season?
The Executive Director stated that the dollar amount was not for the entire season; actual spending for the season will be looked at and reported back.

Commissioner Leyba-Martinez asked:

... What payable service is RWD Consultants rendering to the Parking Authority?
The Executive Director responded that the expenditure is for the site of the new garage on the Waterfront.

Vice Chair Boucher asked:

... For clarification on the Softmart expenditure.
The Executive Director explained this is for spyware; this is a yearly renewal.

... Will the Bier Associates contract be renewed?
The Executive Director explained there were errors in the package sent out. The package will be resubmitted for the acceptance of Proposals to consider.

... What is Cooper's Square Urban Renewal Venture?
Joe Myers explained these are the owners of the RCA Pier Lot; this expenditure is for overflow parking.

... What is BRB Valuation & Consulting Services?
The Executive Director stated this expenditure is for the company that performed the appraisal services on the Commerce Building including their attendance at various hearings on the matter.

... What is the US Regional II of NJ Worknet, OBOM?
The Executive Director stated that Worknet is where employees are sent for physicals, drug screens, etc.

... What is the Timothy Haahs & Associates, Inc.?
The Executive Director stated that this expenditure relates to the conceptual design work done, examples of which were on the table for review.

... What is the Maintenance Uniforms expenditure?
The Executive Director explained that every year the Maintenance Staff requires new uniforms.

Mr. Riondino stated for the record:

R2015-03:25 Authorizing the Award of a Contract to Cooper's Ferry Partnership for Real Estate Development and Stakeholder Liaison Services

With no other questions remaining on the Consent Agenda Commissioner Moore made the motion to approve. Commissioner Alamo seconded.

Mr. Riondino made the Roll Call

Commissioner Martinez	Yes
Commissioner Boucher	Yes
Commissioner Alamo	Yes
Commissioner Moore	Yes
Commissioner Leyba-Martinez	Yes

R2015-03:24 Approving an Agreement with South Jersey Port Corporation
The Executive Director and Mr. Riondino explained:

During Caucus the sum of \$50,000 was discussed.

Since the Caucus the sum has increased to \$75,000.

The PACC will need to do some repairs to the Port Lot; this is to replace the loss of parking due to construction on Lot 2.

\$25,000 of the \$75,000 will be designated for the upgrade expenses.

Also, SJPC is providing more spaces this year.

The matter was briefly discussed.

There was no further discussion on the Consent Agenda.

Commissioner Leyba-Martinez made the motion to approve. Commissioner Moore seconded.

Mr. Riondino made the Roll Call

Commissioner Martinez	Yes
Commissioner Boucher	Yes
Commissioner Alamo	-----
Commissioner Moore	Yes
Commissioner Leyba-Martinez	Yes

R2015-03:28 Authorizing the Parking Authority to Accept the Proposal of BRB Valuation and Consulting Services for an Updated Appraisal of One South Broadway/Block 175 Lot 8

There were no questions.

Commissioner Leyba-Martinez made the motion to approve. Commissioner Moore seconded.

Mr. Riondino made the Roll Call

Commissioner Martinez	Yes
Commissioner Boucher	Yes
Commissioner Moore	Yes
Commissioner Leyba-Martinez	Yes
Commissioner Alamo	-----

Old Business

There was none reported.

New Business

Commissioner Boucher asked about the Crosswalk project.

Commissioner Moore responded he would reach out to Metro on the status

Vice Chair Boucher was asked to reach out to the City.

Mr. Myers briefed the Board on a pending application with the DOT relative to safe streets to schools. Mr. Myers will gather additional information for review.

Mr. Keating will also be contacted.

Glynn Jones, Finance Director for the City thanked the Board for their efforts in moving ahead on the Commerce Building.

Adjournment

The Meeting was adjourned at 7:00 PM on motion by Commissioner Leyba-Martinez.

Commissioner Martinez seconded. There were none opposed. The Board adjourned at 7:00 PM.

Submitted by:

Cheryl Y. Dixon

Cheryl Y. Dixon

Parking Authority – City of Camden