



**Parking Authority of the City of Camden
Regular Monthly Board Meeting -- Open Session Minutes**

Monday, August 24, 2015 – 6:00 PM

Commissioners Present

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

Staff and Consultants Present

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

The Meeting was called to order at 6:01 PM.

For the record it was noted that all Commissioners were present.

Mr. Riondino 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 Tuesday, August 18, 2015 at 3:24 PM. A copy was delivered to the Press Room in City Hall (in compliance with the Open Public Meetings Law PL 1975, e. 231).

Public Comments

The Chair noted there were no Public Comment(s) to be heard.

Executive Director's Report

- Per Mr. Middleton's report, Vice Chairwoman Boucher asked Mr. Hunter about parking during the Papal visit.
 - Mr. Hunter responded that no private event parking will be entertained; Papal visit bus parking will be the Authority's top priority.

Messrs. Riondino and Wiltsey interjected, respectively, that the Papal visit bus parking will require preregistration and the parking arrangements have been worked out with the World Meeting of Families coordinator(s).

- Per Mr. Middleton's report, Vice Chairwoman Boucher asked Mr. Hunter about the Riversharks customer service issues.
 - Mr. Hunter explained that on concert days Riversharks parking is redirected north of the bridge. Dissatisfaction was voiced but, this redirection is stated in the contract.
- Vice Chairperson Bouche stated that per Mr. Middleton's report, there are some internal customer service complaints. Ms. Boucher asked about the process for handling internal customer service complaints.
 - Mr. Hunter responded that Mr. Middleton should be checking, informing Mr. Hunter, and preparing write-ups.
 - Mr. Hunter further stated that he has seen some of the complaints. Essentially, these issues are relative to ingress and egress during concerts; this can't be helped.
 - Mr. Hunter stated that he has not heard anything about employees being disrespectful to customers.
 - Ms. Boucher again noted that the issue is stated in Mr. Middleton's report. The issue was not discussed during Caucus but, the Commissioners' intent was to read the report and give it thoughtful consideration.
 - It was affirmed by Mr. Hunter that the process begins with documentation. Then if necessary, the employee is brought in and disciplined depending upon the information gathered and the supposed circumstances.
- Vice Chairperson Boucher asked if we have gotten back to Mr. Walko relative to the employee concerns expressed the previous month.

- Mr. Riondino responded in the affirmative, adding that the issues are still being addressed.
- His staff is working on the issues and Mr. Riondino has been in contact with Mr. Walko directly.
- Commissioner Moore asked what the full-time Project Coordinator will be doing. Mr. Hunter stated that a job description is available for review.
 - Currently there are at least three new Garages in the works. Analyzing and making certain these projects stay on course is imperative.
 - The Administrative Staff will report to the Project Coordinator.
- Commissioner Leyba-Martinez stated his desire to have an organizational chart put together and employee job descriptions.

Adoption of July 27, 2015 Minutes

Commissioner Leyba-Martinez made the motion to adopt the Minutes.

Commissioner Alamo seconded.

The Commissioners were asked if all were in favor and responded collectively with “Aye.”

Adoption of the Resolutions – Consent Agenda

R2015-08:56 Approving Cash Disbursements for the Balance of the Month of July 2015 and for the Month of August 2015

R2015-08:57 Authorizing a One Year Contract Between the Parking Authority and Camden Baseball, LLC for 2015 Baseball Season with Contract to Follow

R2015-08:58 Designating the Custodian of and Establishing an Imprest (Petty Cash) Fund

Mr. Riondino asked if the Commissioners were amenable to a Consent Agenda.

There were none opposed.

Commissioner Leyba-Martinez made the motion to approve by Consent Agenda.

Commissioner Alamo seconded.

Questions

- **Re: R2015-08:56** Mr. Moore asked what services were rendered by Bier Associates.
 - Mr. Hunter responded that he would provide a monthly detail of the services rendered.
 - It was briefly discussed and agreed that the Board did not believe Mr. Bier should be required to attend the Meetings; Mr. Bier's calling in when needed would be sufficient.
 - Messrs. Wiltsey and Riondino suggested a description of the services rendered by Bier Associates be made available for the Caucus.
- Mr. Moore stated his intent to "Abstain" from the Royal Court expenditure inasmuch as he is a resident there.
- **Re: R2015-08:58** Mr. Moore sought clarification as to whether the need for the Resolution stemmed from the 'need to establish' or the 'need to designate a custodian'.
 - Mr. Riondino affirmed the purpose of the Resolution is to designate a custodian.

Voice Vote on the Consent Agenda

Mr. Riondino asked if all were in agreement.

The Commissioners collectively answered in the affirmative.

There were none opposed.

Unused Resolution

R2015-08:59 Authorizing the Authority to Hold a Closed Session Meeting to Discuss Legal, Personnel, and Property Matters

Old Business

There was none reported.

New Business

Accident

Mr. Wiltsey made mention of an accident; the bulk of the matter had been discussed in Caucus. Mr. Wiltsey briefed the Board on his review of the Policies and Procedures, and his receipt of various statements. The matter is still being investigated and the appropriate disciplinary action will be considered accordingly.

Holmes & Company, LLC

Vice Chairperson Boucher asked about Holmes & Company, LLC information.

Mr. Hunter stated that Mr. Holmes was called away on an emergency. He will likely provide information at the next Meeting.

Adjournment

With no other business remaining for discussion, Commissioner Moore made the motion to adjourn. Commissioner Alamo made the second.

The Meeting was adjourned at 6:13 PM.

Submitted by

Cheryl Y. Dixon

PARKING AUTHORITY – CITY OF CAMDEN