



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

**Monday, October 26, 2015 – 6:00PM**

**Commissioners Present**

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

**Staff and Consultants Present**

Willie Hunter, Sr., Executive Director  
Charles Holmes, Holmes & Company  
Glynn Jones, City Finance Director  
Marc Riondino, Esq., City Attorney  
Brett Wiltsey, Esq., Dilworth & Paxson

The Meeting was called to order at 6:05 PM.

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

**Mr. Riondino read aloud the Public Notice Meeting Statement, stating that,**

This is the regular scheduled Monthly Meeting of the Parking Authority of the City of Camden, which 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 Wednesday, October 21, 2015 at 3:31 PM. A copy was also delivered to the Press Room in City Hall in compliance with the Open Public Meetings Law.

**Public Comments**

- Mr. Karl Walko raised a question as to who was doing what in regards to garages within the city. He states that it is his understanding that a garage is being built behind the Hinson garage based on the Sixers taking the surface lot 2.
  - Mr. Walko asked about the work being done where Penn Pizza once was and asked if it was the Parking Authority who did the demolition.
  - Mr. Hunter said yes.
  - Mr. Walko asked if development was going forward with that property.
  - Mr. Riondino stated that at some point development would be done. The property was taken for a parking facility. The first garage that was a matter of priority, was the Waterfront Garage, which is at the DRPA, One Port Center lot, which is right between the DRPA building and the EDA building.
  - Mr. Riondino stated that they were currently negotiating with DRPA for that ground to build the Waterfront Garage.
  - Mr. Walko inquired about downtown where work was being done on a lot.
  - Mr. Riondino explains that is Rutgers Nursing School.
  - Mr. Walko asked if that was where the garage would be.
  - Mr. Riondino informed him that was not where the garage would be and that it would be where the Commerce Building was. They had to build one garage first.
  - Mr. Walko asked about a report in the paper mentioning that the County was doing something.
  - Mr. Riondino said that he thought they were building a garage near Cooper Hospital.
  - Mr. Walko asked if it would be by the Walter Rand Transportation Center.
  - Mr. Hunter said that he believed it would be on Pine Street, to which Mr. Riondino concurred that he thought it would be by the Medical School.
  - Mr. Walko said that he had heard that they would be taking down the Rand Center and the State building, and wanted to know if the Parking Authority had anything to do with that.
  - Mr. Riondino and Mr. Hunter both told him that they couldn't answer that.

### **Director's Consultants' Reports**

The Chairman had no order he would like them to go in.

- **Charles Holmes – Holmes & Company, LLC.** – Has the normal financials but also has the parking summaries and a detailed analysis on the meters. Says he will start with the financials.
  - Someone interjected and asked about a question raised during the caucus meeting about the budget. He wanted to know if anyone ever found out what the answer was.
  - Mr. Holmes said that enough money was left in the budget but the positions were not specifically identified.

- Vice-chairwoman Boucher asked if there was actual room left in the budget or if it was due to attrition.
- Mr. Holmes told her that year to date there was about \$100,000.
- Vice-chairwoman Boucher would like to know if the additional funds are due to attritional stuff, including positions that just haven't been filled.
- Mr. Holmes stated that he did not look at it in that detail. It was based on last year's projections from this time last year.
- Vice-chairwoman Boucher stated that's what she was thinking because they have positions that have not been filled; like one or two positions that were not filled.
- Mr. Hunter said it's maybe like a maintenance position or something.
- Vice-chairwoman Boucher responded what she is saying is, it's being said that there was money in the budget, but eventually they would be at one hundred percent operational so that means that money would be allocated to something. So her question was how much beyond the positions that are open for attrition were they going to put as extra. She didn't want that put in with the other money and then said that we have extra money, when really there should be some additional funds.
- Mr. Riondino asked if, at the end of the year, when the 2016 budget is done did she want to know what the line item is, not including the funds for hiring.
- Vice-chairwoman Boucher said that is exactly what she wanted, to say like if everybody was hired.
- Mr. Riondino says that he understands.
- Vice-chairwoman Boucher said that she knew that there was some money because she knew that they saved by not hiring like two people, but she knew in 2016 they should just add that in as a new person coming in and see what that would do.
- Mr. Riondino said that he would make a note when they go over the budget, and when they adopted it they'd make sure to highlight that area of the budget and it could be discussed at that time.
- Mr. Holmes stated that at the next meeting they planned on having a budget to present. He then referred back to Vice-chairwoman Boucher asking about attrition.
- Mr. Riondino stated that he thought what Vice-chairwoman Boucher was asking for was that in the budget when they said they had \$100,000 available, she wanted to know if that \$100,000 was baked into the budget so that there was some flexibility, was it due to attrition, or was it because of another reason. She just wanted to know where this money was coming from and why it was there.
- Mr. Holmes said okay and moved on to summarize the results on page 3, stating that the total revenues for the month ended are above the prior year. Up over last year mainly due to Susquehanna Bank Center. The special events revenue

came in over last years. Looking at the bottom line, for the month, PACC is over, compared to the prior year.

- Vice-chairwoman Boucher said she had a question, because she knew that Mr. Hunter and Mr. Holmes went out to see what was going on with the meters and it still looked like what she had seen every month this year that the meters have been down. She asked if that was still because meters were down. She also stated that they had not yet received the results of the report that was done but would like to be enlightened on what is going on.
- Mr. Holmes informed Vice-chairwoman Boucher that he had a detailed report and had intentions on going over it once he was finished the report he was currently reviewing. Mr. Holmes told everyone to go back and move on to the next page to the nine month period. He said that they were a little above last year; about 8%. The Authority was still growing and maintaining profitability.
- Mr. Holmes said that he rode around and created a summery. He said that in the general ledger it was the collections of the meters only and not the pay by cell. So it's down as compared to last year by \$33,000, but they would see the pay by cell makes up the difference. He then showed a route break down illustrating the differences. He stated that the East Camden revenue is lower, but they have not found any apparent reason behind the drop. The issue in the area is unknown. He stated that at some point there were a lot of meters down, but they had since been repaired by Herman Mercado. He further stated that he and Mr. Hunter have plans on investigating that but they have not had a chance to talk to him just yet.
- Vice-chairwoman Boucher expressed that the report was really good, but what was troubling to her was the area that they were more focused on, which was the area over near Our Lady of Lourdes Hospital; and the area around Downtown, which she felt should be a significantly easy area to collect from looked like it was even higher than where the meters were out. Therefore she was really concerned. She knew that the Director of Operations was not here but thought that should be looked into to figure out why it was so much higher. She asked if there was something happening in the downtown area near the jail, and if there were meters out over there too.
- Mr. Hunter said that there were and that they have been replaced. He further stated that due to the construction on 5<sup>th</sup> Street, Federal Street and a couple others the areas were blocked off and there was development taking place there. That is another reason contributing to the meters being down in the Downtown area. He contributes a lot of the lost meter revenue to the development of the downtown area that has been taking place.
- Vice-chairwoman Boucher said that was good to know, and wanted to know if that helps us make a case to the city when they are doing things, so that we can tell them that its causing us to lose money.

- Mr. Hunter agreed that it is good to know, because at least then we would know where the holes are for us, and we know what is going on, as far as, what's going on and what to keep an eye on.
- Mr. Riondino stated that what's happening is that there are so many projects going on at the same time.
- Mr. Moore stated that these are meters that people put money in, go where they are going, run back out and put more money in. These are heavily used meters if they are not in function.
- Vice-chairwoman Boucher said that she thought this was a good operational tool for use by the director, because he then has the opportunity to tell them, since right now they are just making a hypothesis that it was because everything was down. This may be something we can check in operations and then have them do a report saying how many ticket summons were being written and if it much lower, the PEO can be looked into to see if they are actually enforcing. She asked if there is any way that a report can be done.
- Mr. Hunter informed her that a report can be done because the handheld devices can show where everyone is, how many times they wrote a ticket, how many times they moved, how many times they were standing still, etc.
- Mr. Holmes informed everyone that over by Cam Care, about seven meters were taken out during a car accident. By PNC Bank, the side walk was being repaired, so those meters were out. So going in you will see the revenue is still ok with the pay by cell, and towards the end of his report the numbers begin to even out.
- Mr. Holmes speculated that the meter revenue may be down in the East Camden area because the neighborhood is a little rough.
- Mr. Holmes stated that the revenue for Haddon Ave. will probably remain the same because meters were lost due to the new lanes and widened sidewalks in front of the hospital.
- Pay by cell is up significantly as compared to last year.
- Even with all the construction in the area, PACC still only is down 1% year to date.
- Vice-chairwoman Boucher requested to have a report done showing a number of meters per zone.
- Mr. Hunter agreed that can be done and provided.
- Mr. Moore asked if it possible to get a report of which meters are down and which are up on any given day during collections.
- Mr. Hunter replied that each day during collections, as Mr. Mercado is going through each zone he should be fixing meters as he goes along and no meter should be left unfixed. In three days' time span each zone is hit, therefore each meter should be fixed. Enforcement sees every meter, every day, and should be coming back and reporting if a meter is out so that it can be fixed on the next day out.
- Mr. Moore inquired if that is the current policy, to which Mr. Hunter told him it is.

- Mr. Moore then asked if there is only one foreman that fixes the meters.
- Mr. Hunter answered that there is but a couple others are capable of fixing them as well, but PACC only has one meter foreman that fixes meters with that job description.
- **Executive Director's Report**
  - It was stated that Mr. Hunter's report was reviewed during the caucus meeting, but does anyone have any questions.
  - Mr. Leyba-Martinez asked where Joe Myers is from Coopers Ferry.
  - Vice-chairwoman Boucher asked about Lenny Bier's report and states that he was supposed to provide one since August.
    - Mr. Hunter stated that he has the report and can print it out.
    - Mr. Leyba-Martinez asked if he had the reports for the last few months
    - Mr. Hunter stated that he only got the report for the current month and that he did not get it for the last three months and he did not know that they asked for the last three months.
    - Vice-chairwoman Boucher asked if they could have it.
    - Mr. Hunter responded that he would get the report.
    - Mr. Leyba-Martinez asked if Mr. Bier would be submitting a report every month.
    - Mr. Hunter stated that he thought that the commissioners said they wanted a report every three months.
    - Mr. Moore referred to the previous meeting, and stated that Mr. Hunter said he would provide a monthly detail of services rendered.
    - Mr. Hunter responded that he would be able to provide that without a problem.
    - Mr. Moore asked if they would be going back to July.
    - Vice-chairwoman Boucher stated that the reason for the reports was so that Mr. Bier would not have to come in every month.
    - Commissioner Falio-Leyba stated that before they moved on, he had previously asked for the last three months of tapes, and asked if they had them.
    - Mr. Hunter answered that Ms. Dixon had not been in, therefore he did not have them, and that he believed they were digital and not cassette tapes, but that he would have to see if she kept them digitally.
    - Mr. Leyba-Martinez asked how the tapes were being kept and what was being done with them.
    - Mr. Hunter responded that she listened to them and typed them up, and hopefully kept them on a disc because there are so many gigabytes on a cassette.
    - Mr. Leyba-Martinez asked if the recordings were being deleted.

- Mr. Hunters answered that was not what he was saying and that he would have to ask her because he hadn't kept them so he wouldn't know. He would have to ask Ms. Dixon and she hadn't been in.
- Mr. Leyba-Martinez stated that they are usually provided.
- Mr. Hunter stated that he would have to talk to her about that and provided them. He said that the recorder he had was another recorder because he could not locate the other one. He had another recorder so that they would not have the problem of not having a recorder present.
- Vice-chairwoman Boucher asked if Ms. Dixon takes the recorder home with her.
- Mr. Hunter said maybe because he could not find the recorder.
- Mr. Leyba-Martinez asked if that was considered official records, and asked Mr. Riondino what it would be considered. He wanted to know how she would be taking official records home.
- Mr. Leyba-Martinez wanted to know why she was taking the recorder home.
- Mr. Riondino stated that its fine if she works from home but the records needed to be kept in the office.
- Mr. Leyba-Martinez said that they could not leave the building because they were official recordings that they needed to have. He wanted to know when she would be coming back. He further stated that he was going to abstain from the minutes until he got the recordings he needed, and that was something that could be provided fairly quickly.
- Mr. Hunter stated that he would speak with her the following day and send everyone an email to let them know.
- Commissioner Leyba-Martinez asked about the write-ups that Mr. Middleton was going to do. He wanted to know if the write-ups were ever issued for the accident, and was the issue ever followed through.
  - Mr. Hunter said yes.
- Commissioner Moore stated that looking back at the minutes it said that Mr. Hunter and Mr. Riondino suggested that the services rendered by Bier and Associates be made available for the caucus and they weren't available for the caucus and they weren't available for that meeting; and that was from back in August.
  - Mr. Riondino said yes and they would be.
  - Commissioner Moore further stated that no meeting was held last month, therefore it should have been even easier to have it at that time.
  - Mr. Hunter stated that he had them on Thursday.
  - Mr. Riondino responded that they would circulate them and that they would make sure they were in the caucus packet going forward.

- Commissioner Leyba-Martinez inquired if they would have to wait until next month for them.
- Mr. Riondino clarified that Mr. Hunter has them and they could have them the following day but going forward they would make sure that they were in the packets for the caucus.

#### **Adoption of the August 24, 2015 Minutes**

Mr. Alamo made the motion to adopt the minutes.

Mr. Moore seconded.

The commissioner were asked if all were in favor and all except Commissioner Leyba-Martinez responded with "Yes." Commissioner Leyba-Martinez responded, "Abstain."

#### **Adoption of the Resolutions – Consent Agenda**

**R2015-10:60** The Parking Authority approving Cash Disbursements for the balance of the month of September 2015 and for the Month of October 2015

**R2015-10:61** The Parking Authority ratifying the late introduction of the Budget of the Parking Authority of the City of Camden for the Calendar year 2015

**R2015-10:62** Authorizing the Parking Authority to accept letter of recommendation from TimHaahs & Associates, Inc. for repair work/restoration for the Theodore "Teddy" Hinson Waterfront Garage

**R2015-10:63** Authorizing the Parking Authority to enter into an Agreement of Sale for 100 Federal Street, Block 139.02, Lot 1.01

Mr. Riondino asked if the Commissioner were amendable to a consent agenda. There were none opposed.

Mr. Alamo made the motion to approve by Consent Agenda. Vice-chairwoman Boucher seconded.

#### **Questions**

- **Re: R2015-10:60** Mr. Moore asked who was it that drove over the broken fence, was the fence broken and on the ground and had it been fixed yet.
  - Mr. Hunter responded that it was a monthly parker and that the fence was not on the ground, but that there was a part of the fence that was broken and had not been fixed at the time, so it was indeed the Parking Authority's fault so PACC was responsible for reimbursing the parker. He further stated that he was not sure if



the fence had been fixed yet, but he believed it had been and that he would look into and notify the board members.

- Mr. Leyba-Martinez asked what services DeCotiis were providing.
  - Mr. Riondino responded that they were working on the Commerce Building, they're doing the imminent domain. The building is now down, so that process is finished. Now they have to do the evaluation. DeCotiis is now handling the commissioners' hearings, appraisals, and fighting over the money.
  - The process is further explained as to what still needs to be taken care of with the Commerce Building case, and what is left for DeCotiis to handle.
- Mr. Leyba-Martinez asked what work ERI was doing for the Parking Authority.
  - Mr. Hunter told him that they were the contract monitor.
- Mr. Moore stated his intent to "Abstain" from the Royal Court expenditure in as much as he is a resident there.
- **Re: R2015-10:61** Vice-chairwoman Boucher asked if the resolution was ever changed to reflect year.
  - Mr. Riondino responded yes, 2016.

#### **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.

#### **Closed Session**

**R2015-10:64** Authorizing the Parking Authority to hold a closed session meeting to discuss legal, personnel and property matters

#### **Old Business**

- Vice-chairwoman Boucher asked who would be handling the operational stuff since Mr. Middleton is not in.
  - Mr. Hunter answered that he has taken on that role, with the help of Kathleen Mullins. But for the most part he has consumed the operations role.
  - Vice-chairwoman Boucher asked if the board could get a report similar to the report that Trent usually provided regarding operations.
  - Mr. Hunter informed her that he would add a separate operations report to his existing report at the end.
  - Ms. Boucher told him that wouldn't be necessary and that he could just add a section with in his existing report including operational topics.
- Chairman Martinez referred to a conversation from caucus in reference to new hires; that the coming agreement would be any projected hires should be reported to the board by way of Mr. Hunter's report or a resolution, and to include the dollar amount and a job

description. All information should be presented to the board for approval. Immediate hires, which are needed right away should be brought to the chairman's attention immediately, and if he is not available then it should be taken to the Vice chair, and so on. Someone should be informed right away of any immediate hires. This is an effort to strengthen communications.

- Mr. Riondino informed him that only directors needed board approval, but hiring of general employees is an executive function. The board approves the budget, contracts, and hiring of directors.
- Mr. Leyba-Martinez was not comfortable with that and wanted to know of projected hires and wanted board approval of the projected hires prior to hiring. His intention was to add that as a walk on resolution, with a time period. He stated that he wanted this process together, because of a repetition of situations, and added that if necessary it could be added as an amendment to the bylaws.
- Mr. Riondino clarified that Mr. Leyba-Martinez was suggesting that the board approve every employee to be hired regardless of the position.
- Mr. Leyba-Martinez stated that there wouldn't be an emergency every week, but when there was Mr. Hunter could reach out to the chairman and let him know, but when hiring an accountant, project manager, etc. when it isn't an emergency the board should be informed and they should then have the power to choose or manage when people are hired.
- Mr. Riondino stated that city and government boards do not generally have that authority.
- Commissioner Alamo agreed that it was not those board's responsibility. According to the bylaws the board approves the budget, however when it came to hiring and firing, that falls under day to day operations under the director's job description, and he didn't think it was necessary to take that from him.
- Mr. Riondino clarified what the chairman was suggesting, based on recent events and the most recent new hire. The chairman's point was to insure that information was given to the board prior to hiring any new staff in order to keep them aware of what was going on and make sure that things were being handled properly. Giving the board authority to approve or deny a hire puts the commissioners in the day to day operation of the Authority, which is beyond their scope of practice. The obligation of the board is to oversee not to run the day to day.
- Mr. Riondino further explained to Mr. Leyba-Martinez that in being authorized to say yes or no to every new hire puts the commissioners in the day to day operations because it gives them the authority to say no to a new hire. As stated in the bylaws, the board is only permitted to approve of directors.
- Vice-chairwoman Boucher agreed that she has no desire to know of every employee being hired, but does think they should know at the managerial level. The issue has come about with the hiring of the project coordinator position. Her

concern was that although the money was there to cover the position, and it didn't affect the budget, if others were hired to fill the open positions, how much it would impact the budget. So by knowing of hires beforehand, they could check into the budget and be sure that there was funding. After reviewing the project coordinator multiple times, it seems to be mostly administrative functions, so it looks to her like a lot of redundancy. From a money perspective, it looks like a lot of money being spent on the same thing.

- Mr. Moore asked if there would be a new job description for the project coordinator, that doesn't make it look administrative, as opposed to the job that she is performing because a lot some of what she is doing is a crossover of what Lenny Bier is being paid for.
- Chairman Martinez said that the topic could be further discussed.
- Mr. Riondino informed him that further discussion would require an amendment to the bylaws, which could lead to a violation of the executive legislative. The bylaws were written for a purpose. A further discussion could take place just not at that time.
- It was asked what kind of violation they could go into, so that it could be written down.
- Mr. Riondino explained that this kind of board doesn't have rights to run day to day operations, just to approve contracts, budgets, etc. By saying that all positions except for the ones specified in the bylaws must be approved by the board, they would be effectively running the day to day operations, because they have the right to say no.
- It was asked if the project coordinator had been given a contract, or if she was a union employees.
- Mr. Hunter and Mr. Riondino answered no she had not received a contract nor was she a union employee.
- There was talk about different committees, more specifically a personnel committee, in an effort to get together to review the bylaws.
- Mr. Moore asked if the job description for the project coordinator would be changing.
  - Vice-chairwoman Boucher responded that she already had discussed meeting with Mr. Hunter offline and that they would be including Mr. Falio-Martinez as well because he is on the personnel committee. Once they had discussed the issue they would report back to the board.
- Vice-chairwoman Boucher asked if a date had been set for the Board retreat.
  - Mr. Hunter responded that he is working on a date, but with all the upcoming holidays, it is most likely to take place afterwards in 2016.
- Vice-chairwoman Boucher referred to discussion in July or August about getting a list of all contracts up for renewal at the end of the year. She requested that the list be ready for review by next month.

- Mr. Hunter informed her that the list was already being worked on.
- Ms. Boucher questioned the whereabouts of Joe Myers from Cooper's Ferry. She requested that he be present at the next meeting so that they could have an update on the strategic plan.

**New Business**

There was none reported.

**Adjournment**

With no other business remaining for discussion, Commissioner Moore made the motion to adjourn and go into closed session. Vice-chairwoman Boucher seconded the motion.

**The meeting was adjourned at 7:50 PM.**

Submitted by

Janell S. Jones  
Parking Authority of the City of Camden