

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

Monday, February 22, 2016 – 6:00PM

Commissioners Present

Chairman Jose Martinez, Jr.
Vice Chairman Barry Moore
Commissioner Angel Alamo
Commissioner Shaneka Boucher
Commissioner Mary Espinal

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 6:00 PM.

Marc Riondino took roll call

Chairman Jose Martinez- present
Vice Chairman Barry Moore – present
Commissioner Angel Alamo- present
Commissioner Shaneka Boucher - present
Commissioner Mary Espinal - present

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, February 17, 2016 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 whether a personnel committee had been formed.
 - Chairman Martinez responded that he would be representing the personnel committee.
 - Mr. Walko stated so there is one now right.
 - Chairman Martinez responded that as it stands, he, himself is the personnel committee.

Director's and Consultants' Reports

- Joe Myers – Cooper's Ferry Partnership. – Has a brief update.
 - Mr. Myers stated that it is that time of year again where it's just parking goals and contracts. The big ticket items will just be assembling all the inventory and putting together proposals for them, which he should have done in the next month. He said that they were also successful in getting Live Nation. There is a CapX fund, which is money that they contributed to a bank account that's able to be used for upgrades to parking lots. Mr. Myers went on to say that for the first time in his recent memory, which is at least fourteen years, they (Live Nation) had agreed to some improvements to the parking lots. The funds will be going to some improvements on various surface parking lots. He said that they were looking at other inventory, knowing that the next year parking dynamics are going to change even more so part of the job he has been working on with Director Hunter is identifying lots that they think they can acquire over the next year that can add to the inventory.
- Executive Director's Report
 - Mr. Hunter stated that he already gave out his year-end report to everyone but would like to just talk about the access that they got from DRPA to do geotechnical work on the DRPA lot, which will start on the twenty-fourth. He went on to say how big of a deal it was, considering how hard Ilene and Marc had been working on it. He explained how they would also be doing geotechnical ground penetrating radar. He said that they were looking at an expected time frame of twelve days to complete.
 - Mr. Hunter discussed that they had talked to the EDA about an ERB application that they were putting in to help fund the gap to help support the funding of the garage, and that he was also looking to submit documents to the planning board the following day, for site plan approval.
 - The Executive Director said that there would be a pre-application meeting the next day with Dr. Ed Williams that would be a courtesy review that would take place in City Hall. He said that it would be just submitting the documentation to try to get on the March or April agenda.

- Ms. Boucher asked if the application that was being done to fund the garage was for the Hinson garage or the new garage.
 - Mr. Hunter responded that it was for the new one.
 - Ms. Boucher said okay.
 - Vice chairman Moore asked what documentation was being submitted.
 - Mr. Hunter told him that it was documentation to the planning board.
 - Vice chairman Moore asked was it to be done tomorrow.
 - Mr. Hunter told him tomorrow.
 - Mr. Moore went on to ask if it would be available for them to look at.
 - Mr. Hunter informed him that it was big maps that needed to be shrunk down, but he could do that.
 - Chairman Martinez asked if it was designs and blueprints.
 - Mr. Hunter said yes that they were designs and blueprints and that kind of stuff so they could submit that to him. He said that they could shrink them down and submit them to the Board.
 - Mr. Moore responded that he wanted some sort of summary or something.
 - Mr. Hunter said that would not be a problem.
- **Charles Holmes – Holmes and Company**
 - Mr. Holmes stated that the previous year had ended so the report they were looking at was for a one month period, January. He pointed out that the total revenue was typical for January, in that the expenses exceeded the revenue, and that it was the timing. He went on to explain that January is usually a light month. After the depreciation the net position was about negative seventy two thousand and that if looking at last year's net position the million and seventy seven was because of a gain due to the sale of property. The sale was recorded and later adjusted. So if the 1.4 million was taken out last year, there would be a loss then as well for the same period last year. Mr. Holmes went on to say that other than that the revenues are a little higher than last year if the 1.4 is removed, it is about twenty thousand higher and the expenses are down over last year as well. Although it's only one month into the year, they're still trending up on target.
 - Ms. Boucher asked what about his contract, they still hadn't seen it, and was he ever able to send them his certificate of insurance so that they could get it on the agenda.
 - Mr. Holmes began to say that he wasn't asked to.
 - Mr. Hunter replied to say that Mr. Holmes had not yet and he (Mr. Hunter) had not asked for that information. He said that he would ask for it and have it on the board agenda for next month.
 - Ms. Boucher asked if they had any luck on more interviews for the finance position.

- Glynn Jones stated that they had put an advertisement on the league of municipalities website, and that it should be able to be seen by the end of the week.
- Mr. Hunter asked if there were any more questions.
- Marc Riondino stated that if there were not any more questions, they would move on to adoption of the minutes. He asked if everyone had an opportunity to review the minutes and if there were any more questions.
- Mr. Moore asked when Lenny was there. He wanted to know if it was in November or December. He stated that if a person is not in attendance during a meeting they could not approve minutes for a meeting, and that Lenny had clarified that. So when it says that all commissioners, you cannot if you did not attend a meeting, you have to abstain from approving the minutes of a meeting.
- Ms. Boucher said that she thought it may have been December and asked if there were any reports from Lenny.
- Vice chairman Moore stated it had to be November because there was no meeting in December.
- Mr. Hunter responded to Ms. Boucher's question, stating that he didn't have a report from Lenny.
- Mr. Moore said that has been a gray area.
- Mr. Riondino responded okay to motion and that he believed it to be correct. He then asked if there was a motion on the minutes.

Adoption of the January 2016 Minutes

- Barry Moore made the motion to adopt the minutes.
- Angel Alamo seconded.
- The commissioners were asked if all were in favor.
 - Commissioner Alamo said yes.
 - Mr. Riondino suggested that Ms. Espinal would be abstaining.
 - Mr. Moore clarified that Commissioner Espinal was at this meeting and didn't have to abstain but the last meeting she approved minutes for, she was not at so she could not approve those minutes because she was not there.
 - Chairman Martinez said no she abstained.
 - Ms. Boucher said no she did not, not the last time.
 - Mr. Riondino stated that he would take away the abstention.
- The commissioner were again asked if all were in favor, to which they all responded yes.

Adoption of the Resolutions

Marc Riondino called for a motion to adopt the resolution.
 Chairman Martinez made the motion to adopt the resolution.

Commissioner Alamo seconded.

Marc Riordino asked if there were any questions regarding the resolution.

R2016-02:26 The Parking Authority approving Cash Disbursements for the balance of the month of January 2016 and for the Month of February 2016

Chairman Martinez – yes

Vice chairman Moore – yes

Commissioner Boucher – yes

Commissioner Alamo – yes

Commissioner Espinal – yes

Marc Riordino called for a motion to adopt the resolution.

Chairman Martinez made the motion to adopt the resolution.

Commissioner Alamo seconded.

Marc Riordino asked if there were any questions regarding the resolution.

Questions

- **Re: R2016-02:27** Commissioner Boucher stated that after getting the reports that they got as far as the scoring sheets, it looks like it was really close. She wanted to suggest that they bring the other company in to talk to them because she felt like it was pretty close. She stated that the only person that was really off was Kathy and that she was going to put that was a learning curve but that she thought they were really close, and that it was close enough for them to want to at least hear what the other company had to offer. She went on to state that some stuff that Brett had had in his RFP he wasn't able to deliver last year, so she just wanted to hear what the other company had to offer.
 - Mr. Hunter began to respond that as the executive director, he
 - Ms. Boucher cut him short by stating that she understood his role.
 - Mr. Hunter asked, "What is my role?"
 - Ms. Boucher responded because he was constantly saying as the executive director, and that she understood what his recommendation was.
 - Mr. Hunter asked what that role was because she had said the role, and he again asked what the role was.
 - Ms. Boucher stated that he said it every meeting.
 - Mr. Hunter again asked, "Well what is my role, I'm asking you?"
 - Ms. Boucher responded that he said it at every meeting.
 - Mr. Hunter asked again what that is.
 - Ms. Boucher said that she didn't want to go back into it, she had it etch into her memory. She went on to state that what she was trying to say was that it would be a good opportunity to bring the people from the firm in because it was so close, and everybody looked at it, and she thought it was really close.
 - Mr. Hunter asked who she wanted to bring in.
 - Ms. Boucher responded that she wanted to bring in Brown and Connery.
 - Mr. Hunter asked who she wanted to be on the review committee.

- Ms. Boucher asked what he meant, and said she just wanted them to come in and talk to the commissioners.
- Chairman Martinez said that he looked at the scoring sheets as well and saw that it was close, so because of the relationship already with Dilworth and Paxon and because of their experience on the board and also being already involved in certain contracts that they have, if it was that close then he would rather give it to Dilworth and Paxon to continue working with the Authority.
- Ms. Boucher stated that she did not say that they weren't going to give it to them but that she was saying she thought it was very close and that one of the things that they scored on was pricing but they've had to pay additional lawyers in the past because there were things in the Dilworth and Paxon BID that they said they could do but they could not. She went on to explain how they had to have somebody else for condemnation and different lawyers in to negotiate their labor contract. She said that if there was a different firm that was saying that they could do it all then why not talk to that other firm to see what they had to offer.
- Mr. Riordino responded that the Parking Authority on the administrative side, they make a recommendation and they score and they go through an evaluation process that's their side and then on the legislative side it's approved. It's voted up or down; and as to who should evaluate, that's the executive side.
- Ms. Boucher responded that she didn't say who should evaluate, because she asked for the scoring tools she looked at who evaluated, and the only thing she suggested was as a result of the evaluation, why not bring in the other firm.
- Mr. Riordino said that he wasn't suggesting that she did.
- Mr. Alamo stated that he wanted to vote on it tonight and that he thought they had spent enough time on it. He stated that everything was done correctly and that there was nothing done incorrectly. He said that in his years of experience on the board they had always done things the right way and that he would like to vote on it tonight.

R2016-02:27 Authorizing the Parking Authority to approve an agreement for Special Counsel

Chairman Martinez – yes

Vice chairman Moore – no

Commissioner Boucher – no

Commissioner Alamo – yes

Commissioner Espinal – yes

Unused resolution

R2016-02:28 Authorizing the Authority to hold a Closed Session Meeting to discuss Legal, Personnel and Property Matters

Old Business

- Mr. Moore asked when Charles was going to get a contract.
 - Mr. Riondino responded that he believed that the director said next month.
- Ms. Boucher asked if they were supposed to get reports from Lenny if he wasn't going to be present, and asked when they could get Lenny's reports.
 - Mr. Hunter said that he would reach out to Lenny about his reports.
 - Ms. Boucher asked when he thought they would be able to get them.
 - Mr. Hunter said that he couldn't promise anything but he would reach out to him.

New Business

There was none reported.

Adjournment

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

The meeting was adjourned at 6:30 PM.

Submitted by

Janell S. Jones
Parking Authority of the City of Camden