**Parking Authority City of Camden**

**Regular Monthly Board Meeting – Open Session Minutes**

**Monday, April 25, 2016 – 6:00PM**

**Commissioners Present**

Chairman Jose Martinez, Jr.

Vice Chairman Barry Moore

Commissioner Angel Alamo

Commissioner Shaneka Boucher

**Staff and Consultants Present**

Willie Hunter, Sr., Executive Director

Charles Holmes, Holmes & Company

Glynn Jones, City Finance Director (not sure)

Marc Riondino, Esq., City Attorney

**Others Present**

Karl Walko – CWA Local 1014

Joe Myers – Cooper’s Ferry Partnership

**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

**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 Tuesday, April 19, 2016 at 2:32 PM. A copy was also delivered to the Press Room in City Hall in compliance with the Open Public Meetings Law.

**Public Comments**

* Mr. Riondino asked if anyone from the public had any comments.
* Mr. Karl Walko from CWA Local 1014 stated that he had spoken with Mr. Hunter before the meeting. He said that he asked Mr. Hunter for a copy of the vision plan documents, whatever the agreement was or contract. He stated that he wanted more than just a summary.
  + Mr. Hunter asked him if he wanted the whole agreement.
  + Mr. Walko responded that he didn’t expect it to be an issue, but wanted to have it so that he could review it and have a copy.
  + Mr. Hunter stated that was not a not a problem.
* Mr. Riondino asked if that was it, to which there was no verbal response. He then stated that they would move on to the director’s report.

**Director’s and Consultant’s Reports**

* **Executive Director’s Report**
* Mr. Hunter stated that they would start by talking about the Waterfront Garage project. He said that the project was moving along very well and that he was still working out a few kinks with DRPA. He stated that they had interviewed a few construction managers to oversee the project. He said he thought six had applied and that they interviewed four. He went on to say that they had a recommendation that was included in the board members packages.
* Mr. Hunter discussed the repairs being done to the Hinson garage, stating that they were moving along pretty well and should be done by the end of the month.
* Mr. Hunter stated that he had finally closed on the sale of Lot 51 with Rutgers, where they were building their Nursing School.
* Mr. Hunter said that Liberty Property Trust were doing some environmental work on Lot 11, and that he thought it had been completed on Lot 11 east, the pier, and Lot 10. He stated that it was moving along and that the Parking Authority had been cooperating and working along with them.
* Mr. Hunter told the board members that they also had the revised Bid that had to go back out for the PARCS equipment because the original didn’t have the maintenance in it, and that it had a maintenance in it now and that they were making a recommendation to the board on that too. He said that they were recommending Best Associates, who was the lowest responsible bidder. He let everyone know that they had a sheet in their folders showing what the Bids were and the total savings.
* Mr. Hunter went back to discussing the construction manager. He stated that they were recommending Epic; they were the most responsible lowest bidder, so they were making that recommendation to the board as well and the information was in their packages.
* Mr. Hunter discussed MPS and the meter pilot program. He said that they had sent over a working document to get an understanding of the meters, which is the equipment that he had shown everyone. He stated that they were looking to get some type of agreement together, something they both could agree on and the he would bring it back to the board with a recommendation to approve. He said that it looked like good equipment; more sound than theirs and it had a camera system on it, and they would know what was going into the meter. He stated that the pilot program would run for ninety days with a ninety day extension, but they had not gotten to that part yet because they were still working back and forth on the working document. He told everyone that once they got more information he would bring it back to the board.
* Mr. Hunter stated that there had been a customer service training scheduled for the twenty ninth and that it had to be cancelled, because the individual conducting the training had something come up, and they were looking to reschedule it for June.
* Mr. Hunter said that he had been reaching out to the Board about the retreat that they had talked about and he was he was waiting for responses from all the commissioners on their availabilities.
* Mr. Hunter stated that administratively they had talked about a confidential secretary at some point. He said that they had talked about a confidential secretary and pricing, and they would talk about that at a later date, but that he had something in mind with the pricing and he wanted to let the board know what’s going on and to get an understanding on that.
* Mr. Hunter said that wrapped up his report and asked if anyone had any questions.
  + Commissioner Boucher asked if they could have a resume for the new accountant.
  + Mr. Hunter said yes he could provide them with that.
  + Commissioner Boucher referred to the section regarding fencing and signage that says, “Park at your own risk.”
  + Mr. Hunter said they were just getting signs and that it was normal if you park in a garage, you park at your own risk, and it’s not the Parking Authority’s responsibility for incidents and things of that nature.
  + Commissioner Boucher said okay.
  + Mr. Hunter said they would be getting them for the lots and the garage; that they just wanted to have better signage. With so much going on, he wanted to beef up what they were doing.
* **Charles Holmes- Holmes and Company**
  + Mr. Holmes stated that the month ended for March revenues were $395,969 and the expenses were $320,727, so the excess of revenues over expenses was about $75,000. For the year to date 3 months there was an increase revenue over expenses of about $156,000 based on operating revenues of about $1,129,000.
  + Commissioner Boucher said she had a question about the cash restricted for Susquehanna Bank. She asked what they were doing with that. She asked if there were some type of improvements, that maybe she had forgot, for that amount, and wanted to know what they were doing.
    - Mr. Holmes said that was in Cap-X. He just prints the number but didn’t know what they planned on doing as far as managing.
    - Mr. Hunter stated that Cap-X was two percent of the of the revenue that came from Susquehanna that’s put into a fund that cannot be used for operating costs or anything, but it’s for repairs and capital improvements for some of the lots that Live Nation uses. He said that he and Joe had been talking to Curt Voss on ways to utilize that and he thought that he (Voss) agreed to that.
    - Joe Myers said there was a request that was pending that Curt Voss signed off on but his boss has to sign off. It included upgrades to Lot 6 which is at the intersection of 3rd and Mickle, extending the fence line so they could add about thirty spaces to the inventory, but that’s a fund that the Parking Authority has to make a request and turn in to Live Nation, and they’re the ones who give the approval.
  + Commissioner Boucher asked about the $600,000 long term no payable. She asked what it was.
    - Mr. Holmes said it was something that was done with the 3rd Street lot, the Prison lot, so it was part cash and part long term debt which was due. He said he thought it was like a five year note that’s been reported in the audit every year so he thought it would be some negotiation. He said he believed it was coming up due the first payment this year, and that it had been about five years so it was just suspended.
  + Mr. Hunter asked if there were any more questions, and there was no verbal response.

**Adoption of the March 2016 Minutes**

* Mr. Riondino asked if everyone had a chance to look at the minutes, and if there were any questions or concerns.
  + Commissioner Boucher asked if they had ever sent Karl what he was asking for during the last meeting. She asked Karl if he remembered what she was talking about.
  + Mr. Walko said that he asked for a report on the wages of management.
  + Commissioner Boucher asked if he had ever gotten it.
  + Mr. Walko said no.
  + Mr. Hunter said that he would look into it and provide that to Karl.

**Marc Riondino called for a motion to adopt the minutes.**

Commissioner Alamo made the motion to adopt the minutes.

Chairman Martinez seconded.

Chairman Martinez – yes

Vice Chairman Moore – yes

Commissioner Alamo – yes

Commissioner Boucher - yes

**Adoption of the Resolutions**

**Marc Riondino called for a motion to adopt the resolution**. Mr. Riondino said that Director Hunter explained the construction management services to Epic and all the other ones appeared to be fairly routine so he suggested to the board that they could do a consent agenda.

* Mr. Hunter asked if there were any questions.
* Vice Chairman Moore said that he had some questions for 04:39, about the cash disbursements. He asked if they hadn’t paid since February or if it was February for Dilworth and Paxon. He asked if it was accumulated or was it what was due in February.
  + Mr. Hunter said that it was accumulated, that they had missed one and they added it in there.
  + Commissioner Boucher said that in January they didn’t have a contract and if they could see a breakdown of that one.
  + Chairman Martinez said that he believed it was in the checks; he reviewed it as well and it was in the in the checks.
* Mr. Moore asked about the 2008 Jeep Liberty. He asked if it was a department Jeep for $2500. He said that if they were going to start pouring that kind of money into it could they possibly go get a new car.
  + Mr. Hunter responded that they were looking onto getting new vehicles.
  + Ms. Boucher asked what happened, and was it an old car.
  + Mr. Hunter said that he couldn’t remember, but the repair list was in the check; all the repairs that were done to it equal to the $2500 were in there.
  + Mr. Moore stated that was a lot of money for a car that was almost eight years old.
* Vice Chairman Moore asked about the $9000 for Denise, asking what lawyer she was.
  + Mr. Hunter responded that she was the labor lawyer.
  + Mr. Moore said okay.
* Commissioner Boucher asked about the new uniforms for the cashier department, stating that it said twelve employees. She asked if they did an annual new uniform thing.
  + Mr. Hunter said all the time.
* Commissioner Boucher asked about the $96 for professional services application submission for Rutgers. She asked if it was something they just had to submit for closing.
  + Mr. Hunter said yes.
* Commissioner asked about the Tim Haahs bill. She asked if that was for the garage repair.
  + Mr. Hunter asked her which one she was talking and where she was at.
  + Ms. Boucher said she was talking about the $240,000.
  + Mr. Hunter said that was for the designs, it was the design for the new garage, and it was also approved by the board.
  + Commissioner Boucher asked if it was approved for that amount.
  + Mr. Hunter said that it was more than that, and it was being done in phases.
  + Ms. Boucher said that was what she was wondering, if it was for the new garage, and she didn’t think it was for the old one.
  + Mr. Hunter said that she was absolutely right.
  + Ms. Boucher said that she just wanted to make sure.
* Vice chairman Moore asked if there was any more documentation on Resolution 04:40.
  + Mr. Hunter stated that he thought there was a contract or license agreement in there, that they do it every year with Carl Delonte. He said that they rented the lot over there next to Live Nation for parking.
  + Mr. Moore said that there was not one attached to the resolution.
  + Mr. Hunter told him that he would have to provide him with the contract.
  + Mr. Riondino stated that it was a license agreement, and that he believed that the resolution had all the language in it.
  + Mr. Hunter said that he had it and was not sure why he didn’t have it.
  + Mr. Martinez responded that he had it in his packet.
  + Mr. Hunter asked Ms. Boucher if she had it in her packet, to which she responded that she didn’t.
  + Mr. Riondino stated that he was missing it as well.
  + After getting those that needed it a copy of the agreement, Mr. Hunter added that they were getting the lot for the same price that they got it for last year.
* Vice chairman Moore stated that 04:43 didn’t have a dollar amount, that the others were saying twenty percent and that 04:43 didn’t.
  + Mr. Riondino asked if he was referring to Delaware and Elm Street.
  + Mr. Moore said correct.
  + Mr. Hunter sad that it was the same and it was twenty percent so it had to be in there.
  + Mr. Moore asked for a copy.
* Vice chairman Moore referred to 04:44, asking if that was the scoring sheet that they were given.
  + Mr. Hunter said the scoring sheet he gave them was that and yes it was in there.
  + Mr. Riondino said it was 45.
  + Mr. Moore asked if it was for 44 and 45.
  + Mr. Hunter said no that is was 44 and that the other one for 45 was separate.
  + Mr. Moore asked if they were two separate ones they were given.
  + Mr. Hunter said yes.

**Mr. Riondino asked if there were any more questions on the consent agenda. He said the consent agenda would be for resolutions 39, 40, 41, 42, 43, 44, and 45. He called for a motion.**

Commissioner Alamo made a motion.

Commissioner Boucher seconded.

Chairman Martinez – yes

Vice chairman Moore – yes

Commissioner Alamo – yes

Commissioner Boucher – yes

* Mr. Riondino stated that resolutions 39 to 45 all passed and the remaining resolution was to hold a closed session. He did not think they needed to go into a closed session.
  + Commissioner Boucher said that she had something to discuss.
  + Mr. Riondino said okay.
  + Mr. Hunter said okay they would go into closed session.

**New Business**

* Joe Myers – Cooper’s Ferry Partnership
  + Mr. Myers stated that he believed Mr. Hunter had mentioned something; they were very fortunate that Liberty Property Trust, for a variety of reasons, had decided not to start construction on the Waterfront until after the last concert. They had previously flirted with the idea of starting around July 4, which would have really put a restraint on both Mr. Myers and Mr. Hunter to replace over one thousand spaces. He said that although it was tight this season, they still had a lot of work to do for next season
  + Mr. Myers said that was cautiously optimistic that during that week, Cooper’s Ferry, on behalf of the Parking Authority, would submit the ERB application. He said he knew that Mr. Hunter had talked over the past few months about it; it’s a 3 million dollar grant that the Parking Authority was applying for which would be utilized for equity into the garage. He stated that there was a lot of back and forth between his office and the Parking Authority, and also the EDA.
  + Mr. Myers stated that he had finalized the draft strategic plan for the Parking Authority, and that he would sign, seal and stamp it final.

**Old 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. Commissioner Boucher seconded the motion.

All were in favor.

**R2016-04:46** Authorizing the Authority to hold a Closed Session Meeting to discuss Legal, Personnel and Property Matters

**The meeting was adjourned at 6:20 PM**.

Submitted by

Janell S. Jones

Parking Authority of the City of Camden

**Parking Authority of the City of Camden**

**March 28, 2016**

**Mayor Approval**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Resolution** | **Brief description** | **A** | **D** | **N** | **T** | **YES** | **NO** |
| PA#2016-03:28 | The Parking Authority approving Cash Disbursements for the balance of the month of February 2016 and for the Month of March 2016 | X |  |  |  |  |  |
| PA#2016-03:29 | Authorizing the Parking Authority to approve an Agreement with Holmes & Company. | X |  |  |  |  |  |
| PA#2016-03:30 | The Parking Authority rejecting the bids for Proprietary Purchase of Hamilton Parking Access Revenue Controls System. | X |  |  |  |  |  |
| PA#2016-03:31 | Authorizing the Parking Authority to give Cooper’s Ferry Partnership twenty percent (20%) of the parking revenue from the New Year’s Eve fireworks event | X |  |  |  |  |  |
| PA#2016-03:32 | Authorizing an agreement between the Parking Authority and South Jersey Port Corporation. | X |  |  |  |  |  |
| PA#2016-03:33 | Authorizing a first Amendment to Parking Lot services Agreement between the Parking Authority and Cooper’s Square Urban Renewal Venture, LLC (CSURV) | X |  |  |  |  |  |
| PA#2016-03:34 | Authorizing the Parking Authority to enter into an Agreement with Royal Court Homeowners Association. | X |  |  |  |  |  |
| PA#2016-03:35 | Parking Authority declaring its official intent to reimburse expenditures for project costs related to development and construction of Waterfront Parking Garage from the proceeds of tax-exempt debt obligations. | X |  |  |  |  |  |
| PA#2016-03:36 | Authorizing the Parking Authority to participate in a Memorandum of Understanding for the 2016 Downtown Waterfront Landscaping and Maintenance. | X |  |  |  |  |  |
| PA#2016-03:36 | Authorizing the Parking Authority to enter into a First Amendment to License Agreement with Lockheed Martin Corporation | X |  |  |  |  |  |

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Honorable Dana L. Redd, Mayor – City of Camden