

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

**Monday, January 23, 2017 – 6:00 PM**

**Commissioners Present**

Chairman Jose Martinez, Jr.  
Commissioner Angel Alamo  
Commissioner Mary Espinal  
Commissioner Jasper Kane  
Commissioner Shaneka Boucher (late arrival, arrived at 6:15pm)

**Staff and Consultants Present**

Charles Holmes, Holmes & Company  
Marc Riondino, Esq., City Attorney  
Brett Wiltsey, Esq., Dilworth & Paxson  
Edward McMaster, PACC Accountant

**Others Present**

Karl Walko, Local 1014

**The Meeting was called to order at 6:02 PM.**

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

This is the regularly 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 Thursday, January 19, 2017 at 10:53 AM. A copy was also delivered to the Press Room in City Hall in compliance with the Open Public Meetings Law.

**There was no public comments.**

**Mr. Hunter announced that the meeting would be the annual reorganization meeting and that he would be acting as the chairman briefly while a new chairman was elected. He asked for a motion to nominate a chairperson.**

Commissioner Alamo made a motion to nominate Jose Martinez.

Commissioner Kane seconded the motion

Chairman Martinez – yes  
Commissioner Kane – yes  
Commissioner Alamo – yes  
Commissioner Espinal – yes

Mr. Hunter turned the meeting over to Chairman Martinez, who welcomed the new Commissioner Jasper Kane to the Parking Authority. He then turned the meeting back over to Marc Riondino.

**Mr. Riondino asked for a motion to nominate a Vice Chair.**

Chairman Martinez made a motion to nominate Angel Alamo.

Commissioner Kane seconded the motion.

Chairman Martinez – yes

Commissioner Kane – yes

Commissioner Alamo – yes

Commissioner Espinal – yes

**Mr. Riondino stated that the appointment of a secretary would be tabled. He asked for a motion to table the resolution.**

Chairman Martinez made a motion to table the resolution for appointment of secretary.

Vice chairman Alamo seconded the motion.

Chairman Martinez – yes

Commissioner Kane – yes

Commissioner Alamo – yes

Commissioner Espinal – yes

**Mr. Riondino asked for a motion to nominate a treasurer.**

Director Hunter made a request to nominate Edward McMaster.

Chairman Martinez made a motion to nominate Edward McMaster.

Vice Chairman Alamo seconded the motion.

Chairman Martinez – yes

Commissioner Kane – yes

Commissioner Alamo – yes

Commissioner Espinal – yes

**Director's and Consultant's Reports**

**Chairman Martinez made note that Commissioner Boucher entered as Mr. Hunter began his report.**

• **Willie Hunter – Executive Director**

- Mr. Hunter stated that the next phases of the Hinson Garage renovations would begin soon. He went on to discuss that Alert Security System had taken over both the security and fire alarm systems, and one system had been implemented. Lot 16 improvements had been completed for use by Rutgers University, with the exception of one additional phase of lighting installations. Mr. Hunter explained that the Parking Authority wanted to have additional lighting installed to make the parking lot brighter at night. The PARCS equipment had been installed on both Lots 7 & 8, was fully functional, and bollards had been installed in front of the machines to prevent cars from hitting them and causing any damage. Mr. Hunter

explained that the supervisors had received training on the equipment and they would continue to receive ongoing training. He stated the Parking Authority was still looking at Lot 3 for additional Parking. He discussed a pilot program for new meters. The program would include one hundred meters and would not cost the Parking Authority anything. It would allow PACC to try the meters for approximately ninety days to see how they worked and if they were suitable. Mr. Hunter discussed the progress with updating residential handicap parking, and expressed his shock when he discovered that there were over five hundred residential handicap spaces within the city. He explained that PACC had recently sent out the 2017 renewal invoices for the residential handicap residents, and that PACC was working with DPW to complete and get a better handle on the residential handicap process.

- Commissioner Boucher asked what services were included under the co-op program.
  - Mr. Hunter explained that it was a program, for which the Board previously approved the Parking Authority to participate in, for groups that made large purchases in the state of New Jersey, to participate in and get a cheaper rate, if it was decided to get meters through the program. He stated that the co-op program allowed the purchase of other goods but PACC was interested in purchasing meters.
- **Charles Holmes – Holmes & Company**
  - Mr. Holmes stated that they had their year-end compilation and that the auditor would be coming in within a couple of months, so there could be some changes later. He said that he just had a year-end summary. He stated that the overall health of the Parking Authority was still strong. The PACC's net position, which is the net equity was a little high than last year, 11.4 million, but reminded the commissioners to keep in mind that with the new accounting standards, some of that would be restricted to the for the pension. He stated that on the balance sheet there were preconstruction costs for Block N and some of the garage studies, but until something was built, that would be capitalized as a predevelopment cost in hope that they could get some of that money back. Mr. Holmes said that the liabilities were relatively low, about 400,000, and the current networking capital still looked strong. He noted that was all in anticipation of any construction because everything had to be financed. Mr. Holmes stated that PACC revenue was up by 10% and the net position was a little stronger than last year, and it looked like they would finish about one million over for the year.

**Mr. Riondino asked if there any questions or reports.**

- Commissioner Boucher asked if there was report from Lenny Bier, to which Mr. Hunter respond that there was not.

### **Adoption of the November 2016 Minutes**

**Mr. Riondino asked that all those in favor of adopting the November 2016 minutes say aye, all said “Aye”. Jasper Kane abstained, having not been present at the previous meeting.**

### **Adoption of the Resolutions**

**Mr. Riondino stated that the Chairman recommended to handle the resolutions as a consent agenda, with the exception of resolution R2017-01:20 Authorizing a contract with Mobile Now to provide Pay by Cell payment system services for on-street metered parking, which the Director asked to be tabled.**

Chairman Martinez made the motion to table resolution R2017-01:20.

Commissioner Alamo seconded.

- Chairman Martinez – yes
- Commissioner Kane – yes
- Commissioner Alamo – yes
- Commissioner Espinal – yes
- Commissioner Boucher - yes

**Mr. Riondino asked for a motion to approve the consent agenda.**

Chairman Martinez made the motion.

Commissioner Alamo seconded.

- Chairman Martinez – yes
- Commissioner Kane – yes
- Commissioner Alamo – yes
- Commissioner Espinal – yes
- Commissioner Boucher - abstained from resolution R2017-01:07

- **R2017-01:05** Establishing the Dates and Times of the regular Monthly Meetings for the Year 2017-2018.
- **R2017-01:06** Approving the Holiday Schedule for Union and Non-Union employees for the Year 2017
- **R2017-01:07** Establishing First Colonial Bank and Republic Bank as the Depository of Funds of the Parking Authority of the City of Camden
- **R2017-01:08** Designating the Courier Post as the Newspaper of General Circulation for All Legal Notices
- **R2017-01:09** Designating the Custodian of and Establishing an Imprest (Petty Cash) Fund

- **R2017-01:10** Approving Cash Disbursements for the Balance of the Month of December 2016 and for the Month of January 2017
- **R2017-01:11** Authorizing the Executive Director to Advertise for Bids for Various Items during the Fiscal Year 2017
- **R2017-01:12** Awarding a Contract to Gold Medal Environmental of NJ for Waste Management Services
- **R2017-01:13** Approving a Risk Management Consultant Agreement with M&C Insurance Agency, Inc.
- **R2017-01:14** Authorizing a Maintenance Agreement with Allied Elevator, LLC for elevator maintenance for the Theodore Hinson Garage
- **R2017-01:15** Approving an Agreement for Real Estate Development and Stakeholder Liaison Services.
- **R2017-01:16** Approving the annual Audit for the year ending 2016 financial records by Certified Public Accountant
- **R2017-01:17** Approving an Agreement for Special Counsel Legal Services.
- **R2017-01:18** Approving an Agreement for Accounting Support Services
- **R2017-01:19** Approving an Agreement for Parking Project Development, Management, and Operations Consulting Services
- **R2017-01:21** Authorizing the Parking Authority to begin Phase 3 of Lighting Repairs on Lot 16; Adding additional lighting
- **R2017-01:22** Authorizing a Commercial Services Agreement with Orkin Pest Control for pest control services

Commissioner Boucher had questions regarding resolution R2017-01:10 Approving Cash Disbursements for the balance of December 2016 and for the month of January 2017.

- Ms. Boucher asked about the expenditure to CWA Local #1014 for Health & Welfare
  - Mr. Hunter responded that it was for the employee dental coverage.
- She asked why the Dilworth Paxon expenditure was higher than normal.
  - Mr. Hunter informed her that he could get her detail of the services rendered.
- Ms. Boucher questioned why Holmes and Company's invoice was much lower than it normally was.
  - Mr. Hunter explained that he talked with Charles Holmes and they discussed that because PACC now had an in house accountant, Holmes and Company would reduce their rate. This had been discussed with Holmes and Company and at the previous Board Meeting.
- Commissioner Boucher asked if the computer consultant needed to be under contract because they were on the expenditure list every month.
  - Mr. Hunter explained that not all computer consulting people work under contract, and John Kosick was one that did not work under contract but he was really good when PACC needed his services. The reason for the influx in pricing was the installation of the PARCS equipment.
- She asked about an expenditure for purchase orders, to which Mr. McMaster explained that it was for the actual purchase of purchase order forms.
- Ms. Boucher asked about the payment to NJ Transit Headquarters.

- Mr. Hunter explained that it was a quarterly payment for the use and operation of their garage.
- Commissioner Boucher wanted to know if the payment to Richard Best Associates was the last payment.
  - Director Hunter explained to her that it was for the PARCS equipment but it was not the final payment.
- Ms. Boucher asked what the Ruderman, Horn & Esmerado expenditure was for.
  - Mr. Hunter informed her that it was PACC's labor attorney.
- She asked if Salsbury Industries was for a locker that was purchased, to which Mr. Hunter responded that it was for the enforcement department.
- She questioned the payment for the Camden County Treasurer, Right of Entry Agreement.
  - Mr. Hunter explained that PACC leased parking spaces within the Technology Center parking lot and had to pay them twenty percent for use of the spaces.

Commissioner stated that she had questions regarding resolution R2017-01:13 approving a risk management consultant agreement with M&C Insurance Agency. She asked that Mr. Hunter go over the resolution.

- He explained that because PACC were with JIF it was mandatory to be assigned a risk management consultant. The consultant would cost PACC nothing, as it would be paid directly from JIF, but one had to be selected.

Commissioner Boucher asked Mr. Wiltsey if, in regards to resolution R2017-01:07, any adjustments were ever made to the bylaws as to how many signatures were needed when signing checks.

- Mr. Wiltsey responded that they had made some changes and the director was reviewing them. They would discuss the changes, and the report would be in next month's board packets.

Commissioner Boucher stated that she thought Lenny Bier's contract was approved mid-year. She asked if they were going to renew his contract again.

- Mr. Hunter explained that they had discussed renewing all contracts at the start of the year.

### **New Business**

Mr. Hunter stated that they had not purchased any new vehicles last year, but they wanted to purchase two new enforcement vehicles, and wanted to purchase two new Polaris. He explained that the Polaris was a utility vehicle, so that cashiers would be able to get back and forth to check on lots, and it would make it easier than the use of an actual vehicle. He explained that PACC had budgeted for the purchase of all four items and asked for a motion to make the purchase.

Vice chairman Alamo made the motion.

Chairman Martinez seconded.

Chairman Martinez – yes

Commissioner Kane – yes  
Commissioner Alamo – yes  
Commissioner Espinal – yes  
Commissioner Boucher - yes

**Old Business**

- There was none reported

Marc Riondino asked for a motion to adjourn.  
Vice chairman Alamo made a motion.  
Chairman Martinez seconded.  
All were in favor.

**The open session of the meeting was adjourned.**

Submitted by

Janell S. Jones  
Parking Authority of the City of Camden

**Parking Authority of the City of Camden**  
**January 23, 2017**

Resolution	Brief description	A	D	N	T	Mayor Approval	
						YES	NO
<b>PA# R2017-01:01</b>	Electing a Chairperson	X					
<b>PA# R2017-01:02</b>	Electing a Vice Chairperson	X					
<b>PA# R2017-01:03</b>	Authorizing the Appointment of a Secretary				X		
<b>PA# R2017-01:04</b>	Authorizing the Appointment of a Treasurer.	X					
<b>PA# R2017-01:05</b>	Establishing the Dates and Times of the regular Monthly Meetings for the Year 2017-2018.	X					
<b>PA# R2017-01:06</b>	Approving the Holiday Schedule for Union and Non-Union employees for the Year 2017.	X					
<b>PA# R2017-01:07</b>	Establishing First Colonial Bank and Republic Bank as the Depository of Funds of the Parking Authority of the City of Camden	X					
<b>PA# R2017-01:08</b>	Designating the Courier Post as the Newspaper of General Circulation for All Legal Notices	X					
<b>PA# R2017-01:09</b>	Designating the Custodian of and Establishing an Imprest (Petty Cash) Fund	X					
<b>PA# R2017-01:10</b>	Approving Cash Disbursements for the Balance of the Month of December 2016 and for the Month of January 2017	X					
<b>PA# R2017-01:11</b>	Authorizing the Executive Director to Advertise for Bids for Various Items during the Fiscal Year 2017	X					



<b>PA# R2017-01:12</b>	Awarding a Contract to Gold Medal Environmental of NJ for Waste Management Services	X					
<b>PA# R2017-01:13</b>	Approving a Risk Management Consultant Agreement with M&C Insurance Agency, Inc.	X					
<b>PA# R2017-01:14</b>	Authorizing a Maintenance Agreement with Allied Elevator, LLC for elevator maintenance for the Theodore Hinson Garage	X					
<b>PA# R2017-01:15</b>	Approving an Agreement for Real Estate Development and Stakeholder Liaison Services	X					
<b>PA# R2017-01:16</b>	Approving the annual Audit for the year ending 2016 financial records by Certified Public Accountant	X					
<b>PA# R2017-01:17</b>	Approving an Agreement for Special Counsel Legal Services	X					
<b>PA# R2017-01:18</b>	Approving an Agreement for Accounting Support Services	X					
<b>PA# R2017-01:19</b>	Approving an Agreement for Parking Project Development, Management, and Operations Consulting Services	X					
<b>PA# R2017-01:20</b>	Authorizing a Contract with Mobile Now to provide Pay by Cell payment system services for on-street metered parking				X		
<b>PA# R2017-01:21</b>	Authorizing the Parking Authority to begin Phase 3 of Lighting Repairs on Lot 16; Adding additional lighting	X					
<b>PA# R2017-01:22</b>	Authorizing a Commercial Services Agreement with Orkin Pest Control for pest control services	X					

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

Date: \_\_\_\_\_

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