

**Minutes from September 21, 2016 Meeting of the
Board of Commissioners of the East Orange Parking Authority**

Chairman McKnight called the meeting to order at 6:05 pm. He also read the Sunshine Act-Law, and roll call was taken. The Commissioners present at the meeting were:

Chairman McKnight
Vice-Chair Muhammad
Commissioner Ceballos
Commissioner Robinson
Commissioner Owens left at 6:45pm
Commissioner Harris was absent

The Board Attorney Kevin McManimon was present.
Tom Calu was present
Ibrahim City Hall Representative was present

Public Portion:

No public portion

Executive Session:

No Executive Session

Minutes:

Chairman McKnight made a motion to approve the June 2016 minutes, and was seconded by Commissioner Owens. Chairman McKnight, Vice-Chair Muhammad, Commissioner Robinson, and Commissioner Owens voted in favor. Commissioner Ceballos abstained, as she was not present for the June 2016 Meeting.

Vice-Chair Muhammad made a motion to approve the August 2016 Minutes and was seconded by Commissioner Owens. Chairman McKnight, Vice-Chair Muhammad, Commissioner Owens, and Commissioner Ceballos

voted in favor. Commissioner Robinson abstained as he was not present for the August meeting

General Session:

Chairman McKnight read the financial report for August 2016.

Commissioners questioned the NJ Dept. of Labor unemployment bill. They would like Tasha to provide more details as to what the bill is for.

Commissioner Ceballos made a motion to pay the September 2016 bills and was seconded by Commissioner Robinson. All Commissioners in attendance voted in favor.

Chairman McKnight discussed the importance of Board members confirming their attendance prior to the day of board meetings, by contacting Tasha or Chairman McKnight via email, phone or text.

Tom Calu updated the Board on the purchase and installation of the IPS Pay Stations. He stated that he and Tasha are in the process of setting up data for the machines, and installation of the base. Tom and Tasha will reach out to DPW Director Christopher Coke, for assistance with the removal and disposal of the existing pay stations, and installation of the base for the new pay stations, if necessary. The existing base may be sufficient.

Tom informed the Board that appraisals of the lots we would like to sell should be completed by the end of October 2016, (Lots 5e, 5a, 7b, and 4e).

Tom recommended that we hire a broker to handle the sell of the lots. Kevin suggested that we may not need a broker, as the Authority may be able to handle the sale of said properties, thus eliminating the cost of hiring a broker. Tom recommended that he and Kevin discuss it further once the appraisals are in, and that the Board create a sub-committee specifically assigned to this project, and that they be authorized to make decisions.

Tom volunteered to provide a proposal in the near future for the cost of fencing off the lots that the Authority would like to sell/close

Ibrahim expressed his concerns for the lack of a parking alternative for the current lot permit holders who park in lots that are being considered for sale.

Tom will work with Tasha to find out if there are parking alternatives, and update the Board at the next meeting.

Commissioners decided to table approval of Resolution No. 6 of 2016 amending the 2016 Budget until the next meeting. The Board would like more information.

Tom suggested that the Board approve Resolution No. 7 of 2016 approval of expenditures levels.

Vice-Chair Muhammad made a motion to approve Resolution No. 7 of 2016 approval of expenditures levels, and was seconded by Commissioner Ceballos. Chairman McKnight, Vice-Chair Muhammad, Commissioner Ceballos, and Commissioner Robinson voted in favor. Commissioner Owens was not present for this vote.

Chairman McKnight, Vice-Chair Muhammad, Commissioner Ceballos, and Commissioner Robinson voted in favor of a motion to enter into an agreement with First Data Corporation for the processing of point of sale transactions at the new pay stations.

Vice-Chair Muhammad made a motion to approve authorization to file an application with PNC Bank to establish a line of credit for the purchase of new parking meters, and was seconded by Commissioner Robinson. Chairman McKnight, Vice-Chair Muhammad, Commissioner Ceballos, and Commissioner Robinson voted in favor.

Chairman McKnight informed the Board that Tasha was not able to get a company credit card in her name. The Bank required the Chairman or another authorized signer for the Authority, in order to apply for the card using their personal social security number.

Tom will check with the city to see what company they use for insurance coverage, and what type of insurance they have. Tom also suggested obtaining insurance coverage that covers the Board and management staff.

Tom would like to have monthly staff meetings within a few days after the Board meetings to brief the staff and keep them informed.

Tom will check with the Police Director to see if they can provide police radios for our Parking Enforcement Officers to use for safety reasons.

Tom recommended purchasing a new company vehicle, as we currently only have one vehicle for enforcement.

Vice-Chair Muhammad made a motion to approve Resolution No. 8 of 2016 authorizing the purchase of a new vehicle, and was seconded by Commissioner Robinson. Chairman McKnight, Vice-Chair Muhammad, Commissioner Ceballos, and Commissioner Robinson voted in favor. Commissioner Owens was not present during the vote.

Tom informed the Board that the City inquired about who the authority uses for auditing purposes. The Board requested that a representative from the accounting firm we use (Holland and Company) attend the next Board Meeting.

Commissioner Robinson made a motion to approve the Authority to contribute \$3,000 towards the cost of a \$15,000 plus or minus parking study that the City is trying to arrange for a parking project behind city hall, and was seconded by Vice-Chair Muhammad. Chairman McKnight, Vice-Chair Muhammad, Commissioner Ceballos, and Commissioner Robinson voted in favor. Commissioner Owens was not present for this vote.

Adjournment:

At 8:48pm Commissioner Robinson made a motion to adjourn the meeting and was seconded by Vice-Chair Muhammad. Chairman McKnight, Vice-Chair Muhammad, Commissioner Ceballos, and Commissioner Robinson voted in favor.

The meeting was adjourned at 8:48pm.