

**Minutes from April 19, 2017 Meeting of the
Board of Commissioners of the East Orange Parking Authority**

Chairman McKnight called the meeting to order at 6:00 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 Owens arrived at 6:18pm and left at 6:50pm

Commissioner Robinson arrived at 6:18pm

Commissioner Lasure

Tom Calu was present

Kevin McManimon, Board Attorney was present

City Hall Representative was present

EOPA Accountant Patrick Holland was present

Public Portion:

No public portion

Executive Session:

Vice-Chair Muhammad made a motion to go into executive session, and was seconded by Commissioner Robinson. Chairman McKnight, Vice-Chair Muhammad, Commissioner Ceballos, Commissioner Robinson, and Commissioner Lasure voted in favor. As a result of Commissioner Owens leaving early he was not present at the time of this vote.

Vice-Chair Muhammad made a motion to end executive session, and was seconded by Commissioner Robinson. Chairman McKnight, Vice-Chair Muhammad, Commissioner Ceballos, Commissioner Robinson, and Commissioner Lasure voted in favor. As a result of Commissioner Owens leaving early he was not present at the time of this vote.

Minutes:

February 2017 minutes will be reviewed at the May meeting. Commissioners present at the February meeting were not present at this meeting to approve the minutes.

General Session:

Chairman McKnight read the financial report for February 2017.

Vice-Chair Muhammad made a motion to approve the March 2017 and April 2017 bills, and was seconded by Commissioner Ceballos. Chairman McKnight, Vice-Chair Muhammad, Commissioner Ceballos, and Commissioner Lasure voted in favor. Commissioner Robinson and Owens did not vote as they were not yet present when the motion was passed.

Charley with Park Mobile explained in detail how Pay-by-Phone works. What the customer can expect, and EOPA can expect, from transactions, fees, and the enforcement aspect. Vice-Chair Muhammad questioned how disputes are handled, which Charley explained in detail. Tom and Kevin will review the Park Mobile contract, and make changes accordingly.

Commissioner Ceballos made a motion to approve resolution No. 4 of 2017 authorizing the execution of an agreement with Park Mobile to provide a Pay-By-Phone option to customers, and was seconded by Commissioner Robinson. Chairman McKnight, Vice-Chair Muhammad, Commissioner Ceballos, Commissioner Lasure, Commissioner Owens, and Commissioner Robinson voted in favor.

Patrick Holland the EOPA Accountant and the Board reviewed the 2017 Audit. Patrick stated that the Pakring Authority is doing well, as the revenue is increasing, and there are no red flags. He recommended investing some of the company funds. He stated that he and his company cannot partake in the investments, but can recommend someone who can.

Patrick also recommended not hiring a full time executive director as it would be a set back for the Authority financially, benefits, and pension would have to be paid to a full time ED as well as a significant increase in salary. He stated that Tom is doing an incredible job as a Part Time ED, and the extra

salary the Authority would pay for a full time ED could best be used to hire more staff, increase salaries, which may in turn motivate employees to perform at a higher level, and be more dedicated.

The Park at the library is expected to be reconfigured, and some citizens have complained about there not being adequate lighting in the library. Vice-Chair Muhammad will check into it. Also mentioned was that there have been complaints regarding overnight parking enforcement. Tom stated that the authority is working on a plan that will be discussed with the EOPD in the near future.

Commissioner Robinson made a motion to renew Tom Calu's contract as Executive Director for the Authority, and was seconded by Commissioner Ceballos. Chairman McKnight, Vice-Chair Muhammad, Commissioner Ceballos, Commissioner Robinson, and Commissioner Lasure voted in favor. As a result of Commissioner Owens leaving early he was not present at the time of this vote.

Commissioner Ceballos made a motion to approve Resolution No. 3 of 2017 to submit the EOPA 2016 Audit to the State local finance Board for review, and was seconded by Commissioner Robinson. Chairman McKnight, Vice-Chair Muhammad, Commissioner Ceballos, Commissioner Robinson, and Commissioner Lasure voted in favor. As a result of Commissioner Owens leaving early he was not present at the time of this vote.

Tom suggested that a Sub-Committee be created to establish guidelines for performance reviews as it relates to increases, and to revise the performance review form. Tom and Commissioner Ceballos will be on this committee. Chairman McKnight recommended setting rate increase guidelines that the manager performing the review can go by.

Adjournment:

At 8:13pm Commissioner Robinson made a motion to adjourn the meeting, and was seconded by Commissioner Ceballos. Chairman McKnight, Vice-Chair Muhammad, Commissioner Ceballos, Commissioner Robinson, and Commissioner Lasure voted in favor. As a result of Commissioner Owens leaving early he was not present at the time of this vote.

The meeting was adjourned at 8:13pm.