

**Minutes from the December 20, 2017 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 Lasure (arrived at 6:15pm)  
Commissioner Ceballos  
Commissioner Owens (left at 7:00pm)

Commissioner Robinson was absent

Tom Calu was present  
Kevin McManimon, Board Attorney was present

**Public Portion:**

No public portion

**Minutes:**

Commissioner Ceballos made a motion to approve the November 2017 minutes and was seconded by Vice-Chair Muhammad . All Commissioners in attendance voted in favor. Except Commissioner Lasure who was not yet present.

**General Session:**

Chairman McKnight read the Financial Report for November 2017.

Vice-Chair Muhammad informed the Board that she spoke with Councilman Green about the detrimental impact the lack of fine sharing revenue paid to EOPA from the city is having on our bottom line, and asked what exactly the does the Authority need to do in order to receive fine sharing. Ted Green recommended that Vice-Chair Muhammad contact Councilman Bullock as he is preparing for Mayoral transition.

Commissioner Owens made a motion to pay the December 2017 bills and was seconded by Vice-Chair Muhammad. All commissioners in attendance voted in favor.

**Executive Session:**

No Executive Session this meeting.

**General Session Continued:**

Tom informed the Board that Kevin is drafting a contract that will be sent to the EO Housing Authority for the purchase of Lot 2D next to Auto Zone, in hopes that they will agree to the terms so that we may be able to close within 45 days from then.

Tom informed the Board that the Chairman signed letters of intent for the sale of Lots 5A, and 5E which we are sending back to the submitting parties through the realtor. Kevin will follow up within 3 days to provide contracts of sale for those transactions in hopes to close within 60 days. As per Tom if all goes as expected we should net \$402,000 from those sales, which can be used for capital improvement and expanding enforcement. We also may be able to have the City's engineering Department provide a price for assessment of our lots, in order to gauge what budget is needed to make improvements.

Commissioners requested that Tom give monthly updates to all Council Members going forward.

Tom suggested the possibility of EOPA taking over the sale of daily overnight parking permits in the future.

The Board agreed to leave the Office Lease and Lot 2A lease with Evergreen Equities as month to month.

Kevin suggested sending out RFP's for Council, Auditor, etc. which Kevin will work on, for the February 2018 Board Meeting. He also stated that we need to have annual elections for Officers of the Board.

Tom recommended turning to the city for procurement because they have a qualified purchasing agents that have higher thresholds for bidding than we do, and consider looking at municipalities to hire a qualified P/T purchasing agent, who we will use when needed. Kevin asked if the Parking Authority needs that at this time.

**Adjournment:**

At 7:20pm Commissioner Ceballos made a motion to adjourn the meeting, and was seconded by Commissioner Lasure. All Commissioners in attendance voted in favor. Commissioner Owens left at 7:00pm, and was not present at the time of the vote.

The meeting was adjourned at 7:20pm.