

**Minutes from December 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 left at 7:55pm
Commissioner Harris arrived at 6:20pm
Commissioner Ceballos
Commissioner Robinson left at 8:02pm
Commissioner Owens

Tom Calu was present
Kevin McManimon, Board Attorney was present

Public Portion:

No public portion

Executive Session:

At 6:05pm Commissioner Ceballos made a motion to go into executive session, and was seconded by Vice-Chair Muhammad. All Commissioners in attendance voted in favor with the exception of Commissioner Harris who had not yet arrived.

At 6:48pm Commissioner Owens made a motion to come out of executive session, and was seconded by Commissioner Robinson. All Commissioners in attendance voted in favor.

Minutes:

Approval of the November 2016 minutes was tabled until the next meeting, as there were not enough commissioners present at this meeting that attended the November meeting in order to approve them.

General Session:

Chairman McKnight read the financial report for November 2016.

Commissioner Robinson made a motion to pay the amended bills for December 2016, and was seconded by Vice-Chair Muhammad. All Commissioners in attendance voted in favor.

Chairman McKnight informed the Board that holiday meter bags were put on the meters in the business district on December 10, 2016, and that the bags specify a 2hr free parking limit which will be strictly enforced via electronic chalking.

Tom informed the board that he and Tasha recommend holding off on purchasing new digital meters as they will not generate additional revenue at this time. Instead the recommendation is to refurbish existing meters, and increase the rate city wide to \$1.00 per hr. As per Tom 50 meters have been removed from the Auto Zone lot and sent out to be refurbished, and the rate changed to \$1.00 per hr. upon the Boards approval.

Tom will draft a resolution to be presented at the January 2016 meeting to set the meter rate to \$1.00 per hr. city wide.

Tom and the Board discussed the appraisals that came in for Lot 5a near the school and Lot 4E (17th & 18th). Tom will forward this information to Valerie Jackson, Director of Planning and Development.

Commissioner Ceballos asked if the employee's morale is up, and if they are happy with the increase they received. Tom informed the board that the employees appear to be happy, and that they are a great staff, however we may want to consider changing some from per diem to part time, and even full time in the future as an incentive to stay with the Authority.

The Board decided to table the approval of the proposal submitted by Holland and Company for them to perform the 2016 Audit for the Authority. The Board would like for them to respond to the RFP that will be placed on EOPA December 21, 2016 Board Meeting

the Authority's website. Tom will reach out to Holland & Company for clarification of the proposal, cost for the audit, and services that will be provided. Also compliance matters.

Tom informed the Board that the Authority would eventually lose the 50 spaces in front of City Hall as the city plans to turn that area into a plaza.

Also the particulars of the Parking Deck are being ironed out. Once we receive the \$10,000 check from Desmond for the Parking Study, Chairman McKnight can sign the agreement to proceed with the Study. Desmond initially made the check out to the City not the Parking Authority by mistake.

Adjournment:

At 8:15pm Commissioner Owens made a motion to adjourn the meeting, and was seconded by Commissioner Harris. All Commissioners in attendance voted in favor, with the exception of Vice-Chair Muhammad who left at 7:55pm, and Commissioner Robinson who left at 8:02pm.

The meeting was adjourned at 8:15pm.