

**Minutes from the January 16, 2019 Meeting of the  
Board of Commissioners of the East Orange Parking Authority**

Chairman McKnight called the meeting to order at 6:07 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 Owens  
Commissioner Lasure  
Commissioner Robinson

Kevin McManimon, Board Attorney was present

**Public Portion:**

No public portion this meeting.

**Minutes:**

Commissioner Lasure made a motion to approve the December 2018 meeting minutes, and was seconded by Commissioner Robinson. All Commissioners in attendance voted in favor, except Vice-Chair Muhammad who abstained because she was not present for the December 2018 meeting.

**Executive Session:**

No Executive Session this meeting.

**General Session:**

Commissioner Lasure read the Financial Report for December 2018.

Vice-Chair Muhammad made a motion to pay the January 2019 bills, and was seconded by Commissioner Lasure. All Commissioners in attendance voted in favor.

Chairman McKnight informed the Board that he, Tasha and Traci had a meeting with Tony Jackson and Melody Scott at City Hall. One of the items discussed was an incident that occurred with an EOPA staff member who's customer service was considered unfavorable, which could have been attributed to being overwhelmed due to the lack of adequate staffing during a very busy time.

Management addressed the situation, and plans to hire an additional person going forward, to assist during the extremely busy time period. Customer Service Training is also an option for the staff. The staff member apologized for their actions, and assured management that they will provide better customer service going forward.

Also discussed was ideas for improving the overnight street permit parking process, and repairing and improving our lots, starting with Lot 1e S. Harrison, by installing cameras, a remote access gate, and better lighting. Melody and Tony suggested increasing the price of the permit to offset cost.

Tony also stated that City Council appointed a new EOPA Commissioner, but did not have all the details available.

Chairman informed the Board that meters we're installed on Halsted Place, and that DPW installed meter poles on Central Ave where existing paystation spaces are, and the meters will be installed on the poles in the near future. The 4 existing paystations are unrepairable, and will be removed by DPW.

Chairman and the Board reviewed the 2017 vs 2018 year end financial report summary that he asked Tasha to put together, which shows we did very well overall, and saw significant increases in most areas in 2018.

Vice-Chair Muhammad asked about fine sharing, and Chairman stated that Melody Scott initially had a few questions as to if the outstanding fine sharing revenue is for tickets written by both the EOPD and the Authority and Chairman explained that it's for paid tickets written by the Authority Officers only not EOPD.

The Board discussed salaries and mandatory minimum wage amounts. Chairman asked Commissioner Lasure to research salaries so that the Board can set salary guidelines for the staff.

**Adjournment:**

At 7:10pm Vice-Chair Muhammad made a motion to adjourn the meeting, and was seconded by Commissioner Owens. All Commissioners in attendance voted in favor.

The meeting was adjourned at 7:10pm.