

**Minutes from the October 17, 2018 Meeting of the  
Board of Commissioners of the East Orange Parking Authority**

Chairman McKnight called the meeting to order at 6:11 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 arrived at 6:19 pm

Commissioner Robinson was absent

Tom Calu was present  
Kevin McManimon, Board Attorney was present

**Public Portion:**

Mayor Ted Green stopped by briefly.

**Minutes:**

Vice-Chair Muhammad made a motion to approve the September 2018 meeting minutes, and was seconded by Commissioner Owens. All Commissioners in attendance voted in favor except Commissioner Lasure who had not yet arrived.

**Executive Session:**

No Executive Session this meeting.

**General Session:**

Chairman McKnight read the Financial Report for September 2018.

Tom informed the Board that as it is not stipulated in the overnight street parking ordinance that a permit holder must obtain a new affidavit every year, he and Tasha recommend only requiring an affidavit from new permit customers, existing permit holders who have changed their address, and not from existing permit holders who already have an affidavit on file. The Board agreed.

Tom informed the board that in addition to processing overnight street parking permits in office via money order transactions we also process cc transactions in office via our website, but recommended looking into processing cc transactions via a device that would be installed on the front desk computer, which would allow swiping of the cc to speed up the process.

Tom recommended exploring the possibility of the Authority taking over the selling of temporary overnight street parking passes from the city, and giving them \$1.00 for every temporary permit sold. He also suggested making the scratch-off hangtag available to customers via vending machines, which could be installed at the Library, City Hall and the Police Station.

Commissioner Lasure made a motion to approve the October 2018 bills to be paid, and was seconded by Vice-Chair Muhammad. All Commissioners in attendance voted in favor.

Chairman McKnight informed the Board that the 2017 audit has been submitted to the state.

Chairman McKnight and Tom informed the Board that Tasha is working with DPW to install new meters on Halsted Place, restripe and install meters on Central Avenue, and assess the condition of our lots.

### **Adjournment:**

At 6:45 pm Vice-Chair Muhammad made a motion to adjourn the meeting, and was seconded by Commissioner Lasure. All Commissioners in attendance voted in favor.

The meeting was adjourned at 6:45pm.