Minutes of a Regular Board Meeting
January 28, 2015

A Regular Meeting of the New Brunswick Parking Authority was held on January 28, 2015 in the conference room of the New Brunswick Parking Authority located at 106 Somerset Street, New Brunswick, New Jersey. Chairman Kevin McTernan called the meeting to order at 5:06 p.m.

Commissioners in Attendance:	Kevin McTernan	Chairman
	Tony Caputo	1st Vice Chairman
	Anthony Barber, Jr.	2nd Vice Chairman
	Louis Garlatti, Jr.	Treasurer
	Edwin Keefe	Secretary
Legal in Attendance:	Leonard Bier	General Counsel
NBPA Personnel in Attendance:	Mitchell Karon	Executive Director
	Bright Rajaratnam	Chief Financial Officer
	Howard Izes	Management Consultant
	Stephanie Zucker	Administrative Assistant

Mr. McTernan read the Public Statement as required by P.L. 1975.

Minutes

On motion of Mr. Keefe, seconded by Mr. Garlatti, the Board approved the minutes of the December 2014 Regular Board Meeting. Vote: 5-yes, 0-no, 0-abstain, 0-absent.

Executive Director's Report

Mr. Karon reports that NBPA sent notices to Wolfson Garage monthly parkers stating that effective February 1st, they will no longer be able to use their access cards at the Wolfson Garage and were advised that they may begin relocating to the Morris Street Deck. NBPA will then block off a portion of the garage, which will leave around 200 spaces to be used for nighttime parking. The metered lot on Liberty Street will remain open until the Wolfson Garage is demolished.

The Board is advised that NBPA opened its' garages for residential snow parking at 4pm on Monday, January 26th, through 8am this morning, Janaury 28th. There were 29 residents that took advantage of the facilities. All of the roofs of the parking garages were open for use by 8:30am this morning.

The NBPA's theme for 2015 is Proactivity. The theme last year was Efficiency.

Finance

Mr. Rajaratnam advises that all Board members received a copy of the unaudited December 2014 financial statement and balance sheet.

Old Business

Pedestrian Bridge: The Engineers contract is being reviewed. Amtrack's approval is needed before the survey can be conducted.

New Business

No New Business to Report.

Closed Session

On motion of Mr. Caputo, seconded by Mr. Keefe, the Board retired to Closed Session at 5:21pm. Vote: 5-yes, 0-no, 0-abstain, 0-absent.

Open Session

On motion of Mr. Caputo, seconded by Mr. Garlatti, the Board returned to Open Session at 5:29pm. Vote: 5-yes, 0-no, 0-abstain, 0-absent.

Adjourn

On motion of Mr. Keefe, seconded by Mr. Barber, the Board adjourned at 5:29pm.
Vote: 5-yes, 0-no, 0-abstain, 0-absent.

Edwin Keefe
Secretary

Minutes of a Regular Board Meeting
February 25, 2015

A Regular Meeting of the New Brunswick Parking Authority was held on February 25, 2015 in the conference room of the New Brunswick Parking Authority located at 106 Somerset Street, New Brunswick, New Jersey. Chairman Kevin McTernan called the meeting to order at 5:00 p.m.

Commissioners in Attendance:	Kevin McTernan	Chairman
	Tony Caputo	1st Vice Chairman
	Anthony Barber, Jr.	2nd Vice Chairman
	Edwin Keefe	Secretary
Legal in Attendance:	Leonard Bier	General Counsel
NBPA Personnel in Attendance:	Mitchell Karon	Executive Director
	Bright Rajaratnam	Chief Financial Officer
	Howard Izes	Management Consultant
	Stephanie Zucker	Administrative Assistant
Not in Attendance:	Louis Garlatti, Jr.	Treasurer

Mr. McTernan read the Public Statement as required by P.L. 1975.

Minutes

On motion of Mr. Keefe, seconded by Mr. Caputo, the Board approved the minutes of the 2015 Reorganization Board Meeting. Vote: 4-yes, 0-no, 0-abstain, 1-absent (Garlatti).

On motion of Mr. Caputo, seconded by Mr. Keefe, the Board approved the minutes of the January 2015 Regular Board Meeting. Vote: 4-yes, 0-no, 0-abstain, 1-absent (Garlatti).

Executive Director's Report

Mr. Karon reports that the Wolfson monthly parkers were out of the deck February 1st and moved their monthly parking to the Morris Street Deck. The Morris Street Deck has been close to full capacity on a regular basis. The NBPA has been monitoring the usage at Morris Street to ensure there is always availability for monthly parkers and daily parkers are redirected to the New Street Deck.

The Board is advised that the parking decks have been averaging 15-20 resident vehicles on Snow Event Parking days.

Mr. Karon reports that the New Jersey Parking Cooperative System has been approved by the State. The parking authorities of New Brunswick, Rahway, Trenton and Newark have joined the Co-op system.

Mr. Karon advises that NBPA is looking to advertise inside the parking garages and is waiting on a proposal from Parking Garage Advertising.

The Board is advised that a phone call recording system has been instituted in the Parking Permit office and Parking Services office to ensure quality customer service.

Finance

Mr. Rajaratnam states that all Board members received a copy of the unaudited January 2015 financial statement and balance sheet.

Mr. Rajaratnam reports that the auditors have been on-site conducting the 2014 audit. Today is the auditors' last day on-site and NBPA is hoping to have the audit report to present at next meeting.

Board Discussion

Mr. McTernan inquires about the schedule for the IPS Meters. Mr. Karon advises that the schedule is dependent on which generation of IPS Meters is purchased. The bid for the IPS meters was for a lower amount than expected at $319,500.00, but the NBPA may be able to purchase refurbished 1st generation IPS Meters at an even lower cost. The NBPA is waiting on a quote for the 1st generation meters.

Legal

Mr. Bier advises that he is sending out final notices to the Rutgers Legal office in reference to moving their parking out of the Wolfson Garage.

Public Comment

The Public inquires about the supermarket space at Wellness. Mr. McTernan states that NBPA is negotiating with a company interested in the space. The company has been visiting the site and negotiations are continuing to move forward.

The Public expresses concern regarding the bus stop in front of Ferren Mall. The Public states that there are no sufficient places for people to wait for the bus now that Ferren Mall has been fenced off and asks what the NBPA can do to remedy this issue. Mr. Karon advises that since its Suburban Transit's bus stop, a decision to do something would have to come from them. The Board also notes that the decision to build a shelter at the bus stop would have to be weighed since the site is scheduled for demolition.

Resolutions

On motion of Mr. Keefe, seconded by Mr. Barber, the Board approved the Payment Resolution for February 2015. Vote: 4-yes, 0-no, 0-abstain, 1-absent (Garlatti).

On motion of Mr. Barber, seconded by Mr. Caputo, the Board approved the Resolution for Proprietary Purchase of IPS Coin and Credit Card Parking Meters.
Vote: 4-yes, 0-no, 0-abstain, 1-absent (Garlatti).

**The IPS Meters are to be purchased at a cost not to exceed $319,500.*

On motion of Mr. Keefe, seconded by Mr. Barber, the Board approved the resolution to Award a Contract to ThyssenKrupp Elevator for Proprietary Elevator Maintenance Service at the Plum Street and Morris Street Garages. Vote: 4-yes, 0-no, 0-abstain, 1-absent (Garlatti).

**The NBPA has ThyssenKrupp elevators in the Plum St. and Morris St. garages. This resolution will allow ThyssenKrupp to service their brand elevators.*

On motion of Mr. Barber, seconded by Mr. Caputo, the Board approved the resolution Adopting the 2015 Budget. Vote: 4-yes, 0-no, 0-abstain, 1-absent (Garlatti).

Old Business

Amtrak

Pedestrian Bridge: There is nothing new to report. NBPA is still waiting on ~~NJ Transit's~~ approval of the Engineers contract.

New Business

No New Business to Report.

Closed Session

On motion of Mr. Caputo, seconded by Mr. Barber, the Board retired to Closed Session at 5:19pm. Vote: 4-yes, 0-no, 0-abstain, 1-absent (Garlatti).

Open Session

On motion of Mr. Keefe, seconded by Mr. Barber, the Board returned to Open Session at 5:27pm. Vote: 4-yes, 0-no, 0-abstain, 1-absent (Garlatti).

On motion of Mr. Keefe, seconded by Mr. Barber, the Board approved the salary adjustments for the Parking Services department effective January 1, 2015.
Vote: 3-yes, 0-no, 0-abstain, 2-absent (Garlatti) (*Caputo not present in the room).*

**The annual salary increase totals approximately $15,000.00. The increases will be retroactive.*

Adjourn

On motion of Mr. Barber, seconded by Mr. Keefe, the Board adjourned at 5:29pm.
Vote: 3-yes, 0-no, 0-abstain, 2-absent (Garlatti) (*Caputo not present in the room).*

Edwin Keefe
Secretary

Minutes of a Regular Board Meeting
March 25, 2015

A Regular Meeting of the New Brunswick Parking Authority was held on March 25, 2015 in the conference room of the New Brunswick Parking Authority located at 106 Somerset Street, New Brunswick, New Jersey. Treasurer Louis Garlatti, Jr. called the meeting to order at 5:00 p.m.

Commissioners in Attendance:	Louis Garlatti, Jr.	Treasurer
	Tony Caputo	1st Vice Chairman
	Anthony Barber, Jr.	2nd Vice Chairman
	Edwin Keefe	Secretary
Legal in Attendance:	Leonard Bier	General Counsel
NBPA Personnel in Attendance:	Mitchell Karon	Executive Director
	Bright Rajaratnam	Chief Financial Officer
	Howard Izes	Management Consultant
	Stephanie Zucker	Administrative Assistant
Not in Attendance:	Kevin McTernan	Chairman

Mr. Garlatti read the Public Statement as required by P.L. 1975.

Minutes

On motion of Mr. Keefe, seconded by Mr. Caputo, the Board approved the minutes of the February 2015 Regular Board Meeting. Vote: 4-yes, 0-no, 0-abstain, 1-absent (McTernan).

Executive Director's Report

Mr. Karon reports that the Johnson & Johnson stockholders meeting will be held on April 23rd at the State Theatre. The NBPA has plans in place to handle the high demand expected at the Morris Street Deck.

Alternate side parking goes into effect April 1st. The NBPA began putting notice out this week by disseminating flyers and utilizing social media.

The Board is advised that Timothy Haahs & Associates is working on specifications for the restoration work to take place over the summer. The budget for the restoration is about $120,000.

The NBPA is looking to restripe the garages and will be getting quotes. NBPA will also be doing a lot of the striping in-house.

Mr. Karon reports that Parking Garage Advertising Group did a walk thru of the NBPA facilities and made a proposal to advertise within the NBPA parking decks. The proposal is for minimum revenue of $48,000 a year, or about $4,000 a month. Contracts will be reviewed by NBPA 's Special Counsel, Wilentz, Goldman and Spitzer PC.

The Board is advised that Mitch Karon and Harry Delgado will be presenting about on-street meters at the Parking Industry Exhibition in Chicago next week.

Finance

Mr. Rajaratnam states that all Board members received a copy of the unaudited February 2015 financial statement and balance sheet.

Mr. Rajaratnam reports that the year-to-date revenue is about 5.2 million and the year-to-date expenses are about 4.2 million.

The NBPA is hoping to have the 2014 audit ready for the next Board Meeting.

Board Discussion

No Board Discussion.

Legal

Mr. Bier advised the Board that the transfer of Wolfson Deck to the County is in process.

Datapark Parking Access Control Systems experienced a security breach in another city within the US. NBPA's servers weren't affected by the security breach. However, the NBPA performed a systems analysis, upon being advised of the data breach at another city, and incurred about $6,000 in expenses to ensure proper preventative measures are in place to protect NBPA servers and customer data, linked to the Datapark system. Datapark has agreed to reimburse NBPA for these expenses.

Mr. Bier reports that he is working with the NBPA's Bond Counsel and Financial Advisors on the application to the Local Finance Board to refinance the 2006 Bonds. The application is to get approval to solicit pricing for refinancing. The refinance will only occur if the NBPA can achieve 2006 Bond interest savings in excess of the LFB statutory threshold.

Mr. Bier advised the Board that PGAC is a client of Bier Associates, and that it is a conflict of interest for him to review the Proposal or Contract between NBPA and PGAC. He advised the Board to submit all documents to Conflicts Special Counsel, Wilentz, Goldman and Spitzer, who drafted the original agreements for the NBPA for commercial advertising in and on its parking facilities.

Public Comment

No Public Comment.

Resolutions

On motion of Mr. Keefe, seconded by Mr. Barber, the Board approved the Payment Resolution for March 2015. Vote: 4-yes, 0-no, 0-abstain, 1-absent (McTernan).

On motion of Mr. Keefe, seconded by Mr. Barber, the Board approved the Resolution Authorizing the Submission of Application to the Local Finance Board to Refinance 2006 Series Bonds. Vote: 4-yes, 0-no, 0-abstain, 1-absent (McTernan).

On motion of Mr. Keefe, seconded by Mr. Barber, the Board approved the Resolution approving the execution of a contract with Parking Garage Advertising LLC for commercial advertising, subject to Special Counsel review. Vote: 4-yes, 0-no, 0-abstain, 1-absent (McTernan).

Old Business

Pedestrian Bridge: NBPA is still waiting for a permit from Amtrak in order to conduct surveying for the bridge and the platform simultaneously. NBPA spoke directly to the head of permitting at Amtrak regarding the matter.

New Business

No New Business to Report.

Closed Session

On motion of Mr. Caputo, seconded by Mr. Keefe, the Board retired to Closed Session at 5:14pm. Vote: 4-yes, 0-no, 0-abstain, 1-absent (McTernan).

Open Session

On motion of Mr. Keefe, seconded by Mr. Caputo, the Board returned to Open Session at 5:20pm. Vote: 4-yes, 0-no, 0-abstain, 1-absent (McTernan).

Adjourn

On motion of Mr. Barber, seconded by Mr. Caputo, the Board adjourned at 5:20pm. Vote: 4-yes, 0-no, 0-abstain, 1-absent (McTernan).

Edwin Keefe
Secretary

Minutes of a Regular Board Meeting
April 22, 2015

A Regular Meeting of the New Brunswick Parking Authority was held on April 22, 2015 in the conference room of the New Brunswick Parking Authority located at 106 Somerset Street, New Brunswick, New Jersey. Chairman Kevin McTernan called the meeting to order at 5:00 p.m.

Commissioners in Attendance:	Kevin McTernan	Chairman
	Louis Garlatti, Jr.	Treasurer
	Anthony Barber, Jr.	2nd Vice Chairman
	Edwin Keefe	Secretary
Legal in Attendance:	Leonard Bier	General Counsel
NBPA Personnel in Attendance:	Mitchell Karon	Executive Director
	Bright Rajaratnam	Chief Financial Officer
	Howard Izes	Management Consultant
	Stephanie Zucker	Administrative Assistant
Not in Attendance:	Tony Caputo	1st Vice Chairman

Mr. McTernan read the Public Statement as required by P.L. 1975.

Minutes

On motion of Mr. Keefe, seconded by Mr. Barber, the Board approved the minutes of the March 2015 Regular Board Meeting. Vote: 4-yes, 0-no, 0-abstain, 1-absent (Caputo).

Executive Director's Report

Mr. Karon reports that the NJ Parking Co-op held a members' meeting and came up with a list of about 25 items to be purchased through the co-op.

The Board is advised that the IPS meters will be installed in June. The meters were originally scheduled to be installed in May, but got pushed back due to a strike on the West Coast.

The NBPA has a bid out for a maintenance contract for the Datapark Parking Access and Revenue Control System. The NBPA is hoping to get back a quote to report at the May Board Meeting.

Finance

Mr. Rajaratnam states that all Board members received a copy of the unaudited March 2015 financial statement and balance sheet.

Mr. Rajaratnam reports that the exit conference for the 2014 audit took place this week and a resolution to approve the audit will be presented this meeting.

Mr. McTernan thanks Mr. Rajaratnam and the financial staff for their hard work and efficiency in completing the audit.

Board Discussion

No Board Discussion.

Legal

Mr. Bier advises that he reviewed the title for the transfer of Wolfson and should have all the transfer documents completed this week.

Public Comment

The Public inquires about the supermarket space at Wellness. Mr. McTernan advises that the NBPA is continuing to work aggressively to fill the space.

The Public asks what the timeframe is for the closing of Wolfson. Mr. Karon states that the timeline for the closure of Wolfson will be determined by the County, but the NBPA will be participating with the County regarding this matter.

The Public asks if there is a timeline for the demolition of the Ferren Mall. Mr. Karon advises that there is not a timeline at this time.

The Public asks for the outcome of the Audit. The Board advises that it was a clean audit and no recommendations were made.

Resolutions

On motion of Mr. Keefe, seconded by Mr. Garlatti, the Board approved the Payment Resolution for April 2015. Vote: 4-yes, 0-no, 0-abstain, 1-absent (Caputo).

On motion of Mr. Garlatti, seconded by Mr. Barber, the Board approved the 2014 Audited Financial Reports and Findings. Vote: 4-yes, 0-no, 0-abstain, 1-absent (Caputo).

Old Business

Pedestrian Bridge: NBPA is still waiting for a permit from Amtrak in order to conduct surveying for the bridge and the platform simultaneously.

New Business

No New Business to Report.

Closed Session

On motion of Mr. Barber, seconded by Mr. Keefe, the Board retired to Closed Session at 5:08pm to discuss lease negotiations. Vote: 4-yes, 0-no, 0-abstain, 1-absent (Caputo).

Open Session

On motion of Mr. Barber, seconded by Mr. Keefe, the Board returned to Open Session at 5:21pm. Vote: 4-yes, 0-no, 0-abstain, 1-absent (Caputo).

Adjourn

On motion of Mr. Garlatti, seconded by Mr. Keefe, the Board adjourned at 5:23pm. Vote: 4-yes, 0-no, 0-abstain, 1-absent (Caputo).

Edwin Keefe
Secretary

Minutes of a Special Board Meeting
April 24, 2015

A Special Meeting of the New Brunswick Parking Authority was held on April 24, 2015 in the conference room of the New Brunswick Parking Authority located at 106 Somerset Street, New Brunswick, New Jersey. Chairman Kevin McTernan called the meeting to order at 4:00 p.m.

Commissioners in Attendance:	Kevin McTernan Louis Garlatti, Jr. Edwin Keefe	Chairman Treasurer Secretary
Legal in Attendance:	Leonard Bier	General Counsel
NBPA Personnel in Attendance:	Mitchell Karon Bright Rajaratnam Stephanie Zucker	Executive Director Chief Financial Officer Administrative Assistant
Not in Attendance:	Tony Caputo Anthony Barber, Jr.	1st Vice Chairman 2nd Vice Chairman

Mr. McTernan read the Public Statement as required by P.L. 1975.

Public Comment

No Public Comment.

Closed Session

On motion of Mr. Garlatti, seconded by Mr. Keefe, the Board retired to Closed Session at 4:03pm to discuss lease negotiations. Vote: 3-yes, 0-no, 0-abstain, 2-absent (Caputo, Barber).

Open Session

On motion of Mr. Garlatti, seconded by Mr. Keefe, the Board returned to Open Session at 4:25pm. Vote: 3-yes, 0-no, 0-abstain, 2-absent (Caputo, Barber).

Resolutions

On motion of Mr. Keefe, seconded by Mr. Garlatti, the Board approved the Wellness Center Lease Agreement with Kumkang Fruit & Vegetable Corp.
Vote: 3-yes, 0-no, 0-abstain, 2-absent (Caputo, Barber).

Adjourn

On motion of Mr. Garlatti, seconded by Mr. Keefe, the Board adjourned at 4:27pm.
Vote: 3-yes, 0-no, 0-abstain, 2-absent (Caputo, Barber).

Edwin Keefe
Secretary

Minutes of a Regular Board Meeting
May 27, 2015

A Regular Meeting of the New Brunswick Parking Authority was held on May 27, 2015 in the conference room of the New Brunswick Parking Authority located at 106 Somerset Street, New Brunswick, New Jersey. Chairman Kevin McTernan called the meeting to order at 5:00 p.m.

Commissioners in Attendance:	Kevin McTernan	Chairman
	Tony Caputo	1st Vice Chairman
	Louis Garlatti, Jr.	Treasurer
	Edwin Keefe	Secretary
Legal in Attendance:	Leonard Bier	General Counsel
NBPA Personnel in Attendance:	Mitchell Karon	Executive Director
	Bright Rajaratnam	Chief Financial Officer
	Howard Izes	Management Consultant
	Stephanie Zucker	Administrative Assistant

Mr. McTernan read the Public Statement as required by P.L. 1975.

Minutes

On motion of Mr. Keefe, seconded by Mr. Caputo, the Board approved the minutes of the April 2015 Regular Board Meeting. Vote: 4-yes, 0-no, 0-abstain, 0-absent.

On motion of Mr. Garlatti, seconded by Mr. Keefe, the Board approved the minutes of the April 24, 2015 Special Board Meeting. Vote: 4-yes, 0-no, 0-abstain, 0-absent.

Executive Director's Report

Mr. Karon reports that the Signage License Agreement with Parking Garage Advertising Corp. has been finalized. Wilentz, Goldman & Spitzer P.A. reviewed and finalized the agreement. Mr. Karon reviews the terms of the agreement.

Mr. Karon advises that there was a bid opening 2 weeks ago for the Datapark Parking Access and Revenue Control System (PARCS) maintenance contract, but no bids were received. The NBPA put out a re-bid for the maintenance contract and bids are due May 29th.

The IPS meters have been installed throughout the city earlier than expected. The meters all accept credit cards and have improved reporting capabilities. A total of 802 IPS meters have been installed.

Mr. Karon reports that bids for the restoration of NBPA parking facilities are due June 9th. The restoration work was budgeted for $150,000.

Mr. Karon and Mr. Rajaratnam will be going to the Local Finance Board on June 10th to present the request for refinancing of the 2006 series bond and to roll over the $3,000,000 note to the bond. The Board approved the resolution in March to move forward and submit an application for refinancing.

Due to safety concerns, the New Brunswick Police Department found it in the best interest to not allow parking on Easton Ave. for Rutgers Football games. The NBPA is working with the merchants on Easton Ave. to improve signage to help direct parkers to the Wellness Garage.

The NBPA has begun giving homeowners and landlords renewed residential parking permits and will begin issuing tenant permits on May 29th. The NBPA will be setting up a table in the lobby to ensure that patrons have all documents required for permits before they go up to the NBPA office.

The Board is advised that the NBPA is looking for a more automated Residential Parking Permit Program. The NBPA would like to incorporate an LPR system in the future so that patrons could register for a permit online by entering their license plate number. There is no system available yet that can do this, but there are pilot programs that NBPA will be following.

Finance

Mr. Rajaratnam states that all Board members received a copy of the unaudited April 2015 financial statement and balance sheet.

The current period revenue was favorable to budget by 2% and expenses were favorable to budget by 3.3%.

Board Discussion

No Board Discussion.

Legal

No Legal to discuss.

Public Comment

The Public inquires what the timeframe is for the replacement of the Fresh Grocer? Mr. Karon advises that Key Food Marketplace is leasing the space and is looking to be open for business this September.

Resolutions

On motion of Mr. Garlatti, seconded by Mr. Caputo, the Board approved the Payment Resolution for May 2015. Vote: 4-yes, 0-no, 0-abstain, 0-absent.

On motion of Mr. Keefe, seconded by Mr. Caputo, the Board approved the Amendment to the Adopted 2015 Budget. Vote: 4-yes, 0-no, 0-abstain, 0-absent.

**The amendment is an increase to the pilot payment amount.*

Old Business

Pedestrian Bridge: NBPA heard back from Amtrak and is ready to begin the surveying work for the bridge. A meeting will be held on Friday with the Engineering firm, Urban Engineers.

New Business

No New Business to Report.

Closed Session

On motion of Mr. Caputo, seconded by Mr. Keefe, the Board retired to Closed Session at 5:12pm to discuss lease negotiations. Vote: 4-yes, 0-no, 0-abstain, 0-absent.

Open Session

On motion of Mr. Garlatti, seconded by Mr. Keefe, the Board returned to Open Session at 5:21pm. Vote: 4-yes, 0-no, 0-abstain, 0-absent.

Adjourn

On motion of Mr. Garlatti, seconded by Mr. Keefe, the Board adjourned at 5:19pm. Vote: 4-yes, 0-no, 0-abstain, 0-absent.

Edwin Keefe
Secretary

Minutes of a Regular Board Meeting
June 24, 2015

A Regular Meeting of the New Brunswick Parking Authority was held on June 24, 2015 in the conference room of the New Brunswick Parking Authority located at 106 Somerset Street, New Brunswick, New Jersey. Chairman Kevin McTernan called the meeting to order at 5:00 p.m.

Commissioners in Attendance:	Kevin McTernan Edwin Keefe Andrea Eato-White	Chairman Secretary Commissioner
Legal in Attendance:	Leonard Bier	General Counsel
NBPA Personnel in Attendance:	Mitchell Karon Bright Rajaratnam Howard Izes Stephanie Zucker	Executive Director Chief Financial Officer Management Consultant Administrative Assistant
Not in Attendance:	Tony Caputo Louis Garlatti, Jr.	1st Vice Chairman Treasurer

Mr. McTernan read the Public Statement as required by P.L. 1975.

Minutes

The approval of the May 2015 Regular Board Meeting minutes has been tabled for the next Board Meeting.

**Andrea Eato-White was not on the Board at the time of the May 2015 Board Meeting, and therefore the Board does not have the quorum necessary to approve the minutes.*

Executive Director's Report

Mr. Karon reports that NBPA closed on the Wolfson Garage last week and has already received payment from the County. The NBPA negotiated a management agreement with the County while the garage is still operational. The NBPA and the County would split the net revenue made from the Wolfson Garage operations 50/50.

The Board is advised that Datapark submitted the only bid for the Datapark Parking Access and Revenue Control System (PARCS) maintenance contract. The bid was under budget at $127,000 a year, but the proposal didn't meet other terms of the RFP. The NBPA would like to reject the bid and negotiate the terms of the maintenance contract with Datapark. Datapark would be the only company to bid since the PARCS equipment is their brand.

On motion of Mr. Keefe, seconded by Ms. Eato-White, the Board rejected the Datapark bid received for the Datapark PARCS Maintenance Contract.
Vote: 3-yes, 0-no, 0-abstain, 2-absent (Caputo, Garlatti).

Bids for the 2015 Parking Garage Restoration were due June 9th. The NBPA received one bid from Maarv Waterproofing for $164,640.

The NBPA met with the Local Finance Board on June 10th regarding the refinance of the 2006 bond and rollover of the $3 million note to the bond. NBPA received approval to refinance the 2006 bond. Bond Counsel, Tony Panella, believed it would be in the NBPA's best interest to rollover the note because of the rates. Rolling over the note will save NBPA close to $400,000 in issuance costs. NBPA has to submit another application to the LFB in order to rollover the note.

There are 5 seasonal employees who have begun working for the summer. They will be responsible for the re-painting of curbs.

Board Discussion

Mr. McTernan introduces Andrea Eato-White, the newest member of the NBPA Board of Commissioners.

Finance

Mr. Rajaratnam states that all Board members received a copy of the unaudited May 2015 financial statement and balance sheet.

The current period revenue is $2,823,226 and is favorable to budget by 9.5%. The current period expenses are $1,921,834 and are favorable to budget by 1.2%.

Legal

Mr. Bier reports that NBPA closed on Wolfson.

Public Comment

The Public asks what benefits NBPA Board members receive. Mr. Bier states that Board members do not receive compensation for their position on the Board. Mr. Karon advises that Board members do have access cards to park in NBPA facilities.

The Public asks where the 2015 Budget can be found. Mr. Karon states that the 2015 Budget is available on the NBPA website.

The Public inquires about the supermarket at Wellness. Mr. Karon advises that Key Food Marketplace is still on for a September opening.

Resolutions

Mr. Karon reviews the proposed resolutions. On motion of Mr. Keefe, seconded by Ms. Eato-White, the Board approved the full slate of resolutions as follows:

On motion of Mr. Keefe, seconded by Ms. Eato-White, the Board approved the Payment Resolution for June 2015. Vote: 3-yes, 0-no, 0-abstain, 2-absent (Caputo, Garlatti).

On motion of Mr. Keefe, seconded by Ms. Eato-White, the Board approved the amendment to the 2015 Adopted Budget. Vote: 3-yes, 0-no, 0-abstain, 2-absent (Caputo, Garlatti).

**The amendment is to include the increase to the pilot payment amount. The amendment was approved at last month's Board Meeting, but a new resolution has to be approved because the State didn't agree with the line item the increase was put against.*

On motion of Mr. Keefe, seconded by Ms. Eato-White, the Board approved the Parking Management Agreement for the Wolfson Parking Garage.
Vote: 3-yes, 0-no, 0-abstain, 2-absent (Caputo, Garlatti).

On motion of Mr. Keefe, seconded by Ms. Eato-White, the Board approved the Award of Contract to Maarv Waterproofing for the 2015 Garage Restoration.
Vote: 3-yes, 0-no, 0-abstain, 2-absent (Caputo, Garlatti).

On motion of Mr. Keefe, seconded by Ms. Eato-White, the Board approved the Resolution Authorizing the Submission of Application to the Local Finance Board to Rollover $3,525,000 Project Note. Vote: 3-yes, 0-no, 0-abstain, 2-absent (Caputo, Garlatti).

Old Business

No Old Business to Report.

New Business

No New Business to Report.

Closed Session

On motion of Mr. Keefe, seconded by Ms. Eato-White, the Board retired to Closed Session at 5:17pm. Vote: 3-yes, 0-no, 0-abstain, 2-absent (Caputo, Garlatti).

Open Session

On motion of Mr. Keefe, seconded by Ms. Eato-White, the Board returned to Open Session at 5:30pm. Vote: 3-yes, 0-no, 0-abstain, 2-absent (Caputo, Garlatti).

On motion of Mr. Keefe, seconded by Ms. Eato-White, the Board authorized the Executive Director to discuss progressive pricing for the meters and to extend meter pricing to Saturday. Vote: 3-yes, 0-no, 0-abstain, 2-absent (Caputo, Garlatti).

Adjourn

On motion of Mr. Keefe, seconded by Ms. Eato-White, the Board adjourned at 5:31pm.
Vote: 3-yes, 0-no, 0-abstain, 2-absent (Caputo, Garlatti).

Edwin Keefe
Secretary

Minutes of a Regular Board Meeting
July 22, 2015

A Regular Meeting of the New Brunswick Parking Authority was held on July 22, 2015 in the conference room of the New Brunswick Parking Authority located at 106 Somerset Street, New Brunswick, New Jersey. Chairman Kevin McTernan called the meeting to order at 5:00 p.m.

Commissioners in Attendance:	Kevin McTernan	Chairman
	Tony Caputo	1st Vice Chairman
	Louis Garlatti, Jr.	Treasurer
	Edwin Keefe	Secretary
	Andrea Eato-White	Commissioner
Legal in Attendance:	Leonard Bier	General Counsel
NBPA Personnel in Attendance:	Mitchell Karon	Executive Director
	Bright Rajaratnam	Chief Financial Officer
	Howard Izes	Management Consultant
	Stephanie Zucker	Administrative Assistant

Mr. McTernan read the Public Statement as required by P.L. 1975.

Minutes

On motion of Mr. Garlatti, seconded by Mr. Keefe, the Board approved the minutes of the May 2015 Regular Board Meeting. Vote: 4-yes, 0-no, 1-abstain (Eato-White), 0-absent.

On motion of Ms. Easto-White, seconded by Mr. Keefe, the Board approved the minutes of the June 2015 Regular Board Meeting. Vote: 3-yes, 0-no, 2-abstain (Caputo, Garlatti), 0-absent.

Executive Director's Report

Mr. Karon reports that Maarv Waterproofing began the restoration work on the garages.

The Board is advised that Rutgers University is interested in renting the 7th floor of Gateway. The NBPA is currently working on the lease.

Key Food Marketplace is scheduled to open on August 21st. A new parking plan has been worked up to provide an additional 14 spaces for supermarket customers. Kirkpatrick St. will become a one-way street and 15-minute parking will be available along both sides of the streets.

The NBPA will be participating in an LPR pilot program that will be used by the Enforcement Department to enforce residential parking. The pilot program is for 90 days and will begin on August 1st.

Mr. Karon reports that IPI came out with a new accreditation program specifically for parking organizations and states that it's something the NBPA will pursue in the coming years.

Finance

Mr. Rajaratnam states that all Board members received a copy of the unaudited June 2015 financial statement and balance sheet.

The current period revenue is $5,665,205 and is favorable to budget by 4.7%. The year-to date net income is favorable to budget by $14.8%.

Legal

Mr. Bier reports that he is reviewing the Datapark PARCS maintenance contract. After going out to bid twice and rejecting both bid proposals by Datapark, it was determined that the NBPA would negotiate the terms of the contract with Datapark since its proprietary.

Public Comment

The Public makes a suggestion that the new supermarket (Key Foods Marketplace) should focus on having a better relationship with the Rutgers community. The Public suggests creating a shelter outside Key Food Marketplace so that Rutgers students can take a shuttle to the supermarket.

The Public inquires about the ordinance that was passed at its' first reading for the parking meter rates. Mr. Karon reports that the ordinance that was passed at City Council has been amended. Mr. Karon advises that the proposed ordinance is to increase the hourly meter rate from $1.25 to $1.50, and to have progressive pricing for the meters on Easton Ave. and in the college area. The progressive pricing will give long-term parkers incentive to park in the garages and will make room for more short-term parkers.

The Public asks what the final cost of the meters was. Mr. Karon states that the meters cost a total of about $300,000.

Board Discussion

No Board Discussion.

Resolutions

On motion of Mr. Keefe, seconded by Mr. Garlatti, the Board approved the Payment Resolution for July 2015. Vote: 5-yes, 0-no, 0-abstain, 0-absent.

On motion of Mr. Keefe, seconded by Mr. Garlatti, the Board approved the Resolution Authorizing the Auction of Surplus Vehicles. Vote: 5-yes, 0-no, 0-abstain, 0-absent.

Public Comment

The Public requests to address the Board again for Public Comment.

The Public asks how much of the debt from the Fresh Grocer has been recovered. The Board advises that nothing has been collected so far but that the NBPA has a judgment out to see if the Fresh Grocer has any assets that can be recovered.

Old Business

No Old Business to Report.

New Business

No New Business to Report.

Closed Session

On motion of Mr. Garlatti, seconded by Mr. Caputo, the Board retired to Closed Session at 5:12pm to discuss personnel issues. Vote: 5-yes, 0-no, 0-abstain, 0-absent.

Open Session

On motion of Mr. Garlatti, seconded by Ms. Eato-White, the Board returned to Open Session at 5:16pm. Vote: 5-yes, 0-no, 0-abstain, 0-absent.

Adjourn

On motion of Mr. Caputo, seconded by Mr. Keefe, the Board adjourned at 5:16pm.
Vote: 5-yes, 0-no, 0-abstain, 0-absent.

Edwin Keefe
Secretary

Minutes of a Regular Board Meeting
August 26, 2015

A Regular Meeting of the New Brunswick Parking Authority was held on August 26, 2015 in the conference room of the New Brunswick Parking Authority located at 106 Somerset Street, New Brunswick, New Jersey. Chairman Kevin McTernan called the meeting to order at 5:00 p.m.

Commissioners in Attendance:	Kevin McTernan	Chairman
	Tony Caputo	1st Vice Chairman
	Louis Garlatti, Jr.	Treasurer
	Edwin Keefe	Secretary
	Andrea Eato-White	Commissioner
Legal in Attendance:	Leonard Bier	General Counsel
NBPA Personnel in Attendance:	Mitchell Karon	Executive Director
	Howard Izes	Management Consultant
	Stephanie Zucker	Administrative Assistant
Not in Attendance:	Bright Rajaratnam	Chief Financial Officer

Mr. McTernan read the Public Statement as required by P.L. 1975.

Minutes

On motion of Mr. Keefe, seconded by Mr. Garlatti, the Board approved the minutes of the July 2015 Regular Board Meeting. Vote: 5-yes, 0-no, 0-abstain, 0-absent.

Executive Director's Report

Mr. Karon reports that Key Foods supermarket opened on August 21st and the crowds have been good so far. Mr. McTernan congratulates Mr. Karon and the NBPA for getting the supermarket open and running quickly.

The 30-minute parking plan on Kirkpatrick Street has been instituted and appears to be going well so far. NBPA is monitoring the turnover and supermarket customers have been expressing their appreciation for the ability to park close to the entrance.

Rutgers University is interested in leasing the 7th floor of Gateway. The lease is currently under Rutgers' review and is very similar to the leases they have for the 4th and 5th floors. This means that every leasable space in Gateway will be occupied.

Line striping has been completed at Jersey Ave., Civic Square Deck, and Paterson Deck.

The Board is advised that the restoration work is 95% finished. The only remaining work to be completed is the Lower Church Street Deck joints and sidewalk repair.

Mr. Karon advises that NBPA will be manning the parking at Buccleuch Park for 3 Rutgers football games in September and possibly 2 more football games in November. The first home football game is September 5th.

The NBPA has not begun the 90-day LPR Pilot Program yet because of a small glitch in the computer system that had to be worked out. The program should be up and running on Monday.

The meter changes were approved by City Council. The new rates go into effect August 29th.

In collaboration with Rutgers Off Campus Living and Community Partnership, the NBPA will be setting up a table at the College Ave. student center Thursday and Friday to offer residential parking. The NBPA will be giving out information and allowing students to sign up for residential parking permits.

Mr. Karon reports that NBPA is looking into a new revenue control system for the Valet Department. The system is called TEZ SMS and would be used at the Heldrich, Frog and the Peach, Deltas and for special events like Rutgers Football. The system is cloud based and eliminates the hassle of paper tickets. The patron gives their cell phone number to Valet and a digital valet ticket will be sent to the parker via text message. The patron has the option to request their car via text when they're ready to leave and can pay through their cell phone. There is also the option for a patron to request to pick up their vehicle at a location different than where they dropped it off. The system will give NBPA the ability to monitor real-time operations and daily revenue numbers remotely online. The system will cost $350 a month per location, for a total of $700 a month.

Finance

Mr. Karon reports the unaudited July 2015 financials in the absence of Mr. Rajaratnam. Mr. Karon states that all Board members received a copy of the unaudited July 2015 financial statement and balance sheet.

The current period revenue is favorable to budget by 6.2%. The year-to-date net income is $7,687,420 and is favorable to budget by 16.1%.

Legal

No Legal to Report.

Public Comment

The Public asks if the new valet system will still be run by NBPA employees. Mr. Karon replies yes. The Public states that the only problem with the system he can think of is if someone's phone dies.

The Public congratulates the NBPA on the opening of the supermarket. The Public encourages the NBPA to work with Rutgers to have one of their busses stop there. Mr. Karon advises that NBPA is currently working on getting a bus shelter outside the supermarket.

Board Discussion

No Board Discussion.

Resolutions

On motion of Mr. Garlatti, seconded by Mr. Caputo, the Board approved the Payment Resolution for August 2015. Vote: 5-yes, 0-no, 0-abstain, 0-absent.

Old Business

No Old Business to Report.

New Business

No New Business to Report.

Closed Session

On motion of Mr. Keefe, seconded by Mr. Caputo, the Board retired to Closed Session at 5:12pm to discuss personnel issues. Vote: 5-yes, 0-no, 0-abstain, 0-absent.

Open Session

On motion of Mr. Keefe, seconded by Ms. Eato-White, the Board returned to Open Session at 5:35pm. Vote: 5-yes, 0-no, 0-abstain, 0-absent.

On motion of Mr. Garlatti, seconded by Mr. Keefe, the Board approved the salary adjustments for non-union employees effective July 1, 2015. Vote: 5-yes, 0-no, 0-abstain, 0-absent.

Adjourn

On motion of Mr. Caputo, seconded by Ms. Eato-White, the Board adjourned at 5:37pm. Vote: 5-yes, 0-no, 0-abstain, 0-absent.

Edwin Keefe
Secretary

Minutes of a Regular Board Meeting
December 16, 2015

A Regular Meeting of the New Brunswick Parking Authority was held on December 16, 2015 in the conference room of the New Brunswick Parking Authority located at 106 Somerset Street, New Brunswick, New Jersey. Chairman Kevin McTernan called the meeting to order at 5:00 p.m.

Commissioners in Attendance:	Kevin McTernan	Chairman
	Tony Caputo	1st Vice Chairman
	Louis Garlatti, Jr.	Treasurer
	Edwin Keefe	Secretary
	Andrea Eato-White	Commissioner
Legal in Attendance:	Leonard Bier	General Counsel
NBPA Personnel in Attendance:	Mitchell Karon	Executive Director
	Bright Rajaratnam	Chief Financial Officer
	Howard Izes	Management Consultant
	Stephanie Zucker	Administrative Assistant

Mr. McTernan read the Public Statement as required by P.L. 1975.

Minutes

On motion of Mr. Keefe, seconded by Mr. Garlatti, the Board approved the minutes of the November 2015 Regular Board Meeting. Vote: 5-yes, 0-no, 0-abstain, 0-absent.

Executive Director's Report

Mr. Karon reports that the revenue control equipment for the New Street Deck is scheduled to arrive next week. The equipment will be installed in January.

The Ferren Meter Lot was taken out of commission on December 7th. An environmental survey is being taken prior to demolition.

The Board is advised that the rates for the refunding bond are advantageous right now. The bond would be for $24,686,000 and would have a 20 year maturity. As of December 7th, the savings are at 4.1%. The tentative timeline for the refunding bond is to get pricing the week of January 18th and to close on February 11th.

The NBPA received an engagement letter from Withum Smith and Brown to conduct the 2015 audit. The rate increased by $1000, but everything else remains the same as last year.

Mr. Karon reviews next year's Board Meeting schedule and proposes to hold the November meeting on November 30th (5th Wednesday) and the December meeting on December 21st (3rd Wednesday). The final schedule will be approved at the 2016 Reorganization Meeting, which will be held on January 27th.

Finance

Mr. Rajaratnam reports that the auditors are on location doing preliminary work and will be back in February to conduct the 2015 audit.

Due to the early December Board Meeting, the November and December Financial Statements will be ready in January.

Legal

No Legal to Report.

Public Comment

The Public thanks the NBPA for the addition of a bus shelter outside of Key Foods. The Public asks if the Rutgers Quick Shuttle could expand to include stops at the new shelter. The Board advises that that would be something to discuss with Rutgers.

Board Discussion

No Board Discussion.

Resolutions

On motion of Mr. Garlatti, seconded by Ms. Eato-White, the Board approved the Payment Resolution for December 2015. Vote: 5-yes, 0-no, 0-abstain, 0-absent.

On motion of Mr. Garlatti, seconded by Mr. Keefe, the Board approved the Resolution to Adopt the 2016 Budget. Vote: 5-yes, 0-no, 0-abstain, 0-absent.

On motion of Mr. Keefe, seconded by Ms. Eato-White, the Board approved the Resolution Acknowledging the Positive Findings of the Local Finance Board in connection with the 2016 Refunding Bonds. Vote: 5-yes, 0-no, 0-abstain, 0-absent.

On motion of Ms. Eato-White, seconded by Mr. Garlatti, the Board approved the Resolution Authorizing the Issuance of 2016 Refunding Bonds. Vote: 5-yes, 0-no, 0-abstain, 0-absent.

Old Business

No Old Business to Report

New Business

Pedestrian Bridge – Mr. Karon advises that a survey was taken on the Wellness side. NBPA received approval from Amtrak to move forward with the survey on the track side, which will take place on January 4th. NBPA is getting quotes for geotechnical work for the soil borings near the billboard.

Closed Session

On motion of Mr. Caputo, seconded by Mr. Keefe, the Board retired to closed session at 5:09pm. Vote: 5-yes, 0-no, 0-abstain, 0-absent.

Adjourn

On motion of Mr. Caputo, seconded by Ms. Eato-White, the Board adjourned at 5:30pm. Vote: 5-yes, 0-no, 0-abstain, 0-absent.

Edwin Keefe
Secretary