

**Minutes of a Regular Board Meeting
April 27, 2016**

A Regular Meeting of the New Brunswick Parking Authority was held on April 27, 2016 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	1 st Vice Chairman
Louis Garlatti, Jr.	Treasurer
Edwin Keefe	Secretary
Andrea Eato-White	Commissioner

Legal in Attendance:

Leonard Bier	General Counsel
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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 March 2016 Regular Board Meeting. Vote: 5-yes, 0-no, 0-abstain, 0-absent.

Executive Director's Report

Mr. Karon reports that the NBPA had the pricing for the refunding of the 2010 Bond. The bond is for \$116 million and the NBPA's savings came out to \$18 million for the life of the bond. The savings go into effect 2021.

The NBPA had the License Plate Reader (LPR) Program kickoff meeting last week. It was decided that there will be weekly LPR meetings leading up to the program start date. The testing period before the program goes live is scheduled to begin in September. The testing period would be for a couple of weeks.

NBPA is looking to update its' website so that it becomes more responsive and allows users to view and use the website on other technologies, such as their cell phones. The website designer is NYC Web Design and the process will take about 30 days.

Finance

Mr. Rajaratnam states that all Board members received a copy of the unaudited March 2016 financial statement and balance sheet.

The revenue for the current period was about \$2.9 million and the expenses were about \$1.9 million.

The NBPA received the pension liability figures from the State and should have the audit finalized by the end of the week.

Legal

No Legal to Report.

Public Comment

No Public Comment.

Board Discussion

No Board Discussion.

Resolutions

On motion of Mr. Keefe, seconded by Mrs. Eato-White, the Board approved the Payment Resolution for April 2016. Vote: 5-yes, 0-no, 0-abstain, 0-absent.

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

**The budget was amended to reflect an increase of the pilot payment made to the City of New Brunswick. The NBPA's budget is based on an annual calendar, while the City's budget calendar is from June – July. The change to the pilot payment occurred after the NBPA's budget calendar.*

Old Business

Pedestrian Bridge – Amtrak was concerned that the bridge might block the billboard. Amtrak came on-site and noticed that the bridge won't affect the billboard. There is no update on the platform to report.

New Business

No New Business to Report.

Closed Session

On motion of Mr. Caputo, seconded by Mr. Garlatti, the Board retired to Closed Session at 5:07pm to discuss legal issues. Vote: 5-yes, 0-no, 0-abstain, 0-absent.

Open Session

On motion of Mrs. Eato-White, seconded by Mr. Keefe, the Board returned to Open Session at 5:13pm to discuss legal issues. Vote: 5-yes, 0-no, 0-abstain, 0-absent.

Adjourn

On motion of Mr. Caputo, seconded by Mr. Keefe, the Board adjourned at 5:14pm.
Vote: 5-yes, 0-no, 0-abstain, 0-absent.



Edwin Keefe
Secretary

**Minutes of a Regular Board Meeting
June 22, 2016**

A Regular Meeting of the New Brunswick Parking Authority was held on June 22, 2016 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 Louis Garlatti, Jr. Edwin Keefe	Chairman Treasurer Secretary
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 Andrea Eato-White	1 st Vice Chairman Commissioner

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 May 2016 Regular Board Meeting. Vote: 3-yes, 0-no, 0-abstain, 2-absent (Caputo, Eato-White).

Executive Director's Report

Mr. Karon reports that the 2016 Parking Garage Restoration has begun. Restoration started at the Gateway Garage. The NBPA will have to change the flow of traffic at Gateway for a day or two so that traffic coating on the way out can be completed.

The NBPA began the pilot for an electronic sign at Lower Church Street deck. It will be used on weekends to advise parkers if the garage is full. The electronic sign has been installed at the Lower Church Street Deck entrance.

Mr. Karon reports on the status of the License Plate Reader (LPR) program. The goal is to roll out Jersey Avenue permits using the LPR program on September 1st. NBPA will begin a marketing program on July 15th. An NBPA vehicle will be equipped with LPR equipment to enforce parking. The LPR program saves patrons the time and effort of coming to the office and gets rid of the need for NBPA to send out a tag.

Finance

Mr. Rajaratnam states that all Board members received a copy of the unaudited May 2016 financial statement and balance sheet.

The year-to-date revenue is \$14,794,078 and above budget. Expenses for the current period were over budget. The major expense in May was the closing cost of the 2016 Refunding Bond.

Legal

No Legal to Report.

Public Comment

The Public asks if the NBPA sees a potential conflict of interest regarding the new agreement with the Housing Authority since Wilentz serves as bond counsel for both the NBPA and the NBHA. The Board states that there is not a conflict of interest. The Board advises that the Local Finance Board has to approve the deal and that the NBHA is not negotiating the contract agreements.

The Public asks when the NBPA is taking over management of the leases for the retail space at University Center. The Board advises that the NBPA took over the leases on June 1st.

Board Discussion

No Board Discussion.

Resolutions

On motion of Mr. Keefe, seconded by Mr. Garlatti, the Board approved the Payment Resolution for June 2016. Vote: 3-yes, 0-no, 0-abstain, 2-absent (Caputo, Eato-White).

Old Business

No Old Business to Report.

New Business

No New Business to Report.

Closed Session

On motion of Mr. Keefe, seconded by Mr. Garlatti, the Board retired to closed session at 5:08pm to discuss legal and personnel matters. Vote: 3-yes, 0-no, 0-abstain, 2-absent (Caputo, Eato-White).

Open Session

On motion of Mr. Keefe, seconded by Mr. Garlatti, the Board returned to open session at 5:18pm. Vote: 3-yes, 0-no, 0-abstain, 2-absent (Caputo, Eato-White).

Adjourn

On motion of Mr. Garlatti, seconded by Mrs. Keefe, the Board adjourned at 5:19pm.
Vote: 3-yes, 0-no, 0-abstain, 2-absent (Caputo, Eato-White).

A handwritten signature in cursive script, appearing to read "Edwin Keefe", written over a horizontal line.

Edwin Keefe
Secretary

**Minutes of a Regular Board Meeting
September 28, 2016**

A Regular Meeting of the New Brunswick Parking Authority was held on September 28, 2016 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	1 st Vice Chairman
Louis Garlatti, Jr.	Treasurer
Edwin Keefe	Secretary
Andrea Eato-White	Commissioner

Legal in Attendance:

Leonard Bier	General Counsel
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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 August 2016 Regular Board Meeting. Vote: 4-yes, 0-no, 0-abstain, 1-absent (Eato-White).

**Commissioner Mrs. Eato-White arrived at 5:02pm after the minutes were approved.*

Executive Director's Report

Mr. Karon reports on the Jersey Avenue permits. There have been 1,100 permits issued as of this morning. The NBPA is issuing reminders to Jersey Avenue parkers that they need to register for their permits using the LPR system by September 30th. Parkers not registered by September 30th will receive a warning on October 1st and NBPA will begin enforcing the lot October 2nd.

The bond refinancing for the remainder of the 2010 Recovery Zone bonds went through. The final numbers provided by Citi Group show a net savings of \$3 million which equates to 11% net savings. The real savings would begin to show in 2021.

Mr. Karon reports on the Ferren demolition. The asbestos abatement is to begin the week of October 3rd with an expected duration of 3-4 weeks, after which the demolition should begin. There is a resolution tonight for the Ferren Access Agreement, which grants DEVCO access to enter the site in order to conduct the demolition.

NBPA took two pay-on-foot machines not being used from the 2nd level lobby of Wellness and moved them to the bridge at Gateway to speed up transaction times for the commuters. Once the pedestrian bridge is built, the NBPA will replace the pay-on-foot machines taken from Wellness with new ones.

The installation of Datapark equipment at the Morris Street Deck will begin Monday. This will complete the changeover so that all NBPA facilities will have Datapark equipment.

The NBPA is currently re-painting the lobbies of the Plum Street and Paterson Street Decks.

Finance

Mr. Rajaratnam states that all Board members received a copy of the unaudited August 2016 financial statement and balance sheet.

The NBPA hopes to have the 2017 budget committee meeting in early October and have the budget ready for approval at the October Board Meeting.

Legal

No Legal to Report.

Public Comment

The Public asks if there is an update on the prosecutor's investigation of the valet theft. The Board states that they haven't heard anything.

Board Discussion

No Board Discussion.

Resolutions

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

*On motion of Mr. Caputo, seconded by Mr. Keefe, the Board approved the Resolution for the Ferren Access Agreement. Vote: 5-yes, 0-no, 0-abstain, 0-absent.

**This agreement grants DEVCO a right of entry to perform the work at Ferren. North Star Contracting Group will be doing the demolition.*

Old Business

Pedestrian Bridge – There is no update on the pedestrian bridge at this time.

New Business

No New Business to Report.

Closed Session

On motion of Mr. Caputo, seconded by Mrs. Eato-White, the Board retired to closed session at 5:10pm to discuss union and personnel matters. Vote: 5-yes, 0-no, 0-abstain, 0-absent.

Open Session

On motion of Mr. Garlatti, seconded by Mr. Caputo, the Board returned to open session at 5:33pm. Vote: 5-yes, 0-no, 0-abstain, 0-absent.

Adjourn

On motion of Mr. Garlatti, seconded by Mr. Keefe, the Board adjourned at 5:33pm.
Vote: 5-yes, 0-no, 0-abstain, 0-absent.



Edwin Keefe
Secretary

**Minutes of a Regular Board Meeting
November 30, 2016**

A Regular Meeting of the New Brunswick Parking Authority was held on November 30, 2016 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	1 st Vice Chairman
Louis Garlatti, Jr.	Treasurer
Edwin Keefe	Secretary
Andrea Eato-White	Commissioner

Legal in Attendance:

Leonard Bier	General Counsel
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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 October 2016 Regular Board Meeting. Vote: 5-yes, 0-no, 0-abstain, 0-absent.

Executive Director's Report

Mr. Karon reports that the demolition of Ferren began. The demolition should take about 6 months to complete.

The Board is advised that City Council approved 2 spaces for the car sharing program. One space will be on Bartlett Street and the other will be on Stone Street. The NBPA is working with Enterprise to have signs installed at the spaces.

Mr. Karon reports on the LPR permit system. The Jersey Ave. permit system has been going well. The NBPA is looking to start a 30-day trial period for the residential permits in April.

Finance

Mr. Rajaratnam states that all Board members received a copy of the unaudited October 2016 financial statement and balance sheet. This period's revenue and expenses are in line with the budget.

The approved 2017 budget was sent to the State. The State now has to approve the budget, then NBPA adopts the budget, then the State adopts it.

Mr. Garlatti inquires about the on-street meter revenues being up significantly over the budget. Mr. Rajaratnam explains that the budget didn't capture the progressive rates that took effect.

Legal

No Legal to Report.

Board Discussion

Mr. McTernan recognizes that Kevin Egan, the Board's liaison, is in attendance at tonight's meeting.

**General Counsel Leonard Bier arrives at 5:05pm.*

Public Comment

The Public suggests that now would be a good time for the Board to look at the New Brunswick shuttle route and see if there are any additional bus shelters that can be added.

The Public asks if there is any policy in place regarding the data collected from the LPR program. The Board states that it will review policies once the LPR trial period is complete.

The Public asks who can park at the City Hall Lot. The Board states that the City asked the NBPA to man the booth at the City Hall Lot to allow people to park. People who have a City Hall hang tag or are doing business at City Hall will be allowed to park in the lot. The Public asks what hours the booth is manned and the Board responds from 8am through 4pm.

The Public inquires about the agreement with Housing Authority and asks if the Sushi Room is still behind on rent. The Board advises that the Sushi Room is making payments and catching up on the amount owed. The Public asks how much is owed and the Board responds that they don't have that information readily available at the moment.

The Public asks if there is an update on the Fresh Grocer and whether the NBPA is making efforts to collect payments. The Board advises that the NBPA has not received any money from the Fresh Grocer yet and can only do what is within the limits allowed by the Court. The probability of collecting payments from them is slim.

The Public inquires about the sources of income listed on the financial disclosure of board member Mrs. Eato-White. The Public states that the information isn't clarified. The Board thanks the Public for bringing it to their attention and advises the form will be clarified and re-filed.

Board Discussion

No Board Discussion.

Resolutions

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

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

Old Business

Pedestrian Bridge – The NBPA is meeting with city officials next week to discuss the design of the bridge before it's presented to NJ Transit.

New Business

No New Business to Report.

Closed Session

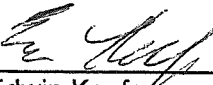
On motion of Mr. Keefe, seconded by Mr. Caputo, the Board retired to closed session at 5:18pm to discuss legal issues. Vote: 5-yes, 0-no, 0-abstain, 0-absent.

Open Session

On motion of Mr. Keefe, seconded by Mr. Caputo, the Board returned to open session at 5:37pm. Vote: 5-yes, 0-no, 0-abstain, 0-absent.

Adjourn

On motion of Mr. Caputo, seconded by Mr. Keefe, 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 21, 2016**

A Regular Meeting of the New Brunswick Parking Authority was held on December 21, 2016 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:

Kevin McTernan	Chairman
Louis Garlatti, Jr.	Treasurer
Edwin Keefe	Secretary
Andrea Eato-White	Commissioner

Legal in Attendance:

Leonard Bier	General Counsel
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NBPA Personnel in Attendance:

Mitchell Karon	Executive Director
Bright Rajaratnam	Chief Financial Officer
Stephanie Zucker	Administrative Assistant

Not in Attendance:

Tony Caputo	1 st Vice Chairman
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Mr. Garlatti read the Public Statement as required by P.L. 1975.

Chairman Kevin McTernan arrives at 5:01pm.

Minutes

On motion of Mr. Keefe, seconded by Mr. Garlatti, the Board approved the minutes of the November 2016 Regular Board Meeting. Vote: 4-yes, 0-no, 0-abstain, 1-absent (Caputo).

Executive Director's Report

Mr. Karon updates the Board on the Enterprise Car Share program. Enterprise was advised that the City Council approved the two spaces for the car sharing program on Stone Street and Bartlett Street. Enterprise will have the cars ready for use by February 1st. In the meantime, Enterprise will be installing signs and painting the spaces green.

Mr. Karon advises that he met with restaurant and merchant owners to come up with ideas of how to mitigate the backup of traffic on Church Street on weekend nights. The NBPA will start putting universal way finding signs at various intersections directing parkers to garages other than the Lower Church Street Deck (LCSD). Currently, once the LCSD reaches capacity, parkers are first guided to the Albany Street Deck, and then to the Wellness Garage. It was determined that the Gateway Garage is a .1 mile closer drive than to the Wellness Garage. Now when the LCSD reaches capacity, NBPA attendants will be at both entrances to hand out fliers with directions to the Albany Street Deck and the Gateway Garage. The NBPA also asked merchants to start advertising the parking locator available on the NBPA website.

Utilities have been running under budget so NBPA ran the financials to determine what kind of impact switching all the facilities to LED lighting had. All facilities switched to LED lighting in May 2016. The NBPA compared the electric costs at these facilities for November 2015 to November

2016. The financials are showing a 30% decrease in electric costs for the month of November by switching from the fluorescent bulbs to the LED bulbs. The NBPA also received \$13,000 from the New Jersey Clean Energy Program, which covered half the cost of putting in the LED bulbs.

Finance

Mr. Rajaratnam states that all Board members received a copy of the unaudited November 2016 financial statement and balance sheet. This period's revenue and expenses are in line with the budget.

The 2017 budget was approved by DCA and the NBPA now has it to adopt.

The 2016 audit is expected to start in February. The NBPA had its' interim audit a few days ago.

Legal

No Legal to Report.

Board Discussion

No Board Discussion.

Public Comment

The Public inquires about Mrs. Eato-White's financial disclosure. Mr. Bier advises that the information has been clarified and that he received the disclosure from Mrs. Eato White and will be filling them.

The Public asks if a new board member joins the Board mid-year, does the board member have to fill out a financial disclosure for that year. The Board advises that they do not know the answer to that at this time.

Board Discussion

No Board Discussion.

Resolutions

On motion of Mr. Keefe, seconded by Mr. Garlatti, the Board approved the Payment Resolution for December 2016. Vote: 4-yes, 0-no, 0-abstain, 1-absent (Caputo).

On motion of Mr. Garlatti, seconded by Mrs. Eato-White, the Board approved the Resolution to Adopt the 2017 Budget. Vote: 4-yes, 0-no, 0-abstain, 1-absent (Caputo).

On motion of Mr. Keefe, seconded by Mr. Garlatti, the Board approved the Resolution to Auction Surplus Vehicle. Vote: 4-yes, 0-no, 0-abstain, 1-absent (Caputo).

Old Business

Pedestrian Bridge – The NBPA met with City officials for the preliminary designs. NBPA is now waiting for NJ Transit and Amtrak's input on the design.

New Business

No New Business to Report.

Closed Session

On motion of Mrs. Eato-White, seconded by Mr. Garlatti, the Board retired to closed session at 5:17pm to discuss legal issues. Vote: 4-yes, 0-no, 0-abstain, 0-absent (Caputo).

Open Session

On motion of Mr. Keefe, seconded by Mr. Garlatti, the Board returned to open session at 5:31pm. Vote: 4-yes, 0-no, 0-abstain, 1-absent (Caputo).

Adjourn

On motion of Mrs. Eato-White, seconded by Mr. Garlatti, the Board adjourned at 5:33pm. Vote: 4-yes, 0-no, 0-abstain, 1-absent (Caputo).



Edwin Keefe
Secretary