Minutes of a Regular Board Meeting
January 25, 2017

A Regular Meeting of the New Brunswick Parking Authority was held on January 25, 2017 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 5:10 p.m.

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

Commissioners in Attendance:	Kevin McTernan	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
	Stephanie Zucker	Administrative Assistant
	Howard Izes	Management Consultant
Not in Attendance:	Tony Caputo	1st Vice Chairman

Minutes

On motion of Mr. Keefe, seconded by Mr. Garlatti, the Board approved the minutes of the December 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. Signs were installed at the two spaces on Stone Street and Bartlett Street and the vehicles that will be used were delivered today.

Mr. Karon advises that the NBPA is going to order 67 signs in order to improve way finding signage for the parking garages.

KeyFoods changed its' name to Superfresh. It will be the same owner as Keyfoods and will have the same assortment of foods. The name change does not affect their lease with the NBPA.

Rutgers has requested that the NBPA relocate parking meters on College Ave. in order to make it more safe for pedestrian. The NBPA will be relocating 49 meters from College Ave. to Lot 26 and Lot 2. The meters in Lot 26 will be enforced from 8am – 8pm. The meters in Lot 2 will be enforced 6pm – 9pm and all day Saturday.

The NBPA is looking to add approximately 20 meters on Union Street to create additional parking during the day. The meters would have the usual meter rates.

Finance

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

The year-to-date revenue was about $34 million and year-to-date expenses were about $24 million. There were savings in expenses for salary and snow removal.

The 2016 audit is expected to start in February.

Legal

No Legal to Report.

Board Discussion

No Board Discussion.

Public Comment

The Public asks why Wilentz, Goldman and Spitzer was chosen for 2017 Bond Council over the other firm that submitted a response to the RFQ. The Board advises that the NBPA uses a specific set of criteria to evaluate the firms that responded.

The Public inquires about why some of the Board Members recused themselves when voting on some of the resolutions in the Reorganization Meeting. Mr. Garlatti advises he recused himself from the general legal counsel and the parking consultant vote because he and Mr. Leonard Bier are working together on a legal matter. Mr. Garlatti recused himself from the labor attorney vote because Mr. McDermott has appeared before him in arbitration. Mr. McTernan advises that he recused himself from the real estate appraiser vote because he is doing business with Appraisal Consultants Corp.

The Public asks how the NBPA will deal with law enforcement requests for data collected for the LPR. The Board advises that there is currently no policy and that they will continue to monitor the program.

The Public states that Board members should file a financial disclosure within 30 days of joining the Board or on January 1st.

The Public inquires about the Wolfson and Ferren demolition projects. Mr. Karon advises that the Wolfson garage is the County's project and that the Ferren demolition is underway and it will be a few more months before demolition is completed.

The Public asks for the total number of decks that the NBPA operates. The Board advises that NBPA operates 8 decks. The Public asks if there are any new decks that the NBPA plans on running this year and the Board states no. The Public asks if the NBPA will run the deck in the new skyscraper that is going up by the State Theatre and the Board responds that it is a possibility.

Board Discussion

No Board Discussion.

Resolutions

On motion of Mr. Garlatti, seconded by Mr. Keefe, the Board approved the Payment Resolution for January 2017. Vote: 4-yes, 0-no, 0-abstain, 1-absent (Caputo).

On motion of Mr. Keefe, seconded by Mr. Garlatti, the Board approved the Resolution approving Bright Consulting LLC for 2017 Financial Services.Vote: 4-yes, 0-no, 0-abstain, 1-absent (Caputo).

On motion of Mr. Garlatti, seconded by Mr. Keefe, the Board adopted the Regular Board Meeting Schedule for 2017. Vote: 4-yes, 0-no, 0-abstain, 1-absent (Caputo).

Old Business

Pedestrian Bridge –NBPA is waiting for NJ Transit and Amtrak to review the bridge design.

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 5:33pm to discuss legal and personnel issues. Vote: 4-yes, 0-no, 0-abstain, 1-absent (Caputo).

Open Session

On motion of Mr. Keefe, seconded by Mr. Garlatti, the Board returned to open session at 5:56pm. Vote: 4-yes, 0-no, 0-abstain, 1-absent (Caputo).

On motion of Mr. Garlatti, seconded by Mr. Keefe, the Board approved the salary adjustments for non-union employees effective January 1, 2017.
Vote: 4-yes, 0-no, 0-abstain, 1-absent (Caputo).

Adjourn

On motion of Mr. Keefe, seconded by Mr. Garlatti, the Board adjourned at 5:58pm.
Vote: 4-yes, 0-no, 0-abstain, 1-absent (Caputo).

Edwin Keefe
Secretary

Minutes of a Regular Board Meeting
February 22, 2017

A Regular Meeting of the New Brunswick Parking Authority was held on February 22, 2017 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.

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

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
	Stephanie Zucker	Administrative Assistant
	Howard Izes	Management Consultant
Not in Attendance:	Andrea Eato-White	Commissioner

Minutes

On motion of Mr. Caputo, seconded by Mr. Garlatti, the Board approved the minutes of the January 2017 Regular Board Meeting. Vote: 4-yes, 0-no, 0-abstain, 1-absent (Eato-White).

*The minutes of the 2017 Reorganization Meeting has been tabled until next Board Meeting.

Executive Director's Report

Mr. Karon reports that NBPA started installing the wayfinding signs around town.

NBPA is currently working with its' parking access revenue control vendor, DataPark, to develop a reserve/pre-pay parking system so people can reserve parking spaces online and use a bar code on their smart phones to enter and exit the garage.

Mr. Karon reports on the residential parking permit program. NBPA is going to send letters on March 1st to residents and landlords announcing the new way that residential permits will be issued using their license plate numbers. Sign up will begin on May 1st for permits effective June 1st. NBPA is working with the City attorney to revise the current residential parking ordinance to reflect the changes as it pertains to the switch from decals and hangtags to license plates.

NBPA is currently conducting its' harassment training. The NBPA tries to conduct the training annually.

The NBPA is looking to construct a 350 space parking garage for the New Brunswick Performing Arts Center project. NBPA will be submitting an application to the Local Finance

Board to allow financing up to $23 million. Mr. Karon advises that he will be attending the Housing Authority meeting at which the Cultural Center Redevelopment Associates Urban Renewal will request to be designated redeveloper of the Cultural Center redevelopment area.

Finance

Mr. Rajaratnam states that all Board members received a copy of the unaudited January 2017 financial statement and balance sheet.

The current period's revenue is about 1.8% favorable to budget and expenses are about 3.5% favorable to budget.

The 2016 audit is nearly complete.

Legal

Mr. Bier reports that he has reviewed the Jimmy John's lease in preparation for the transfer of franchisee and everything is appropriate for the transfer.

Board Discussion

No Board Discussion.

Public Comment

A member of the public asks for the status of the budget. The Board advises that the status has been adopted.

A member of the public asks if the NBPA is looking to borrow any money for the new parking garage. The Board states that they are looking for about $23 million. A member of the public inquires what the current outstanding debt amount is. Mr. Rajaratnam states that it is $230 million.

A member of the public inquires about the changes to the ordinance regarding residential permits. Mr. Karon advises that changes will only be made to the methods in which permits are issued. The ordinance will no longer state hang tags and decals and will instead reference residents' license plates.

A member of the public states that he had filed complaints with the Ethics Board against Mr. Bier and Mrs. Eato-White in reference to Mrs. Eato-White's financial disclosure.

Board Discussion

No Board Discussion.

Resolutions

On motion of Mr. Garlatti, seconded by Mr. Keefe, the Board approved the Payment Resolution for February 2017. Vote: 4-yes, 0-no, 0-abstain, 1-absent (Eato-White).

On motion of Mr. Keefe, seconded by Mr. Garlatti, the Board approved the Resolution acknowledging the Findings of the Local Finance Board.
Vote: 4-yes, 0-no, 0-abstain, 1-absent (Eato-White).

On motion of Mr. Keefe, seconded by Mr. Garlatti, the Board approved the Resolution authorizing the Submission of an Application to the Local Finance Board to finance New Brunswick Performing Arts Garage. Vote: 4-yes, 0-no, 0-abstain, 1-absent (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 5:12pm to discuss legal issues. Vote: 4-yes, 0-no, 0-abstain, 1-absent (Eato-White).

Open Session

On motion of Mr. Caputo, seconded by Mr. Garlatti, the Board returned to open session at 5:22pm. Vote: 4-yes, 0-no, 0-abstain, 1-absent (Eato-White).

On motion of Mr. Garlatti, seconded by Mr. Keefe, the Board approved the motion to allow the transfer of franchisee at Jimmy John's. Vote: 4-yes, 0-no, 0-abstain, 1-absent (Eato-White).

Adjourn

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

LA Garlatti

Louis Garlatti, Jr.
Treasurer