Minutes of a Regular Board Meeting
January 24, 2018

A Regular Meeting of the New Brunswick Parking Authority was held on January 24, 2018 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 5:09 p.m.

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

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

Minutes

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

Executive Director's Report

Mr. Karon reports that the installation of the LPR system at the Lower Church Street deck has begun.

The NBPA put out a competitive contract bid for the online reservation system and received two responses. There is a resolution on the agenda tonight to award Parkmobile the contract. Parkmobile provides a lower cost to the customer for the service and the NBPA currently uses Parkmobile for the on-street parking meters so customers may already be using their app. The NBPA would like to have the reservation system implemented by March.

NBPA opened its' parking garages to residents during the January 3rd and 4th snowstorms. The garages averaged 32 residential vehicles on these days.

Finance

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

Mr. Rajaratnam advises that the auditors will be on site February 5th for the final audit.

Legal

No Legal to Report.

Public Comment

A member of the public invites the Board to the Traffic Commission Meeting on February 1 where he will be making a presentation regarding the busses that run in New Brunswick.

Board Discussion

No Board Discussion.

Resolutions

On motion of Mr. Keefe, seconded by Mrs. Eato-White, the Board approved the Payment Resolution for January 2018. Vote: 5 - yes, 0- no, 0- abstain, 0- absent.

On motion of Mrs. Eato-White, seconded by Mr. Keefe, the Board approved the Resolution Authorizing Membership into the Somerset County Cooperative Pricing System.
Vote: 5 - yes, 0- no, 0- abstain, 0- absent.

On motion of Mr. Caputo, seconded by Mr. Keefe, the Board approved the Resolution Awarding Competitive Contract for On-Line Parking Reservation Services/System.
Vote: 5 - yes, 0- no, 0- abstain, 0- absent.

Old Business

No Old Business

New Business

No New Business

Closed Session

On motion of Mr. Caputo, seconded by Mr. Keefe, the Board retired to closed session at 5:15pm to discuss legal and personnel issues. Vote: 5 - 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 5:27pm.
Vote: 5 - yes, 0- no, 0- abstain, 0- absent.

On motion of Mr. Keefe, seconded by Mrs. Eato-White, the Board approved the salary adjustments for non-union employees effective January 1, 2018. Vote: 5 - yes, 0- no, 0- abstain, 0- absent.

Adjourn

On motion of Mrs. Eato-White, seconded by Mr. Caputo, the Board adjourned at 5:28pm.
Vote: 5 - yes, 0- no, 0- abstain, 0- absent.

Edwin Keefe
Secretary

Minutes of a Regular Board Meeting
March 28, 2018

A Regular Meeting of the New Brunswick Parking Authority was held on March 28, 2018 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
	Louis Garlatti Jr.	Treasurer
	Edwin Keefe	Secretary
Legal in Attendance:	David L. Minchello	General Counsel
NBPA Personnel in Attendance:	Mitchell Karon	Executive Director
	Bright Rajaratnam	Chief Financial Officer
	Stephanie Hart	Administrative Assistant
	Howard Izes	Management Consultant
Not in Attendance:	Tony Caputo	1st Vice Chairman
	Andrea Eato-White	Commissioner

Minutes

The minutes of the February 2018 Regular Board Meeting has been tabled until the next Board Meeting.

Executive Director's Report

Mr. Karon reports that the parking reservation system should be installed in April.

NBPA opened its garages to residential parkers for the March 21st snowstorm. 88 residential vehicles used the garages for snow parking.

The Board is advised that the NBPA is still waiting to get the pension number from the State in order to finalize the audit. The audit should be ready for approval at the April Board Meeting.

The NBPA had the physical assessment of its' parking facilities. The maintenance and restoration work to be completed for 2018 comes out to about $227,000.00, which is about half the price that it was last year. The NBPA is looking to put the work out to bid towards the end April and is hoping to begin the work in June.

Mr. Karon advises that he went to High Concrete to look at the mockup for the precast of the new Performing Arts Garage. Erection of the parking garage will likely begin around July.

Alternate side parking begins April 1st.

Finance

Mr. Rajaratnam states that all Board members received a copy of the unaudited February 2018 financial statement and balance sheet.

Mr. Rajaratnam advises that the exit conference for the 2017 audit is scheduled for April 11th.

Legal

No Legal to Report.

Public Comment

A member of the public asks if there is any update on the contamination cleanup at the Ferren site. The Board advises that there is no update, but that it is still being monitored and the wells are in place.

A member of the Public states that the Governor was in New Brunswick talking about the future of the Ferren site and had some ideas for it being a research technology hub. Member of the Public asks what the Authority thinks of that and when there will be development at the site. Mr. McTernan states that the Authority is excited by any interest from the State that will help promote the development of that site. Mr. Karon states that it is beneficial to have different groups involved to share ideas and resources. It is advised that questions regarding the timing of any development would be better addressed to DEVCO.

A member of the Public states that plans for the Mayfair site was also discussed and asks what might be coming there. The Board states that the day-to-day process of development plans is conducted by others, but that the Authority is supportive of the development process. Mayfair will continue to operate as a parking lot for now.

Board Discussion

No Board Discussion.

Resolutions

On motion of Mr. Garlatti, seconded by Mr. Keefe, the Board approved the Payment Resolution for March 2018. Vote: 3 - yes, 0- no, 0- abstain, 2- absent (Caputo, Eato-White).

On motion of Mr. Garlatti, seconded by Mr. Keefe, the Board approved the Resolution Authorizing Auction of Surplus Vehicle. Vote: 3 - yes, 0- no, 0- abstain, 2- absent (Caputo, Eato-White).

Old Business

Pedestrian Bridge – NBPA got permits from Amtrak so that NBPA can move forward with soil testing. The soil testing should be performed within the next 3 weeks.

New Business

No New Business

Closed Session

On motion of Mr. Keefe, seconded by Mr. Garlatti, the Board retired to closed session at 5:10pm to discuss legal issues. 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 5:21pm. Vote: 3 - yes, 0- no, 0- abstain, 2- absent (Caputo, Eato-White).

Adjourn

On motion of Mr. Garlatti, seconded by Mr. Keefe, the Board adjourned at 5:22pm. Vote: 3 - yes, 0- no, 0- abstain, 2- absent (Caputo, Eato-White).

Edwin Keefe
Secretary

Minutes of a Closed Session
April 25, 2018

On motion of Mr. Keefe, seconded by Mr. Caputo, the Board retired to closed session at 5:14pm to discuss legal issues. Vote: 5 - yes, 0- no, 0- abstain, 0- absent.

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:	David L. Minchello	General Counsel
NBPA Personnel in Attendance:	Mitchell Karon	Executive Director
	Bright Rajaratnam	Chief Financial Officer
	Stephanie Hart	Administrative Assistant
	Howard Izes	Management Consultant

- **Mr. Karon and Mr. Minchello discussed litigation vs. Brother Jimmy's.**

Open Session

On motion of Mr. Keefe, seconded by Mr. Garlatti, the Board returned to open session at 5:27pm. Vote: 5 - yes, 0- no, 0- abstain, 0- absent.

Edwin Keefe
Secretary

Minutes of a Closed Session
May 23, 2018

On motion of Mr. Garlatti, seconded by Mr. Caputo, the Board retired to closed session at 5:11pm to discuss legal issues. Vote: 4 - yes, 0- no, 0- abstain, 1- absent (Eato-White).

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

- **Mr. Karon and Mr. Minchello updated Board on litigation status vs. Brother Jimmy's.**
- **Mr. Karon discussed the supermarket lease terms and strategy to bring tenant current.**

Open Session

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

Edwin Keefe
Secretary

Minutes of a Closed Session
June 27, 2018

On motion of Mr. Keefe, seconded by Mr. Garlatti, the Board retired to closed session at 5:23pm to discuss personnel and legal issues. Vote: 3 - yes, 0- no, 0- abstain, 2- absent (Caputo, Eato-White).

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

- **Mr. Karon and Mr. Minchello updated Board on litigation status vs. Brother Jimmy's.**
- **The Board discussed the Human Resources Manager position following the retirement of Ellen Siegel.**

Open Session

On motion of Mr. Keefe, seconded by Mr. Garlatti, the Board returned to open session at 5:40pm
Vote: 3 - yes, 0- no, 0- abstain, 2 - absent (Caputo, Eato-White).

Edwin Keefe
Secretary

Minutes of a Closed Session
July 25, 2018

On motion of Mr. Caputo, seconded by Mr. Keefe, the Board retired to closed session at 5:27pm to discuss legal issues. Vote: 4 - yes, 0- no, 0- abstain, 1- absent (Eato-White).

Commissioners in Attendance:	Kevin McTernan	Chairman
	Tony Caputo	1st Vice Chairman
	Louis Garlatti Jr.	Treasurer
	Edwin Keefe	Secretary
Legal in Attendance:	David L. Minchello	General Counsel
NBPA Personnel in Attendance:	Mitchell Karon	Executive Director
	Bright Rajaratnam	Chief Financial Officer
	Stephanie Hart	Human Resources Manager
	Howard Izes	Management Consultant
Not in Attendance:	Andrea Eato-White	Commissioner

- **Mr. Karon and Mr. Minchello updated Board on a possible lease for the Brother Jimmy's space.**
- **The Board discussed the supermarket lease terms.**

Open Session

On motion of Mr. Keefe, seconded by Mr. Caputo, the Board returned to open session at 5:36pm Vote: 4 - yes, 0- no, 0- abstain, 1 - absent (Eato-White).

Edwin Keefe
Secretary

Minutes of a Closed Session
November 28, 2018

On motion of Mr. Garlatti, seconded by Mr. Keefe, the Board retired to closed session at 5:09pm. Vote: 3 - yes, 0- no, 0- abstain, 2- absent (Caputo, Eato-White).

Commissioners in Attendance:	Kevin McTernan Louis Garlatti Jr. Edwin Keefe	Chairman Treasurer Secretary
Legal in Attendance:	David L. Minchello	General Counsel
NBPA Personnel in Attendance:	Mitchell Karon Bright Rajaratnam Stephanie Hart Howard Izes	Executive Director Chief Financial Officer Human Resources Manager Management Consultant
Not in Attendance:	Tony Caputo Andrea Eato-White	1st Vice Chairman Commissioner

- **The Board discussed the American Repertory Ballet lease terms.**

Open Session

On motion of Mr. Keefe, seconded by Mr. Garlatti, the Board returned to open session at 5:25pm Vote: 3 - yes, 0- no, 0- abstain, 2 - absent (Caputo, Eato-White).

Edwin Keefe
Secretary