

NEW BRUNSWICK
NBPA
Parking Authority

Matthew Kennedy


May 21, 2021

Dear Matthew,

The New Brunswick Parking Authority is pleased to offer you employment as our Executive Director.

This offer of employment is contingent on the following terms and conditions:

- You will report directly to the Board of Commissioners.
- Perform no less than all the duties as outlined in the job description (copy attached) in addition to other assigned tasks and responsibilities.
- Favorable results regarding your pre-employment physical exam, inclusive of a drug screen, a complete background check, and a reference check.
- Use of Authority-owned vehicle subject to a favorable review of your driver abstract.
- Provide proof of, and maintain your, current CAPP certification and provide proof of all degrees and professional certifications as illustrated on your resume submitted for this position. In addition, provide substantiation of any other accomplishment listed on your resume for which the Board of Commissioners requests it.
- Acceptance of terms and conditions as outlined in the New Brunswick Parking Authority Employee Handbook, except inasmuch as any element of the handbook is superseded by your employment contract. (If any element differs, the terms of the employment contract will apply.)
- Complete all necessary documents, including federal and state W-4 forms and an Employment Verification (I-9) form.
- Plan for benchmarks and evaluations after a 6-month review period, at which point a cost-of-living salary adjustment, performance-based salary adjustment, and/or discretionary performance award may be provided—all at the sole discretion of the Board of Commissioners, its executive committee, or any ad hoc board committee formed for the purpose of performance assessment.
- Residency within the City of New Brunswick is encouraged but not mandatory. Residency within the State of New Jersey is mandatory.

The New Brunswick Parking Authority will offer you the following benefits as a condition of your employment.

#6 + #1

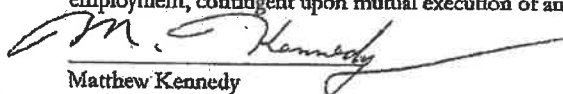
- Contract
- offer letter
- Starting salary

- Starting salary of \$168,000 per annum. Periodic cost-of-living adjustments and/or salary increases will be provided in accordance with your employment contract and the board's approval.
- Membership in the New Jersey State Pension System (PERS). The mandatory employee contribution rate is set by the State of New Jersey at 7.5% of salary.
- Health benefits – The Authority is a member of the State Health Benefits Program. This program provides medical and Rx coverage. Employee contributions of premium are required by Chapter 78, Public Law 2011. The list of choices and required employee contributions are included as an attachment.
 - Health coverage will commence on Day 31 of your employment.
 - Your cost contribution for health premiums will be 20%.
- Dental coverage is provided by MetLife.
- Vision coverage is provided by Superior.
- Paid time off:
 - Vacation – Ten (10) days Years 1 through 4 (prorated first year)
 - Sick Leave – Ten (10) days per year (prorated first year)
 - Personal Time – Five (5) days per year – available starting Day 31 of your employment
 - Bereavement – as stipulated in handbook or employment contract; no waiting period
 - Birthday – Because your birthday is January 1, your annual paid birthday off work may be taken at your discretion between January 2 and March 31—or on any other specific date approved in advance by the Board Chairman via email.
- Deferred Comp 457 – Employee Contribution. The State of NJ does not permit a match for 457 plans for public employees.
- Relocation assistance – reimbursement of relocation-related expenses upon provision of receipts documenting the expenses, not to exceed a total amount of \$11,500.

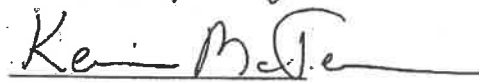
This offer of employment is contingent upon your ability to report to work no later than June 23, 2021.

If the above terms and conditions are acceptable, please sign below.

I, Matthew Kennedy, have read and understand this offer of employment and am in full agreement with the above terms and conditions. I accept the New Brunswick Parking Authority's offer of employment, contingent upon mutual execution of an employment contract.


Matthew Kennedy

5/21/21
Date


Kevin McTernan, Chairman

5/22/21
Date

CC:
Vice Chairman - Anthony Caputo
Secretary - Edwin Kiefe
Treasurer - Louis Garlatti Jr.
Commissioner - Andrea Lato-White
Personnel file