

Agenda
New Brunswick Parking Authority
April 24, 2019

- A. Call to Order
- B. Read Public Notice
- C. Minutes from March 2019 Regular Board Meeting
- D. Executive Director's Report
- E. Committee Reports
 - 1. Finance
 - 2. Legal
- F. Public Comment
- G. Board Discussion
- H. Resolutions
 - 1. Payment Resolution for April 2019
 - 2. Resolution Approving Commercial Office and Elevator Cleaning Contract
- I. Old Business
- J. New Business
- K. Closed Session
 - 1. Legal
 - 2. Personnel
- L. Open Session
- M. Adjourn

**Minutes of a Regular Board Meeting
April 24, 2019**

A Regular Meeting of the New Brunswick Parking Authority was held on April 24, 2019 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 Tony Caputo Edwin Keefe Louis Garlatti, Jr.	Chairman 1 st Vice Chairman Secretary Treasurer
Legal in Attendance:	David L. Minchello	General Counsel
NBPA Personnel in Attendance:	Mitchell Karon Bright Rajaratman Stephanie Hart Howard Izes	Executive Director Chief Financial Officer Human Resources Manager Management Consultant
Not in Attendance:	Andrea Eato-White	Commissioner

Minutes

On motion of Mr. Keefe, seconded by Mr. Garlatti, the Board approved the minutes of the March 2019 Regular Board Meeting. Vote: 4-yes, 0-no, 0-abstain, 1-absent (Eato-White).

Executive Director's Report

Mr. Karon reports that construction of the Performing Arts Garage is moving along. The first performance at George Street Playhouse will be October 15, 2019.

Bid documents for the 2019 Restoration project will be released on April 29th and are due May 16th. NBPA is looking at about \$300,000.00 of work this year.

A new lobby roof is being installed at the Paterson Street Deck this weekend. The current roof is leaking and needs to be replaced.

New awnings will be installed at University Center along Easton Ave.

NBPA will be converting the City Hall Lot to a pay-by-license plate lot. The lot currently uses a multi-space meter. The new pay-by-license plate will also affect City employees who currently park there.

NBPA is looking to expand Parkmobile reservations to the Civic Square Garage, which is open at night for events at the theatres.

NBPA compared 2017 and 2018 credit card usage at on-street meters. Usage increased from 67% in 2017 to 72% in 2018.

Finance

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

The exit conference for the 2018 audit was held last week. The NBPA is waiting for the pension liability number from the State before the audit can be finalized.

Legal

No Legal to Report.

Public Comment

A member of the Public asks if there is an update on the supermarket space. Mr. Minchello advises that the Board will no longer be answering such questions during the Public Comment portion of the meeting. The Public can use this time to make any statements and the Board will listen. It is encouraged that the Public go through the proper channels in order to obtain the most accurate information.

A member of the Public states that he would like an update on the supermarket space and suicide prevention. A member of the Public advises that he is not pleased with the NBPA not answering questions during Public Comment and encourages the Board to reconsider.

Board Discussion

No Board Discussion.

Resolutions

On motion of Mr. Keefe, seconded by Mr. Garlatti, the Board approved the Payment Resolution for April 2019. Vote: 4 - yes, 0- no, 0- abstain, 1 – absent (Eato-White).

On motion of Mr. Caputo, seconded by Mr. Garlatti, the Board approved the Resolution for Commercial Office and Elevator Cleaning Contract. Vote: 4 - yes, 0- no, 0- abstain, 1 – absent (Eato-White).

Old Business

No Old Business

New Business

No New Business

Closed Session


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

Open Session

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

Adjourn

On motion of Mr. Caputo, seconded by Mr. Keefe, the Board adjourned at 5:22pm.
Vote: 4 - yes, 0- no, 0- abstain, 1 – absent (Eato-White).



Edwin Keefe
Secretary

The Parking Authority of the City of New Brunswick
April 2019 Resolution of Operating Expenditures

The following expenditures are necessary for the Authority operations and are provided for within the annual budget then applicable:

CHECKS	VENDOR NAME	DATE	AMOUNT
WIRE	PENSION	04/05/2019	24,312.22
WIRE	HEALTH BENEFITS	04/08/2019	82,131.15
WIRE	HEALTH BENEFITS - RETIREES	04/08/2019	3,182.07
WIRE	PAYROLL ACCOUNT	04/03/2019	114,097.91
WIRE	PAYROLL ACCOUNT	04/17/2019	115,156.34
0071641	PIYUSH R PATEL	04/03/2019	41.00
0071642	JANET DEMCOE	04/03/2019	4.00
0071643	CONCEPCION SALDANA-A	04/03/2019	135.50
0071644	AFLAC	04/03/2019	1,020.72
0071645	BEST CLEANING	04/03/2019	2,793.00
0071646	JOSE BONILLA	04/03/2019	54.99
0071647	CABLEVISION/ADMIN	04/03/2019	743.46
0071648	CABLEVISION/WELLNESS	04/03/2019	170.89
0071649	EASTERN ARMORED SERV	04/03/2019	2,319.00
0071650	FRANK'S HARDWARE &	04/03/2019	189.49
0071651	HOME NEWS TRIBUNE	04/03/2019	62.28
0071652	HUNTER BUSINESS SYST	04/03/2019	415.20
0071653	INTEGRATED TECHNICAL	04/03/2019	50.00
0071654	HELEN KOLIAS	04/03/2019	135.50
0071655	METLIFE SBC	04/03/2019	3,046.27
0071656	METLIFE 457B	04/03/2019	700.00
0071657	NEW JERSEY FAMILY SU	04/03/2019	226.00
0071658	NEW JERSEY FAMILY SU	04/03/2019	212.00
0071659	MIDDLESEX COUNTY SHE	04/03/2019	68.99
0071660	NEW JERSEY FAMILY SU	04/03/2019	270.00
0071661	NEW JERSEY FAMILY SU	04/03/2019	274.00
0071662	NATIONAL GUARDIAN LI	04/03/2019	326.73
0071663	NYC WEB DESIGN.COM	04/03/2019	5,040.00
0071664	NYS CHILD SUPPORT	04/03/2019	264.00
0071665	THE PARTS AUTHORITY	04/03/2019	72.02
0071666	PITNEY BOWES	04/03/2019	387.00
0071667	PSE&G/WELLNESS ELECT	04/03/2019	9,391.03
0071668	PSEG/MAIN ACCOUNT	04/03/2019	35,549.32
0071669	NJ ADVANCE MEDIA	04/03/2019	71.30
0071670	STAR QUALITY CLEANER	04/03/2019	190.35
0071671	JAMIE KELLY,TRUSTEE	04/03/2019	206.65

The Parking Authority of the City of New Brunswick
 April 2019 Resolution of Operating Expenditures

0071672	JOHN WALLING COURT O	04/03/2019	18.58
0071673	US DEPARTMENT OF EDU	04/03/2019	176.27
0071674	VERIZON	04/03/2019	712.55
0071675	VERIZON CABS	04/03/2019	344.40
0071676	VERIZON CABS	04/03/2019	605.70
0071677	VERIZON CABS	04/03/2019	1,211.40
0071678	NJ DIVISION OF MOTOR	04/04/2019	116.50
0071680	HIRERIGHT LLC	04/10/2019	150.09
0071681	MARLIN BUSINESS BANK	04/10/2019	134.82
0071682	TEAMSTERS LOCAL 4069	04/10/2019	415.00
0071683	VERIZON WIRELESS	04/10/2019	1,426.09
0071684	CABLEVISION/ALTICE B	04/17/2019	2,209.91
0071685	CINTAS FIRST AID & S	04/17/2019	269.26
0071686	CITY OF NEW BRUNSWIC	04/17/2019	182.00
0071687	HOME DEPOT CREDIT SE	04/17/2019	1,719.82
0071688	METLIFE 457B	04/17/2019	700.00
0071689	NEW JERSEY FAMILY SU	04/17/2019	226.00
0071690	NEW JERSEY FAMILY SU	04/17/2019	212.00
0071691	MIDDLESEX COUNTY SHE	04/17/2019	68.99
0071692	NEW JERSEY FAMILY SU	04/17/2019	270.00
0071693	NEW JERSEY FAMILY SU	04/17/2019	274.00
0071695	NYS CHILD SUPPORT	04/17/2019	264.00
0071696	SOUTH JERSEY ENERGY	04/17/2019	1,505.09
0071697	SPECTROTEL	04/17/2019	453.23
0071698	JAMIE KELLY,TRUSTEE	04/17/2019	206.65
0071699	JOHN WALLING COURT O	04/17/2019	18.58
0071700	TIAA BANK	04/17/2019	169.32
0071701	US DEPARTMENT OF EDU	04/17/2019	176.27
0071702	VERIZON/WELLNESS	04/17/2019	399.65
0071703	VERIZON/FAX	04/17/2019	51.08
0071704	STEPHANIE HART	04/17/2019	375.00
0071705	WELLS FARGO BANK	04/24/2019	1,500.00
0071706	MICHAEL FOX	04/24/2019	25.00
0071707	ANDREW ESKANDER	04/24/2019	85.00
0071708	CHARLES GACHIE	04/24/2019	120.00
0071709	DWIGHT SKERRITT	04/24/2019	500.00
0071710	ELICC AMERICA'S CORP	04/24/2019	2,092.50
0071711	GIYORA SIMANTOV	04/24/2019	425.00
0071712	HAHYUNG LLC/NEW STAR	04/24/2019	190.00
0071713	KRISTINA CERRO	04/24/2019	9.00
0071714	MARLON MATTIS	04/24/2019	90.00
0071715	RACHEL KRUM	04/24/2019	82.50
0071716	RITA DRIGGS	04/24/2019	180.00
0071717	SONIA POTHRAJ	04/24/2019	170.00
0071718	YEE LING MA	04/24/2019	170.00
0071719	YEHUDA ILAN	3 04/24/2019	75.00

The Parking Authority of the City of New Brunswick
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0071720	ALYSSA FEDAK	04/24/2019	180.00
0071721	JUAN C TORO	04/24/2019	180.00
0071722	SUE TONI	04/24/2019	4.00
0071723	ADVANZA TECHNOLOGIES	04/24/2019	1,123.25
0071724	TAUSEEF AHMED	04/24/2019	155.00
0071725	ALLIED FIRE & SAFETY	04/24/2019	1,677.39
0071726	QUINN ALLEN-RILEY	04/24/2019	155.00
0071727	SHARON BARGER	04/24/2019	170.00
0071728	JOSEPHINE BATHAN	04/24/2019	180.00
0071729	CARLY BORINSKY	04/24/2019	170.00
0071730	ANDREW BRENNAN	04/24/2019	170.00
0071731	CABLEVISION/PSD	04/24/2019	39.11
0071732	CENTRAL JERSEY PROPE	04/24/2019	4,100.00
0071733	SOLTERRA RECYCLING S	04/24/2019	648.00
0071734	SOLTERRA RECYCLING S	04/24/2019	1,358.75
0071735	CIRCLE JANITORIAL SU	04/24/2019	2,227.34
0071736	CLEAN MAT SERVICES L	04/24/2019	344.80
0071737	CITY OF NEW BRUNSWIC	04/24/2019	48,046.00
0071738	CITY OF NEW BRUNSWIC	04/24/2019	31,278.50
0071739	CITY OF NEW BRUNSWIC	04/24/2019	26,858.81
0071740	COMING HOME OF	04/24/2019	800.00
0071741	CORE LEGAL CONCEPTS	04/24/2019	660.00
0071742	ELIZABETH DAY	04/24/2019	170.00
0071743	JESICA EBANKS	04/24/2019	170.00
0071744	EHRlich	04/24/2019	120.00
0071745	ANDREW ESKANDER	04/24/2019	170.00
0071746	FEDERAL EXPRESS	04/24/2019	212.90
0071747	RACHEL FLINT	04/24/2019	180.00
0071748	GEORGE ST HOLDINGS L	04/24/2019	3,481.36
0071749	GOLDMAN SACHS RENEWA	04/24/2019	3,554.51
0071750	TIMOTHY HAAHS & ASSO	04/24/2019	31,401.58
0071751	HICKS COMMUNICATIONS	04/24/2019	4,750.00
0071752	HUB PARKING	04/24/2019	14,077.26
0071753	SYED HUSSAIN	04/24/2019	165.00
0071754	YEHUDA ILAN	04/24/2019	75.00
0071755	IPS GROUP INC.	04/24/2019	16,981.05
0071756	IPT LLC	04/24/2019	6,598.09
0071757	VIRGINIA JORGE	04/24/2019	165.00
0071758	RAHEL KANG	04/24/2019	155.00
0071759	KF MECHANICAL HEATIN	04/24/2019	475.71
0071760	LARISSA KOSHATKA	04/24/2019	170.00
0071761	DAVID LENTZ	04/24/2019	150.00
0071762	MICHELLE LINKE	04/24/2019	170.00
0071763	KAYLA LU	04/24/2019	175.00
0071764	MATRIX NEW ST GARAGE	04/24/2019	1,750.00
0071765	MARLON MATTIS	4 04/24/2019	180.00

The Parking Authority of the City of New Brunswick
 April 2019 Resolution of Operating Expenditures

0071766	MIDDLESEX COUNTY TRE	04/24/2019	2,744.63
0071767	MIDDLESEX CNTY MUNIC	04/24/2019	102,375.00
0071768	MIDDLESEX COUNTY ASS	04/24/2019	800.00
0071769	RAINONE COUGHLIN MIN	04/24/2019	8,510.36
0071770	MRI SERVICES	04/24/2019	869.64
0071771	CHRISTOPHER NAVARRO	04/24/2019	165.00
0071772	GLENN ODDO	04/24/2019	135.00
0071773	MICHAEL P OLAUGHLIN	04/24/2019	135.00
0071774	YVONNE OLAYA	04/24/2019	175.00
0071775	PATRICK O'SHEA	04/24/2019	135.00
0071776	PARKMOBILE USA INC	04/24/2019	4,555.80
0071777	PIERSON COMMERCIAL R	04/24/2019	8,319.60
0071778	PRIMEPOINT LLC	04/24/2019	1,363.20
0071779	VISHAL RAJASEKARAN	04/24/2019	175.00
0071780	RUTGERS STATE OF NJ	04/24/2019	7,519.49
0071781	NAWAR SADDI	04/24/2019	165.00
0071782	SCHINDLER ELEVATOR C	04/24/2019	30,793.44
0071783	SEALCRETE CONTRACTIN	04/24/2019	4,100.00
0071784	SIGNAL ELECTRIC CORP	04/24/2019	262.50
0071785	GIYORA SIMANTOV	04/24/2019	120.00
0071786	DENNA SINGLETON	04/24/2019	175.00
0071787	SUARABH SINGH	04/24/2019	170.00
0071788	SIX WARD SERVICE CEN	04/24/2019	4,277.02
0071789	SOMERSET URBAN RENEW	04/24/2019	2,947.00
0071790	SOUND HEALTH	04/24/2019	4,590.00
0071791	STAR QUALITY CLEANER	04/24/2019	120.95
0071792	STANDARD ELEVATOR CO	04/24/2019	1,512.64
0071793	STAPLES ADVANTAGE	04/24/2019	361.96
0071794	TAPCO	04/24/2019	744.00
0071795	SMS VALET	04/24/2019	1,073.00
0071796	THYSSENKRUPP ELEVATO	04/24/2019	430.00
0071797	USI INSURANCE SERVIC	04/24/2019	150,805.41
0071798	VIBRA-TECH	04/24/2019	2,075.00
0071799	JULIANNE VITONE	04/24/2019	180.00
0071800	WB MASON CO INC	04/24/2019	2,056.21
0071801	BRIAN WIGGINS	04/24/2019	180.00
0071802	WITHUM SMITH + BROWN	04/24/2019	15,250.00
0071803	MADISON YARUSI	04/24/2019	170.00
0071804	YIZHONG ZHANG	04/24/2019	155.00

TOTAL CHECKS

990,801.89

The Parking Authority of the City of New Brunswick
April 2019 Resolution of Operating Expenditures

The estimated revenue operating fund expenditures which are noted below carry us through the next payment resolution. The following figures are for the period ending May 22, 2019.

Payroll Estimate	05/01/19	115,000.00
Payroll Estimate	05/15/19	115,000.00
Prior Month Payroll Estimate		(234,200.00)
Total Disbursements		990,801.89
Total Resolution Amount		<u>986,601.89</u>









**NEW BRUNSWICK PARKING AUTHORITY
RESOLUTION TO AWARD CONTRACT FOR
COMMERCIAL OFFICE AND ELEVATOR CLEANING SERVICES**

Whereas, it is deemed necessary and in the best interests of the Commissioners of the Parking Authority of the City of New Brunswick, in the County of Middlesex to award a contract for Commercial Office and Elevator Cleaning Services for a period of one year with an option to renew by the Authority for two additional one-year periods; and

Whereas, Klean Com LLC, with an office at 3048 South Broad Street, Hamilton, NJ 08610 submitted a bid for \$33,600.00 on April 15, 2019 in response to the bid specification of the NBPA; and

Whereas, Klean Com LLC is the lowest responsive bidder for Commercial Office and Elevator Cleaning Services; and

Whereas, the Commissioners of the Parking Authority of the City of New Brunswick desire to award the contract for Office and Elevator Cleaning Services to the lowest responsive bidder.

Now Therefore Be It Resolved, that the New Brunswick Parking Authority award a contract for one year with an option to renew by the Authority for two additional one-year periods as a result of competitive bidding pursuant to the Local Public Contracts Law of the State of New Jersey, N.J.S.A. 40A:11 et seq for Commercial Office and Elevator Cleaning Services to Klean Com LLC in accordance with their proposal dated April 15, 2019, a copy of which is annexed hereto and made a part hereof; and

Be It Further Resolved, that in order to effectuate the objectives of this resolution, the Commissioners of the Parking Authority of the City of New Brunswick, authorize the Executive Director of the Parking Authority to award said contract to Klean Com LLC, the lowest responsive bidder; and

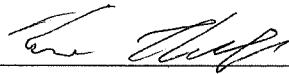
Be It Further Resolved, that the award of this contract is contingent upon the NBPA having sufficient funds and the Chief Financial Officer of the NBPA certifying that there are sufficient funds budgeted by the Authority for said services.

VOTING RECORD

<u>COMMISSIONERS</u>	<u>4 /YES</u>	<u>/NO</u>	<u>/ABSTAIN</u>	<u>1 /ABSENT</u>
Kevin McTernan	✓			
Anthony Caputo	✓			
Louis Garlatti, Jr.	✓			
Edwin Keefe	✓			
Andrea Eato-White				✓

I certify that the above record is an accurate recitation of the votes cast by the Board of Commissioners of the New Brunswick Parking Authority.

Dated: April 24, 2019


Edwin Keefe, Secretary NBPA