

Agenda
New Brunswick Parking Authority
December 16, 2020

- A. Call to Order
- B. Read Public Notice
- C. Minutes from August 2020 Board Meeting
Minutes from October 2020 Board Meeting
- D. Public Comment
- E. Board Discussion
- F. Resolutions
 - 1. Payment Resolution for December 2020
 - 2. Resolution Adopting the 2021 Authority Budget
- G. Old Business
- H. New Business
 - 1. Personnel Manual
 - 2. 2021 Meeting Calendar
- M. Adjourn

**Minutes of a Regular Board Meeting
December 16, 2020**

A Regular Meeting of the New Brunswick Parking Authority was held on December 16, 2020 in the conference room of the New Brunswick Parking Authority located at 106 Somerset Street, New Brunswick, New Jersey. Due to the COVID-19 health emergency, all commissioners attended via conference call in. Treasurer Louis Garlatti Jr. called the meeting to order at 5:00 p.m.

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

Mr. Karon held Roll Call.

Commissioners in Attendance:	Tony Caputo	Vice Chairman
	Louis Garlatti Jr.	Treasurer
	Andrea Eato-White	Commissioner

Legal in Attendance via phone:	David Minchello	General Counsel
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NBPA Personnel in Attendance:	Mitchell Karon	Executive Director
	Bright Rajaratnam (via phone)	Chief Financial Officer
	Stephanie Hart (via phone)	Human Resources Manager

Not in Attendance:	Kevin McTernan	Chairman
	Edwin Keefe	Secretary

Minutes

On motion of Mr. Garlatti, seconded by Ms. Eato-White, the Board approves to table the August 2020 minutes until the next Board Meeting. Vote: 3-yes, 0-no, 2-absent (McTernan, Keefe)

On motion of Mr. Garlatti, seconded by Ms. Eato-White, the Board approves to table the October 2020 minutes until the next Board Meeting. Vote: 3-yes, 0-no, 2-absent (McTernan, Keefe)

Public Comment

A member of the public asks how it came about that the Wells Fargo Lot became a COVID testing site for Robert Wood Johnson. Mr. Karon states that Robert Wood Johnson reached out to him and they came to an agreement. The fee to use the site is \$1,500 a month.

A member of the public asks if the debt is still \$235,405,000. Mr. Rajaratnam confirms that is the debt amount.

A member of the Public asks for confirmation that NBPA's payment to the City in lieu of taxes is normally around \$5 million a year and asks how much of that payment was made this year. Mr. Karon states the payment is a little less than \$5 million a year and that no payment has been made this year. Mr. Karon states that the City is borrowing for that money and that the NBPA is currently negotiating with the City to pay the full amount back over a period of time.

A member of the public asks if the NBPA has missed any debt service payments. Mr. Karon says the NBPA hasn't missed any payments.

A member of the public states that there is an item on the Rutgers Board of Governors agenda to purchase 3 floors of space in the Gateway building. Mr. Karon states that Rutgers has current leases for the space with the ability to purchase after 7 years, which would be around this time, but the NBPA hasn't been approached about it yet.

A member of the public says he is concerned about Rutgers wanting to build an expansion at the Lincoln Annex School for Robert Wood Johnson with a parking garage attached to it and asks if the Board has any update on the project. Mr. Karon states the NBPA is not involved.

A member of the public thanks NBPA employees and the Board for all their working during this difficult time.

Board Discussion

No Board Discussion.

Resolutions

On motion of Mr. Caputo, seconded by Mr. Garlatti, the Board approved the Payment Resolution for December 2020. Vote: 3- yes, 0- no, 2 – absent (McTernan, Keefe).

On motion of Mr. Garlatti, seconded by Mr. Caputo, the Board approved the Resolution Adopting the 2021 budget. Vote: 3- yes, 0- no, 2 – absent (McTernan, Keefe).

Old Business

No Old Business

New Business

On motion of Ms. Eato-White, seconded by Mr. Caputo, the Board approves the adoption of the Personnel Manual for distribution. Vote: 3- yes, 0- no, 2 – absent (McTernan, Keefe).

**A majority of the revisions to the manual were made to mirror current labor laws.*

On motion of Mr. Garlatti, seconded by Ms. Eato-White, the Board approves the 2021 Board Meeting Calendar. Vote: 3- yes, 0- no, 2 – absent (McTernan, Keefe).

**The Reorganization Meeting and January Board Meeting will be held on January 27th and the regularly scheduled meetings thereafter will be held every other month with the understanding that if anything comes up between those months a Special Meeting would be held.*

Adjourn

On motion of Mr. Caputo, seconded by Mr. Garlatti, the Board adjourned at 5:17pm.
Vote: 3- yes, 0- no, 2 – absent (Caputo, Keefe).




Louis Garlatti, Jr.
Secretary Designee

The Parking Authority of the City of New Brunswick
November 2020 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 January 27, 2021.

Payroll Estimate	12/23/20	65,000.00
Payroll Estimate	01/06/21	65,000.00
Payroll Estimate	01/20/21	65,000.00
Prior Month Payroll Estimate		(260,243.00)
Total Disbursements		1,053,902.57
Total Resolution Amount		<u>988,659.57</u>



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A. Carlatto

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Andrea Cato - White

The Parking Authority of the City of New Brunswick
November 2020 Resolution of Operating Expenditures

WIRE	PAYROLL 11/13/20	11/09/2020	67,798.77
WIRE	FSA 11-13-20	11/09/2020	224.49
WIRE	HEALTH - NOV.	11/10/2020	57,208.05
WIRE	PENSION - OCT.	11/10/2020	14,700.00
WIRE	HEALTH - NOV.	11/10/2020	8,035.60
WIRE	PAYROLL 11/27/20	11/24/2020	74,736.24
WIRE	FSA 11-27-20	11/24/2020	270.63
WIRE	PENSION - NOV.	12/07/2020	16,600.00
WIRE	PAYROLL 12/11/20	12/09/2020	68,660.04
WIRE	FSA 12-11-20	12/09/2020	201.42
WIRE	HEALTH - DEC.	12/14/2020	8,035.60
WIRE	HEALTH - DEC.	12/14/2020	55,507.35
0075058*	JILL LICHTENSTADTER	11/13/2020	180.00
0075059*	LYNNE BENDER	11/13/2020	3.00
0075059*	TINA MOORMAN	11/13/2020	85.00
0075060*	ROBYN MCNAMARA	11/13/2020	54.00
0075061*	CLARENCE WALKER	11/13/2020	85.00
0075062*	HARRY DELGADO	11/13/2020	14.55
0075063*	MARTIN WOODS	11/13/2020	180.00
0075064*	ALISON HICKMAN	11/13/2020	180.00
0075065*	DENNIS PARISE	11/13/2020	247.50
0075066*	HEALTH PROFESSIONAL & ALLIED	11/13/2020	270.00
0075067*	JENNIFER DUNBAR	11/13/2020	85.00
0075068*	MACEDOS CONSTRUCTION LLC	11/13/2020	825.00
0075069*	MICHAEL DONAIRE	11/13/2020	170.00
0075070*	PATRICK FRANCIS	11/13/2020	135.00
0075071*	VICTOR GALL	11/13/2020	77.50
0075072*	CONCEPCION SALDANA-ACEVEDO	11/13/2020	144.60
0075073*	ADVANZA TECHNOLOGIES INC	11/13/2020	1,535.00
0075074*	AFLAC	11/13/2020	1,007.61
0075075*	WILLIAM J AKERBERG	11/13/2020	135.00
0075076*	ALLIED FIRE & SAFETY	11/13/2020	380.00
0075077*	AMERICAN SHREDDER	11/13/2020	45.00
0075078*	BEST CLEANING	11/13/2020	3,645.00
0075079*	LEONARD BIER	11/13/2020	1,598.10
0075080*	MATTHEW BOBEV	11/13/2020	67.50
0075081*	BRUNSWICK UNIFORM SUPPLY CO	11/13/2020	170.00
0075082*	OPTIMUM	11/13/2020	781.68
0075083*	OPTIMUM	11/13/2020	40.25
0075084*	OPTIMUM	11/13/2020	131.49
0075085*	CASH: CHANGE FUND/PETTY CASH	11/13/2020	38.00
0075086*	LEA ANN CHEN	11/13/2020	170.00
0075087*	CIRCLE JANITORIAL SUPPLIES	11/13/2020	253.81
0075088*	SHANNA COLE	11/13/2020	180.00
0075089*	CONSOLIDATED STEEL & ALUMINUM	11/13/2020	188,660.00
0075090*	MARCUS CZARRUNCHICK	11/13/2020	180.00
0075091*	MICHAEL DONAIRE	11/13/2020	165.00

The Parking Authority of the City of New Brunswick
November 2020 Resolution of Operating Expenditures

0075092*	JENNIFER DUNBAR	11/13/2020	165.00
0075093*	EASTERN ARMORED SERVICES INC	11/13/2020	1,908.00
0075094*	MARIANA FIGUEIRO	11/13/2020	170.00
0075095*	PATRICK FRANCIS	11/13/2020	135.00
0075096*	VICTOR GALL	11/13/2020	155.00
0075098*	GSRP PROJECT HOLDINGS I, LLC	11/13/2020	2,796.12
0075099*	ALISON HICKMAN	11/13/2020	180.00
0075100*	DELIA HIGHSMITH	11/13/2020	180.00
0075101*	HUB PARKING	11/13/2020	18,737.26
0075102*	INTEGRATED TECHNICAL	11/13/2020	55.00
0075103*	IAN JOHANSSON	11/13/2020	170.00
0075104*	MITCHELL KARON	11/13/2020	19.95
0075105*	MATTHEW KEECHERIEL	11/13/2020	120.00
0075106*	TYLER KELLER	11/13/2020	155.00
0075107*	KF MECHANICAL HEATING & AIR CO	11/13/2020	2,774.00
0075108*	LINDSAY KING	11/13/2020	175.00
0075109*	HELEN KOLIAS	11/13/2020	144.60
0075110*	YOGESH LAD	11/13/2020	180.00
0075111*	MACEDOS CONTRUCTION LLC	11/13/2020	825.00
0075112*	MARLIN BUSINESS BANK	11/13/2020	134.82
0075113*	METLIFE	11/13/2020	1,110.00
0075114*	SUPERIOR VISION OF NJ INC	11/13/2020	237.21
0075115*	HEALTH PROFESSIONALS &	11/13/2020	175.00
0075116*	FINBARR NTIGBU	11/13/2020	195.00
0075117*	PARKMOBILE USA INC	11/13/2020	382.21
0075118*	DENNIS PARISE	11/13/2020	165.00
0075119*	SEWHA TINA PARK	11/13/2020	155.00
0075120*	SUSANE PATA	11/13/2020	175.00
0075121*	DAVE PHILLIPS	11/13/2020	180.00
0075122*	PSE&G/WELLNESS ELECTRIC	11/13/2020	6,997.31
0075123*	PSE&G	11/13/2020	26,775.21
0075124*	PSE&G	11/13/2020	2,186.09
0075125*	SAL ELECTRIC CO INC	11/13/2020	1,492.00
0075126*	SIGNAL ELECTRIC CORP	11/13/2020	658.00
0075127*	STAPLES	11/13/2020	21.99
0075128*	STANDARD ELEVATOR CORP	11/13/2020	1,841.76
0075129*	STANDARD AT NEW BRUNSWICK	11/13/2020	1,650.00
0075130*	JOHN WALLING COURT OFFICER	11/13/2020	37.16
0075131*	TIAA BANK	11/13/2020	189.32
0075132*	DANIEL TITEN	11/13/2020	180.00
0075133*	TRIANGLE FIDELCO INDUST. CTR	11/13/2020	28,377.26
0075134*	VERIZON	11/13/2020	1,014.56
0075135*	KENNETH VIERTEL	11/13/2020	180.00
0075136*	WB MASON CO INC	11/13/2020	176.65
0073704*	RUTGERS UNIVERSITY	11/30/2020	165.00
0075137*	MARILYN SPIRER	12/03/2020	4.00
0075137*	RICHARD MORRILL	12/03/2020	720.00
0075138*	DENISE ECCLESTON	12/03/2020	360.00

The Parking Authority of the City of New Brunswick
November 2020 Resolution of Operating Expenditures

0075139*	SUZIE TAYLOR	12/03/2020	120.00
0075140*	VINOD KANWAL	12/03/2020	360.00
0075141*	SYNCB AMAZON	12/03/2020	800.74
0075142*	JANICE ARELLANO	12/03/2020	255.00
0075143*	ANDREW ARTHUR	12/03/2020	170.00
0075144*	ROSE BACH	12/03/2020	165.00
0075145*	BRUNSWICK UNIFORM SUPPLY CO	12/03/2020	423.00
0075146*	OPTIMUM	12/03/2020	841.63
0075147*	OPTIMUM	12/03/2020	176.61
0075148*	CASH: CHANGE FUND/PETTY CASH	12/03/2020	107.00
0075149*	CENTRAL JERSEY WASTE	12/03/2020	325.00
0075150*	CENTRAL JERSEY WASTE	12/03/2020	2,091.16
0075151*	CINTAS FIRST AID & SAFETY	12/03/2020	146.18
0075152*	CIRCLE JANITORIAL SUPPLIES	12/03/2020	601.19
0075153*	CLEAN MAT SERVICES LLC	12/03/2020	689.60
0075154*	DOWNTOWN PRINTING CENTER	12/03/2020	1,487.04
0075155*	FOXWOOD SERVICE CENTER	12/03/2020	2,235.79
0075156*	GEORGE ST HOLDINGS LLC	12/03/2020	787.46
0075157*	MARY GIRGIS	12/03/2020	255.00
0075158*	TIHIRAH HARRIS	12/03/2020	180.00
0075159*	HICKS COMMUNICATIONS INC	12/03/2020	4,750.00
0075160*	IPS GROUP INC.	12/03/2020	6,422.02
0075161*	IPT LLC	12/03/2020	11,829.25
0075162*	ZACHARY JOSEPH	12/03/2020	180.00
0075163*	HARIKA KASIREDDY	12/03/2020	180.00
0075164*	LORMAN EDUCATION SERVICES	12/03/2020	559.20
0075165*	RYAN LYNCH	12/03/2020	315.00
0075166*	SHARI MESSER	12/03/2020	355.00
0075167*	METLIFE SBC	12/03/2020	2,155.29
0075168*	METLIFE	12/03/2020	1,110.00
0075169*	MIDDLESEX COUNTY TREASURER	12/03/2020	1,248.61
0075170*	NJ MOTOR VEHICLE COMMISSION	12/03/2020	46.50
0075171*	NJ MOTOR VEHICLE COMMISSION	12/03/2020	71.50
0075172*	PARKMOBILE USA INC	12/03/2020	3,843.05
0075173*	PIERSON COMMERCIAL REAL ESTATE	12/03/2020	8,319.60
0075174*	PRIMEPOINT LLC	12/03/2020	983.30
0075175*	PSE&G/WELLNESS GAS	12/03/2020	596.10
0075176*	PSE&G	12/03/2020	4,057.34
0075177*	PSE&G/ OLD FRESH GROCERY GAS	12/03/2020	371.51
0075178*	RUTGERS UNIVERSITY	12/03/2020	3,698.78
0075179*	SALT RESTAURANT	12/03/2020	85.00
0075180*	SHASHI SHARMA	12/03/2020	180.00
0075181*	SOMERSET URBAN RENEWAL LLC	12/03/2020	2,642.00
0075182*	SPECTROTEL	12/03/2020	52.23
0075183*	PENGFEI SUN	12/03/2020	170.00
0075184*	JOHN WALLING COURT OFFICER	12/03/2020	37.16
0075185*	TEAMSTERS LOCAL 4069	12/03/2020	147.00
0075186*	TRIANGLE FIDELCO INDUST. CTR	12/03/2020	29,343.90

The Parking Authority of the City of New Brunswick
November 2020 Resolution of Operating Expenditures

0075187*	VERIZON WIRELESS	12/03/2020	1,417.72
0075188*	VERIZON	12/03/2020	925.00
0075189*	VERIZON	12/03/2020	506.20
0075190*	VERIZON	12/03/2020	39.58
0075191*	VERIZON/WELLNESS	12/03/2020	419.77
0075192*	VERIZON/FAX	12/03/2020	63.16
0075193*	VIRTU WATER METER SERVICES INC	12/03/2020	775.00
0075194*	WB MASON CO INC	12/03/2020	89.40
0075256	MIKE WILLIS	12/16/2020	82.50
0075257	GERALD DIXEL	12/16/2020	20.00
0075258	MONIQUE BOULDING	12/16/2020	18.00
0075259	ANEES KAZI	12/16/2020	10.00
0075260	CULTURAL CENTER REVELOPMENT	12/16/2020	43.04
0075261	PANICOS	12/16/2020	250.00
0075262	CONCEPCION SALDANA-ACEVEDO	12/16/2020	144.60
0075263	AFLAC	12/16/2020	671.74
0075264	ALLIED FIRE & SAFETY	12/16/2020	8,259.91
0075265	BEST CLEANING	12/16/2020	3,645.00
0075266	OPTIMUM	12/16/2020	28.53
0075267	CABLEVISION LIGHTPATH INC	12/16/2020	2,541.62
0075268	CDW GOVERNMENT	12/16/2020	225.15
0075269	CENTRAL JERSEY COMPANY	12/16/2020	769.82
0075270	CENTRAL JERSEY WASTE	12/16/2020	325.00
0075271	CENTRAL JERSEY WASTE	12/16/2020	1,481.97
0075272	CIRCLE JANITORIAL SUPPLIES	12/16/2020	317.89
0075273	CITY OF NEW BRUNSWICK	12/16/2020	401.00
0075274	CONSOLIDATED STEEL & ALUMINUM	12/16/2020	138,440.00
0075275	PAOLO DIPASQUALE	12/16/2020	165.00
0075276	EASTERN ARMORED SERVICES INC	12/16/2020	954.00
0075277	J.C. EHRLICH CO., INC.	12/16/2020	132.00
0075278	JAMES FANOUS	12/16/2020	170.00
0075279	FOXWOOD SERVICE CENTER	12/16/2020	384.00
0075280	GSRP PROJECT HOLDINGS I, LLC	12/16/2020	1,745.39
0075281	HUB PARKING	12/16/2020	14,077.26
0075282	IPS GROUP INC.	12/16/2020	5,880.21
0075283	JERSEY ELEVATOR	12/16/2020	1,135.00
0075284	SHI JIANG	12/16/2020	175.00
0075285	ZACHARY JOSEPH	12/16/2020	180.00
0075286	KF MECHANICAL HEATING & AIR CO	12/16/2020	2,026.63
0075287	YOON HWAN KIM	12/16/2020	155.00
0075288	TAEHWA KIM	12/16/2020	155.00
0075289	HELEN KOLIAS	12/16/2020	144.60
0075290	METLIFE SBC	12/16/2020	2,155.29
0075291	METLIFE	12/16/2020	605.00
0075292	MIDDLESEX COUNTY TREASURER	12/16/2020	1,057.75
0075293	RAINONE COUGHLIN MINCHELLO LLC	12/16/2020	5,258.00
0075294	SUPERIOR VISION OF NJ INC	12/16/2020	237.21
0075295	NETWORKFLEET	12/16/2020	323.00

The Parking Authority of the City of New Brunswick
November 2020 Resolution of Operating Expenditures

0075296	NJ MOTOR VEHICLE COMMISSION	12/16/2020	213.00
0075297	NJ MOTOR VEHICLE COMMISSION	12/16/2020	105.00
0075298	OTIS ELEVATOR COMPANY	12/16/2020	18,398.42
0075299	PARTS AUTHORITY LLC	12/16/2020	359.40
0075300	JEFF PERRY	12/16/2020	355.00
0075301	PRIMEPOINT LLC	12/16/2020	945.85
0075302	PSE&G/WELLNESS ELECTRIC	12/16/2020	6,440.15
0075303	PSE&G	12/16/2020	26,370.82
0075304	PSE&G	12/16/2020	2,097.37
0075305	QUADIENT FINANCE USA INC	12/16/2020	500.00
0075306	RUTGERS UNIVERSITY	12/16/2020	4,339.57
0075307	RUTGERS STATE OF NJ	12/16/2020	8,601.03
0075308	JOHN WALLING COURT OFFICER	12/16/2020	18.58
0075309	TEAMSTERS LOCAL 4069	12/16/2020	147.00
0075310	THYSSENKRUPP ELEVATOR CORP	12/16/2020	8,379.88
0075311	ARCHIT UPADHYAY	12/16/2020	170.00
0075312	RAJU VARGHEES	12/16/2020	255.00
0075313	VERIZON CABS	12/16/2020	690.97
0075314	VERIZON CABS	12/16/2020	1,381.94
0075315	WB MASON CO INC	12/16/2020	6.65
0075316	SHUMIN ZHANG	12/16/2020	255.00

1,053,902.57

2021 (2021-2022) ADOPTED BUDGET RESOLUTION

This resolution is for Adoption of the Budget Only Don't use for introduction of the Budget

Note Fill in the name of Each Commissioner and indicate their recorded Vote

NEW BRUNSWICK PARKING AUTHORITY

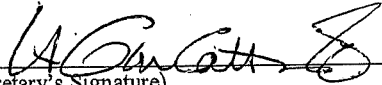
FISCAL YEAR: FROM: 01/01/2021 TO: 12/31/2021

WHEREAS, the Annual Budget and Capital Budget/Program for the City of New Brunswick Parking Authority for the fiscal year beginning January 1, 2021 and ending, December 31, 2021 has been presented for adoption before the governing body of the City of New Brunswick Parking Authority at its open public meeting of 16th of December 2020; and

WHEREAS, the Annual Budget Page F-1 and Capital Budget page CB-3 as presented for adoption reflects each item of revenue Budget page F-2 and appropriation budget page F-4 in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of City of New Brunswick Parking Authority, at an open public meeting held on 16th of December 2020 that the Annual Budget and Capital Budget/Program of the City of New Brunswick Parking Authority for the fiscal year beginning, January 1, 2021 and ending, December 31, 2021 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.



(Secretary's Signature)

December 16, 2020
(Date)

Governing Body	Recorded Vote		
Member:	Aye Nay	Abstain	Absent

Note Fill in the name of Each Commissioner and indicate their recorded Vote

Kevin McTernan	X
Tony Caputo	X
Louis Garlatti, Jr.	X
Edwin Keefe	X
Andrea Eato-White	X