

Agenda
New Brunswick Parking Authority
June 27, 2018

- A. Call to Order
- B. Read Public Notice
- C. Minutes from May 2018 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 June 2018
 - 2. Resolution Approving Payment System For On-Street Metered & Off-Street Metered Public Parking Lots Using A Cell Phone 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
June 27, 2018**

A Regular Meeting of the New Brunswick Parking Authority was held on June 27, 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 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 Administrative Assistant Management Consultant
Not in Attendance:	Tony Caputo Andrea Eato-White	1 st Vice Chairman Commissioner

Minutes

On motion of Mr. Garlatti, seconded by Mr. Keefe, the Board approved the minutes of the May 2018 Regular Board Meeting. Vote: 3-yes, 0-no, 0-abstain, 2-absent (Caputo, Eato-White).

Executive Director's Report

Mr. Karon reports that NBPA has a restoration kickoff meeting with Quinn Construction tomorrow. They will be doing restoration work at the Gateway, Paterson, Lower Church Street, Morris and Civic garages. The restoration work will cost about \$270,000.00, 50% of which is for the work at the Paterson Street Garage.

NBPA went out for competitive contracting for Pay-by-Phone. NBPA currently uses ParkMobile and the contract expires August 1st. There were three responses and after reviewing the submittals, ParkMobile ranked the highest based on the 5 items of criteria used. It is recommended to award the Pay-By-Phone contract to ParkMobile, which is a 2-year contract with up to three 1-year renewals.

Mr. Karon reports that someone had committed suicide on Sunday by jumping off the Plum Street Garage. The NBPA had previously put up help-line posters in the parking garages and put video cameras to try to help prevent these incidences. NBPA is looking into additional options to deter people from doing this.

Finance

Mr. Rajaratnam states that all Board members received a copy of the unaudited May 2018 financial statement.

Legal

No Legal to Report.

Public Comment

A member of the Public asks if parking is validated for the public who attend NBPA Board Meetings. The Board says parking is validated for board meeting attendants.

A member of the Public asks what the full monthly rent is for SuperFresh and if there is any update on their potential to pay the full rent. The Board advises that the full monthly rent is around \$60,000. NBPA met with SuperFresh to discuss the situation. SuperFresh is currently looking at other income sources within the grocery business. Mr. Karon also spoke to Rutgers and they will have both shuttles stop in front of the grocery store. The NBPA will continue to monitor the situation.

A member of the public asks if there is a more current figure for the total debt that the Authority has in comparison to the figure at the end of 2017. The Board advises that the total debt is about the same that it was at the end of 2017.

A member of the public inquires about what is in place for businesses that would like to offer parking validations. The Board states that the NBPA currently has a program in place for employees to have monthly parking during certain hours at a very reduced rate. City Market was advised and they sent an e-mail blast and memos to businesses in the area but there have been 0 responses. Mr. Karon states that the NBPA offers all restaurants and businesses the option to validate parking for their customers and the NBPA bills back the business based on the validations used. If a business would like to validate parking, they just have to contact NBPA to set it up.

A member of the Public discusses NBPA's social media and states that the social media posts are sometimes difficult to understand. The Board advises that they will speak to the employee responsible for the social media posts about that.

A member of the Public inquires about the new App that is being piloted for reservations at the parking garages. She is concerned that all the spaces in a parking garage may be reserved using the App and that people without a phone will not be able to park. The Board advises that not all the spaces in a garage can be reserved. Only 100 spaces can be reserved.

A member of the Public states that she is not happy with her own user experience regarding parking and asks how she and the NBPA can work together to improve the user experience. Mr. Karon states that she can contact him to setup an appointment to discuss.

Board Discussion

No Board Discussion.

Resolutions

On motion of Mr. Keefe, seconded by Mr. Garlatti, the Board approved the Payment Resolution for June 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 Awarding a Contract for Pay-By-Phone to ParkMobile.
Vote: 3 - yes, 0- no, 0- abstain, 2 – absent (Caputo, Eato-White).

Old Business

Pedestrian Bridge: NBPA submitted 60% of the drawings to NJ Transit and Amtrak. NBPA is waiting for them to review the drawings and come back with their comments, which will take about 30 days.

New Business

No New Business

Closed Session

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).

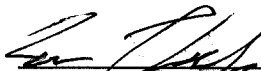
Open Session

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).

On motion of Mr. Garlatti, seconded by Mr. Keefe, the Board approved the promotion of Stephanie Hart to Human Resources Manager. Vote: 3 - yes, 0- no, 0- abstain, 2 - absent (Caputo, Eato-White).

Adjourn

On motion of Mr. Keefe, seconded by Mr. Garlatti, the Board adjourned at 5:42pm.
Vote: 3 - yes, 0- no, 0- abstain, 2- absent (Caputo, Eato-White).


Edwin Keefe
Secretary

The Parking Authority of the City of New Brunswick
June 2018 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	06/07/2018	22,100.00
WIRE	HEALTH BENEFITS	06/07/2018	85,808.90
WIRE	HEALTH BENEFITS - RETIREES	06/07/2018	1,615.18
WIRE	PAYROLL ACCOUNT	05/30/2018	120,584.61
WIRE	PAYROLL ACCOUNT	06/13/2018	122,172.46
WIRE	PAYROLL ACCOUNT	06/27/2018	121,509.83
0069758	JESSICA LIGHTFOOT	06/06/2018	50.00
0069759	CONCEPCION SALDANA-A	06/06/2018	134.00
0069760	CABLEVISION/ADMIN	06/06/2018	742.42
0069761	CABLEVISION/WELLNESS	06/06/2018	160.12
0069762	HICKS COMMUNICATIONS	06/06/2018	720.00
0069763	HOME NEWS TRIBUNE	06/06/2018	124.76
0069764	HELEN KOLIAS	06/06/2018	115.40
0069765	METLIFE SBC	06/06/2018	2892.30
0069766	NEW JERSEY FAMILY SU	06/06/2018	219.00
0069767	NEW JERSEY FAMILY SU	06/06/2018	212.00
0069768	MIDDLESEX COUNTY SHE	06/06/2018	68.99
0069769	NEW JERSEY FAMILY SU	06/06/2018	104.00
0069770	RAINONE COUGHLIN MIN	06/06/2018	10684.40
0069771	NATIONAL GUARDIAN LI	06/06/2018	312.54
0069772	NJ DIVISION OF MOTOR	06/06/2018	105.00
0069773	NJ DIVISION OF MOTOR	06/06/2018	105.00
0069774	NJ DIVISION OF MOTOR	06/06/2018	105.00
0069775	NJ DIVISION OF MOTOR	06/06/2018	105.00
0069776	NYS CHILD SUPPORT	06/06/2018	176.00
0069777	SOMERSET GLASS COMPA	06/06/2018	6992.00
0069778	NJ ADVANCE MEDIA	06/06/2018	381.50
0069779	JAMIE KELLY,TRUSTEE	06/06/2018	206.65
0069780	TEAMSTERS UNION LOCA	06/06/2018	428.00
0069781	US DEPARTMENT OF EDU	06/06/2018	176.27
0069782	VERIZON	06/06/2018	660.68
0069783	VERIZON CABS	06/06/2018	339.81
0069784	VERIZON CABS	06/06/2018	598.04
0069785	VERIZON CABS	06/06/2018	1196.09
0069786	FRANK WHITE	06/06/2018	84.00
0069787	CASH: CHANGE FUND/PE	06/07/2018	451.61
0069788	METLIFE 457B	06/07/2018	775.00

The Parking Authority of the City of New Brunswick
 June 2018 Resolution of Operating Expenditures

0069789	PSE&G/WELLNESS ELECT	06/07/2018	8813.54
0069790	CABLEVISION/PSD	06/13/2018	40.25
0069791	CINTAS FIRST AID & S	06/13/2018	228.69
0069792	CRYSTAL SPRINGS	06/13/2018	95.42
0069793	EVERBANK	06/13/2018	169.32
0069794	FRANK'S HARDWARE &	06/13/2018	255.08
0069795	MITCHELL KARON	06/13/2018	778.29
0069796	METLIFE 457B	06/13/2018	775.00
0069797	NEW JERSEY FAMILY SU	06/13/2018	219.00
0069798	NEW JERSEY FAMILY SU	06/13/2018	212.00
0069799	MIDDLESEX COUNTY SHE	06/13/2018	68.99
0069800	NEW JERSEY FAMILY SU	06/13/2018	104.00
0069801	NATIONAL PARTS SUPPL	06/13/2018	126.93
0069802	NYS CHILD SUPPORT	06/13/2018	176.00
0069803	PSEG/MAIN ACCOUNT	06/13/2018	31441.57
0069804	SOUTH JERSEY ENERGY	06/13/2018	1654.79
0069805	NJ ADVANCE MEDIA	06/13/2018	267.10
0069806	JAMIE KELLY,TRUSTEE	06/13/2018	206.65
0069807	TRAX CAR WASH	06/13/2018	1320.00
0069808	UNITED PARCEL SERVIC	06/13/2018	7.35
0069809	US DEPARTMENT OF EDU	06/13/2018	176.27
0069810	VERIZON WIRELESS	06/13/2018	1328.98
0069811	VERIZON/WELLNESS	06/13/2018	379.74
0069812	AMERICAN SHREDDER	06/20/2018	40.00
0069813	CABLEVISION	06/20/2018	2547.47
0069814	CLEAN MAT SERVICES L	06/20/2018	344.80
0069815	CITY OF NEW BRUNSWIC	06/20/2018	534.82
0069816	EHRlich	06/20/2018	120.00
0069817	GUARANTEED MOTOR TOW	06/20/2018	150.00
0069818	HICKS COMMUNICATIONS	06/20/2018	4750.00
0069819	HOME DEPOT CREDIT SE	06/20/2018	475.95
0069820	INTEGRATED TECHNICAL	06/20/2018	185.00
0069821	MARLIN BUSINESS BANK	06/20/2018	134.82
0069822	NORTH BRUNSWICK CONS	06/20/2018	51.00
0069823	PITNEY BOWES INC	06/20/2018	315.36
0069824	PSEG/RT27 & KIRKPATR	06/20/2018	88.53
0069825	SAMUEL ROQUE	06/20/2018	32.10
0069826	SPECTROTEL	06/20/2018	436.60
0069827	STATE OF NEW JERSEY	06/20/2018	2670.06
0069828	ULINE	06/20/2018	160.47
0069829	VERIZON	06/20/2018	239.62
0069830	VERIZON/FAX	06/20/2018	61.99
0069831	RUDY REISER	06/26/2018	2.00
0069832	ALEX ZERNITSKY	06/26/2018	10.00
0069833	BORRUS GOLDIN FOLEY	06/26/2018	535.00
0069834	BRIAN DEEGAN	06/26/2018	10.00

The Parking Authority of the City of New Brunswick
June 2018 Resolution of Operating Expenditures

0069835	FRANCES GIANIOTIS	06/26/2018	90.00
0069836	JERZY JUNG	06/26/2018	5.00
0069837	JESSICA LIGHTFOOT	06/26/2018	170.00
0069838	JOHN J ZACH	06/26/2018	5.00
0069839	JORDAN BARNABY	06/26/2018	10.00
0069840	KETTLY PIERRE	06/26/2018	10.00
0069841	LAWRENCE GRAND-PIERR	06/26/2018	87.50
0069842	MARIANA BICHARA	06/26/2018	45.00
0069843	MAURICE SNOOK	06/26/2018	10.00
0069844	PETER EGBERT	06/26/2018	10.00
0069845	RAFAEL CAPUTI	06/26/2018	10.00
0069846	RAVIKANTH KOLLA	06/26/2018	5.00
0069847	STEVE MARTINO	06/26/2018	15.00
0069848	PAUL CRAWFORD	06/26/2018	180.00
0069849	XEV GITTLER	06/26/2018	5.00
0069850	CAITLYN IGNALL	06/26/2018	120.00
0069851	GORDON STONE	06/26/2018	23.00
0069852	JINGWEN ZHENG	06/26/2018	180.00
0069853	JUNE OMBWAYO	06/26/2018	120.00
0069854	KAREN MACKIEL	06/26/2018	4.00
0069855	HERMAN EDELMAN	06/26/2018	19.00
0069856	MARION WINGO	06/26/2018	20.00
0069857	MARK KALMANCZHELYI	06/26/2018	2.00
0069858	MELANIE PARDUN	06/26/2018	120.00
0069859	NIHAL RAGAB	06/26/2018	180.00
0069860	OLEG BISKER	06/26/2018	19.00
0069861	PREM DHILLON	06/26/2018	60.00
0069862	ROJAN GEORGE	06/26/2018	120.00
0069863	SANJAY ZAPARDE	06/26/2018	120.00
0069864	STELA MOLDOVAN	06/26/2018	4.00
0069865	VICTORIA STANGER	06/26/2018	120.00
0069866	VICTORIA PARK	06/26/2018	4.00
0069867	YOU CHING LIN	06/26/2018	5.00
0069868	ELIZABETH BOWMAN	06/26/2018	5.00
0069869	KAI WEN YANG	06/26/2018	5.00
0069870	MAXWELL BLATT	06/26/2018	5.00
0069871	ALBERT CHUN	06/26/2018	37.00
0069872	PATRICIA RIVERA	06/26/2018	14.00
0069873	MARILYN ROSENBLUM	06/26/2018	3.50
0069874	ADVANZA TECHNOLOGIES	06/26/2018	1088.72
0069875	ALLIED FIRE & SAFETY	06/26/2018	1276.00
0069876	PRASANNA ATHAWALE	06/26/2018	175.00
0069877	PHILLIP BATTISTA	06/26/2018	175.00
0069878	BEST CLEANING	06/26/2018	3993.00
0069879	ALBANY ST PLAZA URBA	06/26/2018	549.00
0069880	BRUNSWICK SIGN & EXH	06/26/2018	165.00

The Parking Authority of the City of New Brunswick
 June 2018 Resolution of Operating Expenditures

0069881	RAFAEL CAPUTI	06/26/2018	165.00
0069882	CENTRAL JERSEY PROPE	06/26/2018	4200.00
0069883	SOLTERRA RECYCLING S	06/26/2018	624.00
0069884	SOLTERRA RECYCLING S	06/26/2018	1628.26
0069885	YOUYI CHEN	06/26/2018	150.00
0069886	CIRCLE JANITORIAL SU	06/26/2018	1117.23
0069887	HARRY DELGADO	06/26/2018	1776.11
0069888	MICHAEL DE TERESA	06/26/2018	99.00
0069889	EASTERN ARMORED SERV	06/26/2018	3146.00
0069890	GEORGE ST HOLDINGS L	06/26/2018	2194.69
0069891	FRANCES GIANIOTIS	06/26/2018	180.00
0069892	ROSE GOEPFERT	06/26/2018	165.00
0069893	TINA GRECO	06/26/2018	165.00
0069894	SHARONE GURVITS	06/26/2018	350.00
0069895	TIMOTHY HAAHS & ASSO	06/26/2018	12402.70
0069896	SEAN HEATON	06/26/2018	85.00
0069897	DEREK JOHN HERRERA	06/26/2018	175.00
0069898	HIRERIGHT LLC	06/26/2018	851.12
0069899	HUB PARKING	06/26/2018	14237.41
0069900	PETER HYRA	06/26/2018	165.00
0069901	IPS GROUP INC.	06/26/2018	9026.11
0069902	IPT LLC	06/26/2018	8620.13
0069903	DANIEL ISRAEL	06/26/2018	175.00
0069904	JOHNSON CONTROLS	06/26/2018	329.28
0069905	WILLIAM KAY	06/26/2018	270.00
0069906	CHARLES DANIEL KENNE	06/26/2018	180.00
0069907	KF MECHANICAL HEATIN	06/26/2018	252.00
0069908	LAMINATOR.COM	06/26/2018	416.46
0069909	LANGAN ENGINEERING A	06/26/2018	1177.80
0069910	JESSICA LIGHTFOOT	06/26/2018	175.00
0069911	KARNVIR MASHIANA	06/26/2018	175.00
0069912	MATRIX NEW ST GARAGE	06/26/2018	1790.00
0069913	ANDREW MCDUGALL	06/26/2018	180.00
0069914	MIDDLESEX COUNTY TRE	06/26/2018	2357.25
0069915	NEW JERSEY FAMILY SU	06/26/2018	219.00
0069916	NEW JERSEY FAMILY SU	06/26/2018	212.00
0069917	MIDDLESEX COUNTY SHE	06/26/2018	68.99
0069918	NEW JERSEY FAMILY SU	06/26/2018	104.00
0069919	BARBARA MINCH	06/26/2018	120.00
0069920	RAINONE COUGHLIN MIN	06/26/2018	4685.87
0069921	MODERN GROUP LTD	06/26/2018	900.00
0069922	NATIONAL PARTS SUPPL	06/26/2018	231.19
0069923	THE NEW BRUNSWICK JA	06/26/2018	2500.00
0069924	NBS ENERGY PARTNERS	06/26/2018	3844.58
0069925	NATIONAL CORPORATE H	06/26/2018	320.00
0069926	NETWORKFLEET	06/26/2018	570.00

The Parking Authority of the City of New Brunswick
 June 2018 Resolution of Operating Expenditures

0069927	NEW JERSEY STATE LEA	06/26/2018	125.00
0069928	NJ STATE ASSOCIATION	06/26/2018	350.00
0069929	NORTH BRUNSWICK CONS	06/26/2018	255.00
0069930	JARED NOVAK	06/26/2018	180.00
0069931	NYS CHILD SUPPORT	06/26/2018	176.00
0069932	OTIS ELEVATOR COMPAN	06/26/2018	33165.00
0069933	PARKEON	06/26/2018	171.00
0069934	PARKMOBILE USA INC	06/26/2018	3475.40
0069935	PIERSON COMMERCIAL R	06/26/2018	8319.60
0069936	PRIMEPOINT LLC	06/26/2018	1336.05
0069937	REDI PACKAGING, INC	06/26/2018	314.50
0069938	RICCIARDI BROTHERS	06/26/2018	114.51
0069939	RUTGERS UNIVERSITY	06/26/2018	6064.89
0069940	RYDIN DECAL	06/26/2018	848.25
0069941	SAL ELECTRIC CO INC	06/26/2018	2798.75
0069942	NIRAJ SHENOY	06/26/2018	175.00
0069943	ELLEN SIEGEL	06/26/2018	120.00
0069944	SIGNS DIRECT	06/26/2018	168.28
0069945	SIX WARD SERVICE CEN	06/26/2018	5490.29
0069946	SOMERSET GLASS COMPA	06/26/2018	1588.50
0069947	SOMERSET URBAN RENEW	06/26/2018	3599.00
0069948	STANDARD ELEVATOR CO	06/26/2018	1468.66
0069949	STAPLES ADVANTAGE	06/26/2018	501.95
0069950	JAMIE KELLY,TRUSTEE	06/26/2018	206.65
0069951	SMS VALET	06/26/2018	1172.90
0069952	BETSY THOMAS	06/26/2018	175.00
0069953	TRIANGLE FIDELCO IND	06/26/2018	26611.03
0069954	ULINE	06/26/2018	252.27
0069955	UNIVERSAL SYSTEMS, I	06/26/2018	20325.00
0069956	US DEPARTMENT OF EDU	06/26/2018	176.27
0069957	VERIZON	06/26/2018	42.19
0069958	WB MASON CO INC	06/26/2018	636.15
0069959	WILENTZ	06/26/2018	2425.84
0069960	SAMUEL WU	06/26/2018	90.00


TOTAL CHECKS

781,040.94

The Parking Authority of the City of New Brunswick
June 2018 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 July 25, 2018.

Payroll Estimate	07/13/18	122,000.00
Payroll Estimate	07/27/18	122,000.00
Prior Month Payroll Estimate		(363,000.00)
Total Disbursements		781,040.94
Total Resolution Amount		<u>662,040.94</u>







**NEW BRUNSWICK PARKING AUTHORITY
RESOLUTION TO AWARD CONTRACT FOR
PAY BY PHONE**

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 Payment System For On-Street Metered and Off-Street Public Parking Using A Cell Phone (Pay By Phone); and

Whereas, the following firms submitted proposals on June 13, 2018 in response to the RCC specification of the NBPA:

1. **ParkMobile, LLC.**, having an office at 1100 Spring Street, NW, Suite 200, Atlanta, GA 30309
2. **Passport**, having an office at 128 South Tyron Street, Ste. 2200, Charlotte, NC 28202
3. **Parkeon**, 40 Twosome Drive, Ste 7, Moorestown, NJ 08057

Whereas, after review of specific evaluation criteria, ParkMobile is the selected vendor for Pay by Phone; and

Whereas, the Commissioners of the Parking Authority of the City of New Brunswick desire to award the contract for Pay By Phone to the vendor that best meets the Authority's needs.

Now Therefore Be It Resolved, that the New Brunswick Parking Authority award a contract as a result of a fair and open RCC process pursuant to the Local Public Contracts Law of the State of New Jersey, N.J.S.A. 40A:11 et seq for the Pay By Phone system to ParkMobile in accordance with their proposal dated June 13, 2018, 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 Director of the Parking Authority to award said contract to ParkMobile, the selected vendor; 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.

**NEW BRUNSWICK PARKING AUTHORITY
RESOLUTION TO AWARD CONTRACT FOR
PAY BY PHONE**

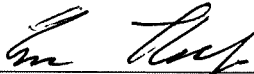
VOTING RECORD

Dated: June 27, 2018

COMMISSIONERS	<u>3</u> /YES	<u>0</u> /NO	<u>0</u> /ABSTAIN	<u>2</u> /ABSENT
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.

June 27, 2018



Edwin Keefe, Secretary NBPA