

**Agenda**  
**New Brunswick Parking Authority**  
**September 25, 2019**

- A. Call to Order
- B. Read Public Notice
- C. Minutes from August 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 September 2019
- I. Old Business
- J. New Business
- K. Closed Session
  - 1. Legal
  - 2. Personnel
- L. Open Session
- M. Adjourn

**Minutes of a Regular Board Meeting  
September 25, 2019**

A Regular Meeting of the New Brunswick Parking Authority was held on September 25, 2019 in the conference room of the New Brunswick Parking Authority located at 106 Somerset Street, New Brunswick, New Jersey. General Counsel David Minchello called the meeting to order at 5:00 p.m.

On motion of Mr. Keefe, seconded by Mr. Garlatti, the Board approves Louis Garlatti Jr. to chair the Board Meeting in the absence of Kevin McTernan. Vote: 3-yes, 0-no, 0-abstain, 2-absent (Caputo, McTernan).

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

<b>Commissioners in Attendance:</b>	Kevin McTernan Louis Garlatti, Jr. Edwin Keefe Andrea Eato-White	Chairman Treasurer Secretary Commissioner
<b>Legal in Attendance:</b>	David Minchello	General Counsel
<b>NBPA Personnel in Attendance:</b>	Mitchell Karon Bright Rajaratman Stephanie Hart	Executive Director Chief Financial Officer Human Resources Manager
<b>Not In Attendance:</b>	Tony Caputo	1 <sup>st</sup> Vice Chairman

**Minutes**

On motion of Mr. Keefe, seconded by Mrs. Eato-White, the Board approved the minutes of the August 2019 Regular Board Meeting. Vote: 3-yes, 0-no, 0-abstain, 2-absent (Caputo, McTernan).

**Executive Director's Report**

Mr. Karon reports that the Performing Arts Garage opened on September 4<sup>th</sup>. The NBPA is learning where additional way-finding signage may be needed.

Work for the 2019 restoration project is almost complete. There are 2 more items that will need to be completed overnight during off-hours.

The Kirkpatrick Street meters were approved by City Council and will go into effect on October 7<sup>th</sup>.

The NBPA is working on updating its Employee Personnel Manual and hoping to have it ready for distribution on January 1<sup>st</sup>.

The NBPA had an audit with the State to ensure the NBPA is in compliance with affirmative action. The NBPA has since received a letter that we are in compliance.

\*Kevin McTernan arrived at 5:05pm.

### **Finance**

Mr. Rajaratnam states that all Board members received a copy of the unaudited August 2019 financial statement and balance sheet.

The year-to-date revenue is 3% higher than the budget. The year-to-date expenses is 1.4% less than the budget.

The 2020 budget is almost complete and the NBPA is hoping to have it ready to present at the October Board Meeting.

### **Legal**

No Legal to Report.

### **Public Comment**

A member of the Public asks who is on the NBPA's finance committee when it comes to discussion of the budget? The Board states that the finance committee consists of Louis Garlatti, Jr. as treasurer and Kevin McTernan and Chairman, and Bright Rajaratnam and Mitch Karon sit in on the discussions as well. Member of the Public asks who is on the Legal Committee, which is referenced on the agenda. The Board advises that there is no legal committee, but rather a report from General Counsel, David Minchello.

A member of the Public asks about the absence of Vice Chairman Tony Caputo and whether he is still on the Board. Mr. McTernan advises that Tony Caputo is still on the Board and that his absence is an excused absence. Member of the Public expresses concern that Mr. Caputo has missed two meetings in a row and asks if the NBPA has any practices concerning absences to meetings. The Board advises no, but that the Board treats members' attendance on a case-by-case basis.

A member of the Public states that he hopes the Board will do something to address the possibility of people jumping from the new garage.

A member of the Public asks if the debt amount of \$384 million is a healthy amount for the NBPA. The Board advises that there is a payment coming up in September 2020 that will reduce the debt. Mr. Garlatti states that in the meantime, the debt amount supports the assets that the NBPA manages.

### **Board Discussion**

No Board Discussion.

### **Resolutions**

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

**Old Business**

No Old Business

**New Business**

No New Business

**Adjourn**

On motion of Mr. McTernan, seconded by Mr. Keefe, the Board adjourned at 5:11pm.  
Vote: 4 - yes, 0- no, 0- abstain, 1 – absent (Caputo).

  
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Edwin Keefe  
Secretary

## The Parking Authority of the City of New Brunswick September 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	08/07/2019	22,000.00
WIRE	HEALTH BENEFITS	09/06/2019	75,798.95
WIRE	HEALTH BENEFITS - RETIREES	09/06/2019	5,203.59
WIRE	FSA TRANSFERS 9/6/19-9/18/19	09/24/2019	949.90
WIRE	PAYROLL ACCOUNT	09/04/2019	111,914.74
WIRE	PAYROLL ACCOUNT	09/18/2019	118,366.81
0072651	CONCEPCION SALDANA-A	09/05/2019	135.50
0072652	AFLAC	09/05/2019	880.92
0072653	CABLEVISION/ADMIN	09/05/2019	746.38
0072654	CABLEVISION/WELLNESS	09/05/2019	170.87
0072656	CITY OF NEW BRUNSWIC	09/05/2019	41,819.50
0072657	CITY OF NEW BRUNSWIC	09/05/2019	26,859.19
0072658	COMING HOME OF	09/05/2019	300.00
0072659	HARRY DELGADO	09/05/2019	200.00
0072660	HELEN KOLIAS	09/05/2019	135.50
0072661	METLIFE SBC	09/05/2019	2,614.17
0072662	METLIFE 457B	09/05/2019	600.00
0072663	NEW JERSEY FAMILY SU	09/05/2019	220.00
0072664	MIDDLESEX COUNTY SHE	09/05/2019	68.99
0072665	NEW JERSEY FAMILY SU	09/05/2019	270.00
0072666	NEW JERSEY FAMILY SU	09/05/2019	274.00
0072667	NATIONAL GUARDIAN LI	09/05/2019	272.16
0072668	NYS CHILD SUPPORT	09/05/2019	200.00
0072669	PSE&G/WELLNESS ELECT	09/05/2019	7,410.13
0072670	PSEG/MAIN ACCOUNT	09/05/2019	32,040.44
0072671	STAR QUALITY CLEANER	09/05/2019	158.85
0072672	JOHN WALLING COURT O	09/05/2019	18.58
0072673	VERIZON	09/05/2019	719.75
0072674	CITY OF NEW BRUNSWIC	09/05/2019	8,098.00
0072675	CABLEVISION/PSD	09/11/2019	40.22
0072676	CASH: CHANGE FUND/PE	09/11/2019	528.75
0072677	HIRERIGHT LLC	09/11/2019	250.15
0072678	MITCHELL KARON	09/11/2019	170.59
0072679	MARLIN BUSINESS BANK	09/11/2019	134.82
0072680	VERIZON WIRELESS	09/11/2019	1,569.91
0072681	VERIZON CABS	09/11/2019	357.03
0072682	VERIZON CABS	09/11/2019	626.74

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0072683	VERIZON CABS	09/11/2019	1,253.49
0072684	CLEAN MAT SERVICES L	09/18/2019	344.80
0072685	CITY OF NEW BRUNSWIC	09/18/2019	546.00
0072686	FEDERAL EXPRESS	09/18/2019	19.46
0072687	FRANK'S HARDWARE &	09/18/2019	178.81
0072688	HICKS COMMUNICATIONS	09/18/2019	4,750.00
0072689	HOME DEPOT CREDIT SE	09/18/2019	414.01
0072690	INSTITUTE FOR PROFES	09/18/2019	125.00
0072691	METLIFE 457B	09/18/2019	600.00
0072692	NEW JERSEY FAMILY SU	09/18/2019	220.00
0072693	MIDDLESEX COUNTY SHE	09/18/2019	68.99
0072694	NEW JERSEY FAMILY SU	09/18/2019	270.00
0072695	NEW JERSEY FAMILY SU	09/18/2019	274.00
0072696	NYS CHILD SUPPORT	09/18/2019	200.00
0072697	THE PARTS AUTHORITY	09/18/2019	112.95
0072698	JOHN WALLING COURT O	09/18/2019	18.58
0072699	TASC	09/18/2019	285.00
0072700	TEAMSTERS LOCAL 4069	09/18/2019	415.00
0072701	TIAA BANK	09/18/2019	189.32
0072702	VERIZON	09/18/2019	311.50
0072703	VERIZON/WELLNESS	09/18/2019	404.91
0072704	VERIZON/FAX	09/18/2019	52.05
0072705	TAORIDI KASSIM	09/25/2019	180.00
0072706	WILLIAM R RISCH	09/25/2019	80.00
0072707	GRANT MELINEK	09/25/2019	420.00
0072708	ANTHONY BODO	09/25/2019	4.00
0072709	RBIAI OUAZENE	09/25/2019	6.00
0072710	DEEPA SRIKUMAR	09/25/2019	120.00
0072711	MICHAEL CAPRARI	09/25/2019	180.00
0072712	STEVE ASSAD	09/25/2019	180.00
0072713	STEPHEN EPSTEIN	09/25/2019	20.00
0072714	CATHY SEBER	09/25/2019	4.00
0072715	CHERYLE LUDWIG	09/25/2019	360.00
0072716	FALAH ALEISSAEE	09/25/2019	77.50
0072717	AMOI CHAUDHARI	09/25/2019	120.00
0072718	CHRIS VECCHIARELLI	09/25/2019	60.00
0072719	EDWARD DIJOSEPH	09/25/2019	120.00
0072720	VIVIAN BAKER	09/25/2019	120.00
0072721	MICHAEL MIGLIANO	09/25/2019	53.00
0072722	ANTHONY PONS	09/25/2019	155.00
0072723	AUSTIN NIU	09/25/2019	180.00
0072724	CHINTAN D SHAH	09/25/2019	90.00
0072725	CAMRYN FIERRO	09/25/2019	20.00
0072726	CORE LEGAL	09/25/2019	495.00
0072727	GRACE IBITAMUNO	09/25/2019	180.00
0072728	JAMES RICH	3 09/25/2019	165.00

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0072729	JAYESH GANDHI	09/25/2019	180.00
0072730	KARA WILSON	09/25/2019	90.00
0072731	KF MECHANICAL	09/25/2019	202.50
0072732	96-100 BAYARD STREET	09/25/2019	2,895.00
0072733	SAMAR ELMAGHARIKI	09/25/2019	77.50
0072734	SHANNA PLOTKIN	09/25/2019	90.00
0072735	STEVEN CARPLUK	09/25/2019	135.00
0072736	STEPHEN HENSEL	09/25/2019	21.00
0072737	BARBARA GLASGOW	09/25/2019	14.00
0072738	ADVANCED BUSINESS CO	09/25/2019	1,414.37
0072739	ADVANZA TECHNOLOGIES	09/25/2019	1,199.28
0072740	FALAH ALEISSAEE	09/25/2019	155.00
0072741	DEVANEY ALLEN	09/25/2019	180.00
0072742	KELLY BABER	09/25/2019	155.00
0072743	BEST CLEANING	09/25/2019	6,740.00
0072744	PRICILLA BISONO	09/25/2019	77.50
0072745	JOSE BONILLA	09/25/2019	54.99
0072746	BRUNSWICK UNIFORM SU	09/25/2019	509.50
0072747	CABLEVISION/ALTICE B	09/25/2019	2,437.65
0072748	MATTHEW CAMARDA	09/25/2019	180.00
0072749	STEVEN CARPLUK	09/25/2019	135.00
0072750	CASH: CHANGE FUND/PE	09/25/2019	50.70
0072751	CENTRAL JERSEY PROPE	09/25/2019	4,100.00
0072752	SOLTERRA RECYCLING S	09/25/2019	769.82
0072753	SOLTERRA RECYCLING S	09/25/2019	796.00
0072754	JUSTIN CHANG	09/25/2019	180.00
0072755	CIRCLE JANITORIAL SU	09/25/2019	2,388.16
0072756	CITY OF NEW BRUNSWIC	09/25/2019	371.52
0072757	CORE LEGAL CONCEPTS	09/25/2019	495.00
0072758	KEVIN DIROCCO	09/25/2019	180.00
0072759	DUE MARI	09/25/2019	150.00
0072760	EASTERN ARMORED SERV	09/25/2019	2,319.00
0072761	ECS	09/25/2019	923.75
0072762	EHRlich	09/25/2019	126.00
0072763	SAMAR ELMAGHARIKI	09/25/2019	155.00
0072764	EMECOT CORPORATION	09/25/2019	575.00
0072765	JAMES FARMER	09/25/2019	180.00
0072766	AMANDA FERRARO	09/25/2019	180.00
0072767	GEORGE ST HOLDINGS L	09/25/2019	2,669.78
0072768	AMANDA GONZALEZ	09/25/2019	310.00
0072769	GOLDMAN SACHS RENEWA	09/25/2019	3,982.15
0072770	ANNE HAMILTON	09/25/2019	175.00
0072771	SHAWN HICKSON	09/25/2019	155.00
0072772	HUB PARKING	09/25/2019	14,077.26
0072773	GRACE IBITAMUNO	09/25/2019	180.00
0072774	INDEPENDANT OVERHEAD	4 09/25/2019	3,022.00

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0072775	IPS GROUP INC.	09/25/2019	10,453.48
0072776	IPT LLC	09/25/2019	12,894.93
0072777	INTEGRATED TECHNICAL	09/25/2019	555.00
0072778	KF MECHANICAL HEATIN	09/25/2019	9,506.60
0072779	KF MECHANICAL	09/25/2019	675.00
0072780	ALEXANDER KIM	09/25/2019	155.00
0072781	WILLIAM KLIMIK	09/25/2019	135.00
0072782	DONALD KNIPE	09/25/2019	165.00
0072783	CHERYLE LUDWIG	09/25/2019	180.00
0072784	ANTHONY MAGARELLI	09/25/2019	180.00
0072785	MATRIX NEW ST GARAGE	09/25/2019	1,750.00
0072786	MIDDLESEX COUNTY REG	09/25/2019	500.00
0072787	MIDDLESEX COUNTY TRE	09/25/2019	7,415.61
0072788	RAINONE COUGHLIN MIN	09/25/2019	5,274.65
0072789	MODERN GROUP LTD	09/25/2019	3,783.31
0072790	PATRICK MULLANEY	09/25/2019	165.00
0072791	NAKAGAWA MANUFACTURI	09/25/2019	1,356.00
0072792	AUSTIN NIU	09/25/2019	180.00
0072793	PARKMOBILE USA INC	09/25/2019	120.00
0072794	PIERSON COMMERCIAL R	09/25/2019	8,319.60
0072795	CHET PLUMMER	09/25/2019	135.00
0072796	PRESTIGE REFRIGERATI	09/25/2019	34,000.00
0072797	PRIMEPOINT LLC	09/25/2019	1,271.25
0072798	PSE&G/WELLNESS GAS	09/25/2019	15.46
0072799	PSEG/OLD GROCERY SPA	09/25/2019	21,404.62
0072800	PSEG/AMERICAN REPATO	09/25/2019	1,383.99
0072801	PSEG/NBPAC	09/25/2019	1,811.41
0072802	PURU RATTAN	09/25/2019	155.00
0072803	REDI PACKAGING, INC	09/25/2019	419.95
0072804	JAMES RICH	09/25/2019	165.00
0072805	RUTGERS UNIVERSITY	09/25/2019	6,662.79
0072806	RUTGERS STATE OF NJ	09/25/2019	8,065.76
0072807	SAL ELECTRIC CO INC	09/25/2019	932.50
0072808	SEALCRETE CONTRACTIN	09/25/2019	22,996.68
0072809	SETON IDENTIFICATION	09/25/2019	101.93
0072810	CHINTAN SHAH	09/25/2019	180.00
0072811	JUNA SHRESTHA	09/25/2019	180.00
0072812	SIGNAL ELECTRIC CORP	09/25/2019	1,561.80
0072813	SIX WARD SERVICE CEN	09/25/2019	240.00
0072814	SOMERSET URBAN RENEW	09/25/2019	4,937.00
0072815	SOUTH JERSEY ENERGY	09/25/2019	1,295.90
0072816	STANDARD ELEVATOR CO	09/25/2019	1,512.64
0072817	SMS VALET	09/25/2019	1,428.00
0072818	TRIANGLE FIDELCO IND	09/25/2019	27,516.41
0072819	ULINE	09/25/2019	101.05
0072820	VIBRA-TECH	5 09/25/2019	600.00



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0072821	WB MASON CO INC	09/25/2019	1,426.48
0072822	HANNAH WIDMAYER	09/25/2019	180.00
0072823	KARA WILSON	09/25/2019	180.00
0072824	ELICC AMERICAS CORPO	09/25/2019	810.00
0072825	AILUN XIN	09/25/2019	180.00
0072826	STEPHANIE HART	09/25/2019	209.00

**TOTAL CHECKS**

**737,846.73**

The Parking Authority of the City of New Brunswick  
September 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 October 23, 2019.

Payroll Estimate	10/02/19	115,000.00
Payroll Estimate	10/16/19	115,000.00
Prior Month Payroll Estimate		(225,000.00)
Total Disbursements		737,846.73
Total Resolution Amount		<u>742,846.73</u>

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