

Agenda
New Brunswick Parking Authority
July 26, 2023

- A. Call to Order
- B. Read Public Notice
- C. Minutes from May 2023 Regular Board Meeting
Minutes from June 2023 Special 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 July 2023
 - 2. Resolution to Approve 2020 Audited Financial Reports and Findings
 - 3. Resolution Amending 2023 Cash Management Plan and Depositories
 - 4. Resolution Amending Starting Pay Rate
- I. Old Business
- J. New Business
- K. Closed Session
 - 1. Legal
 - 2. Personnel
- L. Open Session
- M. Adjourn

**Minutes of a Board Meeting
July 26, 2023**

A regular meeting of the New Brunswick Parking Authority was held on July 26, 2023, 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 Andrea Eato-White John Zimmerman Maria Soto	Chairman Secretary Commissioner Treasurer
Legal in Attendance:	Aaron Rainone	General Counsel
NBPA Personnel in Attendance:	Mitchell Karon Bright Rajaratnam Alexandra Perez	Executive Director Chief Financial Officer Human Resources Manager
Not in Attendance	Tony Caputo	Vice Chairman

Minutes

On motion of Mr. Zimmerman, seconded by Ms. Soto, the board approved the May 2023 regular board meeting minutes. Vote: 4 - yes, 0 - no, 0 - abstain, 1 - absent (Caputo).

On motion of Ms. Eato-White, seconded by Zimmerman, the board approved the June 2023 special board meeting minutes. Vote: 4 - yes, 0 - no, 0 - abstain, 1 - absent (Caputo).

Executive Director's Report

Mr. Karon reported the storm on July 18, resulted in flooding on Drift Street and New Street. The New Street deck was flooded and the elevator control room. The elevator control equipment needs to be replaced due to the flooding's damage. Mr. Karon reported that he will be meeting with the Engineer to discuss the possibility of moving the control room.

Mr. Karon reported that Sundays become more popular for parking in the downtown area. Parking on the streets is currently at no charge on Sundays. Mr. Karon reported that he is going to ask the city council to allow the parking authority to begin to charge on Sundays in the downtown area. From Albany Street to Livingstone Avenue and then Neilson Street to Kilpatrick Street, to help free up on street spaces for those who are looking for short-term parking. We will be proposing meter parking from 1:00PM - 8:00PM Sundays.

Mr. Karon reported that a little more than half of the monthly revenue generated by meters is through the Park Mobile app. Pay by phone is becoming an increasingly popular method of paying for parking. So much that cites and towns throughout the United States have removed their on-street meters and only accept pay by phone payments for parking.

Mr. Karon reported, in recent months, there has been a significant increase in complaints from the public about loiterers within stairwells in the parking garages. In other to address the problem, we have hired an

outside security firm to patrol the stairwells overnight, to deter people from setting up camp and defecating within the stairwells. They will begin patrolling on Sunday July 30.

Mr. Karon reported the defeasance went through for the bonds of a total of \$19,890,000 on July 13th. The new debt amount is \$199,605,000.

Finance

No financial to report.

Legal

No legal to report.

Public Comment

A member of the public asked for the reason of the personnel change with Mr. Kennedy. Mr. McTernan stated there was a discussion which was decided to part in different directions and Mr. Kennedy is going to pursue other opportunities. A member of the public asked for the terms of the agreement for Mr. Karon, in which Mr. Ternan stated Mr. Karon is currently on contract. A member of the public asked about the 2020 and 2021 audits. Mr. Rajaratnam stated the 2020 and 2021 reports were delayed due to the Sate and must be sign by quorum of Commissioners. A member of the public asked for an update on the commercial space, Mr. McTernan stated there is currently no tenant and the demolishing will be done soon. A member of the public stated their concern on Morris Street, begin changed to a one-way street, to advise the senior citizens residents building to stop parking in the wrong direction. Mr. Karon stated the meters were put in the right direction on Morris Street, there must be better signage as far as advising the public that it's one-way. Mr. Karon stated he has been in touch with the engineering department of the city.

Resolutions

On motion of Ms. Eato-White, seconded by Ms. Soto, the board approved the payment Resolution for July 2023. Vote: 4 - yes, 0 - no, 0 - abstain, 1 - absent (Caputo).

On motion of Mr. Zimmerman seconded by Ms. Eato- White the board approved the Resolution to approve 2020 Audited Financial Reporting and Findings. Vote: 4 - yes, 0 - no, 0 - abstain, 1 - absent (Caputo).

On motion of Ms. Soto, seconded by Mr. Zimmerman, the board approved the Resolution Amending 2023 Cash Management Plan and Depositories. Vote: 4 - yes, 0 - no, 0 - abstain, 1 - absent (Caputo).

On motion of Ms. Eato-White, seconded by Mr. Zimmerman, the board approved Resolution Amending Starting Pay Rate. Vote: 4 - yes, 0 - no, 0 - abstain, 1 - absent (Caputo).

Old Business

No old business.

New Business

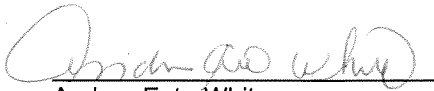
No new business.

Closed Session

On motion of Mr. Zimmerman, seconded by Ms. Eato-White, the board retired to closed session at 5:36 p.m. Vote: 4 - yes, 0 - no, 0 - abstain, 1 - absent (Caputo)

Adjournment

On motion of Mr. Zimmerman, seconded by Ms. Eato-White, the board adjourned at 5:40 p.m.
Vote: 4 - yes, 0 - no, 0 - abstain, 1 - absent (Caputo).



Andrea Eato-White
Secretary

**APPENDIX C
RESOLUTION**

WHEREAS, N.J.S.A. 40A:5A-5 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the fiscal year ended December 31, 2020 has been completed and filed with the Parking Authority of the City of New Brunswick pursuant to N.J.S.A. 40A:5A-15, and


WHEREAS, N.J.S.A. 40A:5A-17, requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations," in accordance with N.J.S.A. 40A:5A-17,

NOW, THEREFORE BE IT RESOLVED, that the governing body of Parking Authority of the City of New Brunswick hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended December 31, 2020, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of the authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON JULY 26, 2023.



Secretary

7/26/23




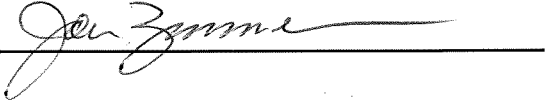
Date

**LOCAL AUTHORITIES GROUP AFFIDAVIT FORM PRESCRIBED
BY THE NEW JERSEY LOCAL FINANCE BOARD AUDIT REVIEW
CERTIFICATE**

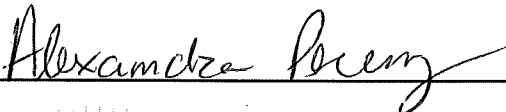
We, the members of the governing body of the Parking Authority of the City of New Brunswick, being of full age and being duly sworn according to law, upon our oath depose and say:

1. We are duly appointed members of the Parking Authority of the City of New Brunswick.
2. We certify, pursuant to N.J.S.A. 40A:5A-17, that we have each reviewed the annual audit report for the fiscal year ended December 31, 2020, and specifically the sections of the audit report entitled "General Comments" and "Recommendations."

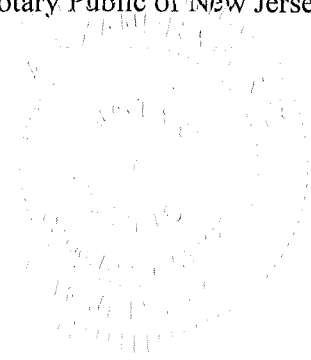
(PRINT NAME) (SIGNATURE)

<u>Kevin McTernan</u>	<u></u>
<u>Anthony Caputo</u>	<u>_____</u>
<u>Maria Soto</u>	<u></u>
<u>Andrea Eato-White</u>	<u></u>
<u>John Zimmerman</u>	<u></u>

Sworn to and subscribed before me this 27 day of July, 2023



Notary Public of New Jersey



RESOLUTION

RESOLUTION AMENDING 2023 CASH MANAGEMENT PLAN AND DEPOSITORIES

WHEREAS, on January 25, 2023, the Board of Commissioners (the “**Commissioners**”) for the Parking Authority of the City of New Brunswick (the “**Parking Authority**”) adopted a Resolution designating official depositories of the Parking Authority; and

WHEREAS, the Commissioners desire to supplement the list of depositories to include the State of New Jersey Cash Management Fund.

NOW, THEREFORE, BE IT RESOLVED by the Parking Authority of the City of New Brunswick, and its Commissioners, that;

State of New Jersey Cash Management Fund

Is hereby designated as an official depository of the Parking Authority of the City of New Brunswick.

BE IT FURTHER RESOLVED that the Parking Authority of the City of New Brunswick is authorized to establish an account with the State of New Jersey Cash Management Fund subject to the Cash Management Plan.

VOTING RECORD

Dated: July 26, 2023

COMMISSIONERS	<u>/YES</u>	<u>/NO</u>	<u>/ABSTAIN</u>	<u>/ABSENT</u>
Kevin McTernan	/			
Anthony Caputo				/
Maria Soto	/			
John Zimmerman	/			
Andrea Eato-White	/			

Andrea Eato-White
Secretary

**A RESOLUTION OF THE NEW BRUNSWICK PARKING AUTHORITY
AUTHORIZING STARTING RATE INCREASES FOR ITS EMPLOYEES**

WHEREAS, the New Brunswick Parking Authority (hereinafter referred to as the “Authority”) has been duly created by ordinance of the City of New Brunswick as a public body corporate and politic of the State of New Jersey pursuant to and in accordance with the Parking Authorities Law, N.J.S.A. 40:11A-1 et seq.; and

WHEREAS, a general meeting of the Authority was held on July 26, 2023; and

WHEREAS, the Authority is desirous of increasing the hourly starting rates for its parking services attendants and parking services supervisors to the following

Title	Current Hourly Rate	New Hourly Rate
Parking Services Attendant	\$14.13/hour	\$16.00/hour
Parking Services Supervisor	\$16.00/hour	\$18.00/hour

WHEREAS, the salary increases for hourly non-union employees will be effective August 1, 2023.

NOW, THEREFORE BE IT RESOLVED by the New Brunswick Parking Authority that it hereby agrees to increase the hourly rates for its parking services attendants from \$14.13 to \$16.00 per hour and \$16.00 to \$18.00 per hour for parking services supervisors effective August 1, 2023.

**A RESOLUTION OF THE NEW BRUNSWICK PARKING AUTHORITY
AUTHORIZING STARTING RATE INCREASES FOR ITS EMPLOYEES**


VOTING RECORD

Dated: July 26, 2023

<u>COMMISSIONERS</u>	<u>/YES</u>	<u>/NO</u>	<u>/ABSTAIN</u>	<u>/ABSENT</u>
KEVIN MC TERNAN	✓			
JOHN ZIMMERMAN	✓			
MARIA SOTO	✓			
TONY CAPUTO				✓
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.

July 26, 2023



Andrea Eato-White, Secretary NBPA