

**Agenda**  
**New Brunswick Parking Authority**  
**Special Board Meeting**  
**June 29, 2023**

- A. Call to Order
- B. Read Public Notice
- C. Public Comment
- D. Board Discussion
- E. Resolutions
  - 1. Resolution to approve Interim Executive Director
  - 2. Resolution to approve Lease to Jingoli Construction
  - 3. Resolution to Approve 2021 Audited Financial Reports and Findings
- F. Adjourn

**Minutes of a Special Board Meeting  
June 29, 2023**

A special meeting of the New Brunswick Parking Authority was held on June 29, 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.

<b>Commissioners in Attendance:</b>	Kevin McTernan	Chairman
	Tony Caputo	Vice Chairman (via telephone)
	Andrea Eato-White	Secretary
	John Zimmerman	Commissioner
	Maria Soto	Treasurer

<b>Legal in Attendance:</b>	Aaron Rainone	General Counsel
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<b>NBPA Personnel in Attendance:</b>	Mitchell Karon	Executive Director
	Bright Rajaratnam	Chief Financial Officer
	Alexandra Perez	Human Resources Manager

**Public Comment**

No public comment.

**Resolutions**

On motion of Mr. Caputo, seconded by Mr. Zimmerman, the board approved the Resolution Approving Interim Executive Director. Vote: 5 - yes, 0 - no, 0 - abstain

On motion of Ms. Eato-White, seconded by Mr. Zimmerman, the board approved the Resolution Approving Lease to Jingoli Construction. Vote: 5 - yes, 0 - no, 0 - abstain

On motion of Ms. Eato-White, seconded by Ms. Soto, the board approved the Resolution Approving 2021 Audited Financial Reports and Findings. Vote: 5 - yes, 0 - no, 0 - abstain

**Adjournment**

On motion of Mr. Zimmerman, seconded by Ms. Eato-White, the board adjourned at 5:04 p.m.  
Vote: 5 - yes, 0 - no, 0 - abstain



Andrea Eato-White  
Secretary

**NEW BRUNSWICK PARKING AUTHORITY  
RESOLUTION FOR INTERIM EXECUTIVE DIRECTOR  
PURSUANT TO A NONFAIR & OPEN CONTRACT PROCESS**

**Whereas**, it is deemed necessary and in the best interest of the Commissioners of the Parking Authority of the City of New Brunswick, in the County of Middlesex, State of New Jersey to engage an Interim Executive Director pursuant to the “Nonfair and Open” professional services contracting process; and

**Whereas**, the New Brunswick Parking Authority desires to engage Mitchell Karon, , New Brunswick New Jersey 08901 to serve as the NBPA’s Interim Executive Director on a professional services consulting basis; and

**Whereas**, the NBPA Board of Commissioners and Chairman of the Parking Authority have reviewed the qualifications of Mitchell Karon and recommend the selection of Mitchell Karon as the Interim Executive Director for the NBPA for the period of June 2, 2023 through December 31, 2023, for a fee of \$125.00 per hour, not to exceed 24 hours per week unless approved by the Chairman of the Parking Authority, paid in biweekly installments, and

**Whereas**, said Interim Executive Director to be provided by Mitchell Karon are professional services within the definition contained in NJSA 40:11-2(6).

**Now Therefore Be It Resolved**, that the New Brunswick Parking Authority pursuant to the State of New Jersey Local Unit Pay-To-Play Law, N.J.S.A. 19:44A-20 et. seq. selects Mitchell Karon to serve as Interim Executive Director for the period June 2, 2023 through December 31, 2023, for a fee of \$125.00 per hour based upon a Nonfair and Open Professional Services Contract, the terms of which are attached hereto and made a part of this resolution; and

**Be It Further Resolved**, that in order to effectuate the objectives of this Resolution, the Commissioners of the Parking Authority direct the Chairman to award said contract and to cause notice of this Resolution as required by NJSA 40A:11-5(1)(a) to be published in the Official Newspaper of the NBPA; and

**Be It Further Resolved**, that the award of this contract is contingent upon the NBPA having sufficient funds and the CFO of the NBPA certifying that there are sufficient funds budgeted by the Authority for said professional services contract; and

**Be It Further Resolved**, that when the Interim Executive Director services paid Mitchell Karon exceeds \$17,500, the NBPA shall cause said individual to file the appropriate Local Unit Pay-To-Play Law Disclosure statement.

**Be It Further Resolved**, that pursuant to the Local Unit Pay-To-Play Law, Mitchell Karon shall be prohibited from making political contributions to any New Brunswick municipal candidates for a period of two (2) years following the last day of his employment as Interim Executive Director pursuant to “Nonfair and Open” professional services contracting procurement.

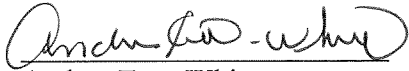
**VOTING RECORD**

Dated: June 29, 2023

COMMISSIONERS	<u>      </u> /YES	<u>      </u> /NO	<u>      </u> /ABSTAIN	<u>      </u> /ABSENT
Kevin McTernan	/			
Anthony Caputo	/			
Maria Soto	/			
John Zimmerman	/			
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 29, 2023

  
 Andrea Eato-White  
 Secretary

**NBPA RESOLUTION FOR  
GATEWAY LEASE AGREEMENT  
JOSEPH JINGOLI AND SONS, INC.**

**Whereas**, it is deemed necessary and in the best interest of the Commissioners of the Parking Authority of the City of New Brunswick, in the County of Middlesex and for the inhabitants thereof to lease 7,372 square feet of retail space owned by the New Brunswick Parking Authority located on the street level of the Gateway Building to Joseph Jingoli and Sons, Inc. for a term of three (3) years, with rent commencement date beginning June 15, 2012. ,and,

**Whereas**, the Board of Commissioners of the City of New Brunswick Parking Authority authorized the Interim Executive Director, Mitch Karon, and Legal Counsel, Rainone Coughlin Minchello to negotiate terms for said lease agreement subject to the approval of the Board of Commissioners; and

**Whereas**, the Interim Executive Director, Mitch Karon, and Legal Counsel, Rainone Coughlin Minchello negotiated a rate of \$13,000.00 per month as rent for Years 1 through 3 of the lease term,

**Now Therefore Be It Resolved**, that the Board of Commissioners, hereby approves said lease terms and authorizes the Interim Executive Director, Mitch Karon to execute said lease with Joseph Jingoli and Sons, Inc., for a term of three (3) years, on behalf of the New Brunswick Parking Authority, as the properly authorized act of the Parking Authority.

**Be It Further Resolved** that a copy of the executed lease agreement shall be on file in the NBPA's administrative office and be readily available for public review.

**NBPA RESOLUTION FOR  
GATEWAY LEASE AGREEMENT  
JOSEPH JINGOLI AND SONS, INC.**

**VOTING RECORD**

Dated: June 29, 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.

June 29, 2023



Andrea Eato-White, Secretary NBPA

**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, 2021 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, 2021, 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 JUNE 29, 2023.



Secretary

06/29/2023

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, 2021, and specifically the sections of the audit report entitled "General Comments" and "Recommendations."

(PRINT NAME) (SIGNATURE)

Kevin McTernan

Kevin McTernan

Anthony Caputo

\_\_\_\_\_

Maria Soto

\_\_\_\_\_

Andrea Eato-White

Andrea Eato-White

John Zimmerman

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

Alexandra Perez

Notary Public of New Jersey




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

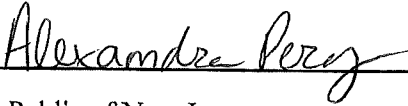
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(PRINT NAME) (SIGNATURE)

<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

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(PRINT NAME) (SIGNATURE)

Kevin McTernan

Anthony Caputo

Maria Soto

Andrea Eato-White

John Zimmerman

*John Zimmerman*

Sworn to and subscribed before me this

27

day of

July

, 2023

*Alexandre Percy*

Notary Public of New Jersey

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BY THE NEW JERSEY LOCAL FINANCE BOARD AUDIT REVIEW  
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(PRINT NAME) (SIGNATURE)

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

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

Alexandra Perez  
Notary Public of New Jersey