

Agenda
New Brunswick Parking Authority
October 23, 2024

- A. Call to Order
- B. Read Public Notice
- C. Minutes from September 2024 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 October 2024
 - 2. Resolution Modifying Previously Adopted Monthly Parking Rate Schedule
 - 3. Resolution Approving the 2025 Authority Budget
 - 4. Resolution to Approve 2023 Audited Financial Reports and Findings
- I. Old Business
- J. New Business
- K. Closed Session
 - 1. Legal
 - 2. Personnel
- L. Open Session
- M. Adjourn

**Board Meeting Minutes
October 23, 2024**

A regular meeting of the New Brunswick Parking Authority was held on October 23, 2024, in the conference room of the New Brunswick Parking Authority, located at 106 Somerset Street, New Brunswick, New Jersey. General Counsel Aaron Rainone called the meeting to order at 5:00 p.m.

General Counsel Aaron Rainone read the public statement as required by P. L. 1975.

Commissioners in Attendance:	Andrea Eato-White	Secretary
	Maria Soto	Treasurer
	John Zimmerman	Commissioner
	Gus Sleiman	Commissioner

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

Not in Attendance:	Kevin McTernan	Chairman
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Minutes

On motion of Ms. Eato- White, seconded by Mr. Sleiman, the board approved the minutes from the September 2024 regular board meeting. Vote: 4 - yes, 0 - no, 0 – abstain, 1- absent.

Executive Director's Report

Mr. Karon reported on the loading zone ordinances, stating that enforcement has begun. The loading zones between Albany and Liberty and George and Nielsen are now designated as a 10-minute drop-off/pick-up zones after 4:30 PM. Additionally, loading zones between Albany and Bayard and George and Kirkpatrick have been converted to paid parking zones after 4:30 PM. While the city still needs to install additional signage, enforcement has already started in areas where the signage is in place.

Mr. Karon reported on the monthly parking rates, noting that at the March 2023 Board of Commissioners meeting, a resolution was approved to implement monthly rate increases effective June 2023 and January 2025. After finalizing the 2025 budget, it has been determined that the rate increases proposed and approved for January 2025 can be reduced from their original amounts at several garages. The original proposal called for an increase as outlined in the attached chart. Mr. Karon is requesting the Board approve a modified rate increase, as shown in the chart, to go into effect on January 1, 2025.

Mr. Karon reported on the 2023 audit, stating that the audit has been completed and finalized. There were no findings or recommendations. He is requesting the Board's approval of the audit this evening.

Mr. Karon reported on the 2025 budget, stating that the budget for the Department of Community Affairs (DCA) has been completed. He is requesting the Board's approval of the budget this evening.

Finance

Mr. Rajaratnam reported that he has sent the financial reports and has scheduled the exit conference with the auditors, Ms. Soto, and Mr. McTernan. Additionally, he mentioned the budget meeting with the finance committee.

Legal

No legal to report.

Public Comment

A member of the public inquired about updates on the supermarket space. Mr. Karon stated that they are currently still negotiating a lease.

A member of the public inquired about the total debt. Mr. Rajaratnam stated that the total debt is currently \$187,000,000.

A member of the public inquired if the Parking Authority had considered joining another joint insurance fund or finding an alternative insurance solution, or if they were committed to staying with the current insurance provider long term. Mr. Karon stated that they currently do not have any plans to switch carriers with regard to insurance and are still using the current provider.

Resolutions

On the motion of Ms. Soto, second by Mr. Zimmerman, the board approved the payment resolution for October 2024. Vote: 4 - yes, 0 - no, 0 – abstain, 1- absent.

On the motion of Mr. Sleiman, second by Ms. Eato-White, the board approved the resolution modifying the previously adopted monthly parking rate schedule. Vote: 4 - yes, 0 - no, 0 – abstain, 1- absent.

On the motion of Mr. Sleiman, second by Ms. Eato-White, the board approved the resolution to approve the 2025 authority budget. Vote: 4 - yes, 0 - no, 0 – abstain, 1- absent.

On the motion of Ms. Soto, second by Ms. Eato-White, the board approved the resolution to approve the 2023 audited financial reports and findings. Vote: 4 - yes, 0 - no, 0 – abstain, 1- absent.

Old Business

No old business.

New Business

No new business.

Adjournment

On motion of Ms. Eato-White, seconded by Mr. Zimmerman, the board adjourned at 5:09p.m.
Vote: 4 - yes, 0 - no, 0 – abstain, 1- absent.



John Zimmerman
Secretary Designee

The Parking Authority of the City of New Brunswick October 2024 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 December 18, 2024.

Payroll Estimate	11/06/2024	110,000.00
Payroll Estimate	11/20/2024	110,000.00
Payroll Estimate	12/04/2024	110,000.00
Payroll Estimate	12/18/2024	110,000.00
Pension Estimate - October 2024	11/06/2024	18,000.00
Pension Estimate - November 2024	12/05/2024	22,000.00
Health Estimate - November 2024	11/15/2024	96,000.00
Health Estimate - December 2024	12/12/2024	96,000.00
Prior Month Estimate		(338,000.00)
Total Disbursements		1,043,722.37
Total Resolution Amount		1,377,722.37









The Parking Authority of the City of New Brunswick

October 2024 Resolution of Operating Expenditures

The following expenditures are necessary for the Authority operations and are provi figures are for the period ending December 18, 2024.

CHECKS	VENDOR NAME	DATE	AMOUNT
WIRE	PENSION - SEPTEMBER	10/01/2024	19,677.84
WIRE	PAYROLL 10-09-24	10/07/2024	109,378.22
WIRE	FSA 10-09-24	10/09/2024	150.76
WIRE	HEALTH - OCTOBER	10/09/2024	83,348.83
WIRE	HEALTH - OCTOBER	10/15/2024	12,149.02
WIRE	PAYROLL 10-23 24	10/23/2024	104,382.02
WIRE	FSA 10-23-24	10/23/2024	150.76
81578	KEVIN BROOKS	10/10/2024	13.00
81579	JEREMY ITO	10/10/2024	13.00
81580	CONCEPCION SALDANA-ACEVEDO	10/10/2024	174.70
81581	COSTELLOS ACE HARDWARE	10/10/2024	13.79
81582	ADVANZA TECHNOLOGIES INC	10/10/2024	1,761.50
81583	ALBRIGHT LLC	10/10/2024	915.00
81584	AMERICAN TIRE DISTRIBUTORS	10/10/2024	373.16
81585	BEST CLEANING	10/10/2024	5,116.62
81586	LEONARD BIER	10/10/2024	675.00
81587	BRUNSWICK SIGN & EXHIBIT CORP.	10/10/2024	3,365.00
81588	OPTIMUM	10/10/2024	812.96
81589	CAR CARE COLLISION LLC	10/10/2024	120.00
81591	CITY OF NEW BRUNSWICK	10/10/2024	914.96
81592	CITY OF NEW BRUNSWICK	10/10/2024	23.00
81593	CITY OF NEW BRUNSWICK	10/10/2024	174,966.66
81594	DOWNTOWN PRINTING CENTER	10/10/2024	65.00
81595	J.C. EHRLICH CO., INC.	10/10/2024	177.07
81596	ENFORM HR	10/10/2024	1,560.00
81597	NEW JERSEY FAMILY SUPPORT	10/10/2024	280.00
81598	GSRP PROJECT HOLDINGS I, LLC	10/10/2024	1,372.88
81599	HIRERIGHT LLC	10/10/2024	366.90
81600	HOME DEPOT CREDIT SERVICES	10/10/2024	341.97
81601	MARCO	10/10/2024	180.50
81602	INTERNATIONAL PARKING	10/10/2024	695.00
81603	INTERSTATE WASTE SERVICES	10/10/2024	730.00
81604	HELEN KOLIAS	10/10/2024	174.70
81605	METLIFE SBC	10/10/2024	2,423.75
81606	MIDDLESEX COUNTY TREASURER	10/10/2024	8,815.05
81607	JUAN CARLOS MUNOZ	10/10/2024	170.00
81608	SUPERIOR VISION OF NJ INC	10/10/2024	229.50
81609	NJ MOTOR VEHICLE COMMISSION	10/10/2024	387.50
81610	NJ MOTOR VEHICLE COMMISSION	10/10/2024	509.50
81611	PARTS AUTHORITY LLC	10/10/2024	729.28
81613	PHOENIX ADVISORS LLC	10/10/2024	2,150.00
81614	PRIMEPOINT LLC	10/10/2024	968.75
81615	PSE&G/WELLNESS ELECTRIC	10/10/2024	8,697.92

The Parking Authority of the City of New Brunswick October 2024 Resolution of Operating Expenditures

The following expenditures are necessary for the Authority operations and are provi figures are for the period ending December 18, 2024.

CHECKS	VENDOR NAME	DATE	AMOUNT
81616	PSE&G	10/10/2024	42,958.76
81617	PSE&G	10/10/2024	1,928.10
81618	ROBERT HALF	10/10/2024	4,190.95
81619	ELLEN SIEGEL	10/10/2024	174.70
81620	SOUTHLAND PRINTING CO.	10/10/2024	621.28
81621	STATE OF NEW JERSEY	10/10/2024	494.17
81622	STAPLES	10/10/2024	28.59
81623	SWIFT ELECTRICAL SUPPLY CO	10/10/2024	981.30
81624	T2 SYSTEMS INC	10/10/2024	5,250.92
81625	VERIZON	10/10/2024	611.10
81626	VERIZON CABS	10/10/2024	2,621.42
81627	VERIZON CABS	10/10/2024	2,750.64
81628	VERIZON CABS	10/10/2024	5,501.28
81629	WB MASON CO INC	10/10/2024	200.69
81630	WIRELESS ELECTRONICS INC	10/10/2024	1,209.59
81631	ZEPHIRE	10/10/2024	925.00
81632	JOHN ZARNOWSKI	10/23/2024	190.00
81633	JOHN BIANCULLI	10/23/2024	3.00
81634	VICTORIA LAWLOR	10/23/2024	185.00
81635	LAURENCE GRODSKY	10/23/2024	6.00
81636	LINDSAY THOMPSON	10/23/2024	185.00
81637	FATIMA S. AHMED	10/23/2024	170.00
81638	ALLIED UNIVERSAL	10/23/2024	15,230.51
81639	AMERICAN SHREDDER	10/23/2024	45.00
81640	APRUZZESE MCDERMOTT	10/23/2024	258.00
81641	ARROWHEAD RESELLERS CORP	10/23/2024	2,081.77
81642	JOHN BACHLEDA	10/23/2024	185.00
81643	BROOKLYN COMPUTER SYSTEM. INC	10/23/2024	114.00
81644	OPTIMUM	10/23/2024	80.97
81645	CABLEVISION LIGHTPATH INC	10/23/2024	3,371.36
81646	RUTGERS - CINJ	10/23/2024	390.00
81647	CIRCLE JANITORIAL SUPPLIES	10/23/2024	239.52
81648	CITY OF NEW BRUNSWICK	10/23/2024	21,089.00
81649	CITY OF NEW BRUNSWICK	10/23/2024	33,269.25
81650	CITY OF NEW BRUNSWICK(INSP)	10/23/2024	2,086.00
81651	CULTURAL CENTER	10/23/2024	40.56
81652	MICHAEL DE TERESA	10/23/2024	330.00
81653	EASTERN ARMORED SERVICES INC	10/23/2024	6,097.00
81654	JOHN WALLING-COURT OFFICER	10/23/2024	269.60
81655	NEW JERSEY FAMILY SUPPORT	10/23/2024	376.00
81656	NEW JERSEY FAMILY SUPPORT	10/23/2024	536.00
81657	JOHN WALLING, COURT OFFICER	10/23/2024	204.80
81658	NEW JERSEY FAMILY SUPPORT	10/23/2024	560.00

The Parking Authority of the City of New Brunswick October 2024 Resolution of Operating Expenditures

The following expenditures are necessary for the Authority operations and are provi figures are for the period ending December 18, 2024.

CHECKS	VENDOR NAME	DATE	AMOUNT
81659	NEW JERSEY FAMILY SUPPORT	10/23/2024	48.00
81660	NEW JERSEY FAMILY SUPPORT	10/23/2024	420.00
81661	GEORGE ST HOLDINGS LLC	10/23/2024	2,976.54
81662	HOME DEPOT CREDIT SERVICES	10/23/2024	244.95
81663	HUB PARKING	10/23/2024	25,157.12
81664	INTERSTATE WASTE SERVICES	10/23/2024	3,483.09
81665	IPS GROUP INC.	10/23/2024	9,953.62
81666	JERSEY ELEVATOR	10/23/2024	1,255.81
81667	MITCHELL KARON	10/23/2024	70.00
81668	KF MECHANICAL HEATING & AIR CO	10/23/2024	9,308.67
81669	DAVID KURMAN	10/23/2024	180.00
81670	LADY LOCKSMITHING LLC.	10/23/2024	140.00
81671	JONATHAN MARTIN	10/23/2024	160.00
81672	MAUL POWER GROUP	10/23/2024	957.24
81673	QUINN MCCARRY	10/23/2024	155.00
81674	METLIFE	10/23/2024	630.00
81675	MIDDLESEX COUNTY TREASURER	10/23/2024	2,952.99
81676	RAINONE COUGHLIN MINCHELLO LLC	10/23/2024	5,225.00
81677	NIELSEN FORD OF MORRISTOWN	10/23/2024	69,790.04
81678	MILLIONCLIX	10/23/2024	6,500.00
81679	OTIS ELEVATOR COMPANY	10/23/2024	7,277.65
81680	PARKMOBILE USA INC	10/23/2024	16,799.35
81681	BRANDON PARK	10/23/2024	125.00
81682	ARBEROR QIRA	10/23/2024	295.00
81683	QUADIENT FINANCE USA INC	10/23/2024	1,545.87
81684	QUADIENT FINANCE USA INC	10/23/2024	538.38
81685	ROBERT HALF	10/23/2024	5,266.25
81686	JANELLE ROBINSON	10/23/2024	165.00
81687	SEALCRETE CONTRACTING LLC	10/23/2024	127,617.56
81688	SMARTSIGN	10/23/2024	47.90
81689	SPECTROTEL	10/23/2024	62.54
81690	STAR QUALITY CLEANERS & TAILOR	10/23/2024	83.50
81691	JAMES KELLY-COURT OFFICER	10/23/2024	240.00
81692	TEAMSTERS LOCAL 469	10/23/2024	281.00
81693	THA CONSULTING INC	10/23/2024	2,200.00
81694	TRIANGLE FIDELCO INDUST. CTR	10/23/2024	31,886.28
81695	VERIZON WIRELESS	10/23/2024	1,429.10
81696	VERIZON/WELLNESS	10/23/2024	611.73
81697	VERIZON/FAX	10/23/2024	75.30
81698	WB MASON CO INC	10/23/2024	3.99

**NEW BRUNSWICK PARKING AUTHORITY
RESOLUTION MODIFYING PREVIOUSLY ADOPTED MONTHLY
PUBLIC PARKING RATE SCHEDULE**

Whereas it is in the best interests of the residents of the City of New Brunswick and the operational needs of the Parking Authority of the City of New Brunswick for the Authority to periodically adjust the monthly public parking fees for its public parking facilities; and

Whereas the New Brunswick Parking Authority's Board of Commissioners previously approved, at its March 22, 2023 regular board meeting, by vote of a majority of the commissioners present, the attached Monthly Parking Public Rate Schedule for the following parking facilities: Morris Street Deck, Lower Church Street Deck, New Street Deck, Paterson Street Deck, Plum Street Deck, Gateway Deck, Wellness Plaza Deck, and NBPAC Deck.

Whereas it has since been determined that the previous approved rates for the Paterson Street Deck, Plum Street Deck, Wellness Plaza Deck, Gateway Deck, and NBPAC Deck should be modified as per the attached modified rate schedule,

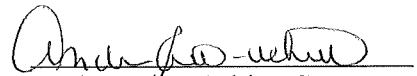
Now Therefore Be It Resolved by the Board of Commissioners of the New Brunswick Parking Authority that the attached Modified Monthly Parking Rate Schedule, approved by the Authority's Board on October 23, 2024, is ratified and adopted by formal resolution of the Board of Commissioners.

**NEW BRUNSWICK PARKING AUTHORITY
RESOLUTION MODIFYING PREVIOUSLY ADOPTED MONTHLY
PUBLIC PARKING RATE SCHEDULE
VOTING RECORD**

COMMISSIONERS	<u> </u> /YES	<u> </u> /NO	<u> </u> /ABSTAIN	<u> </u> /ABSENT
Kevin McTernan				X
Gus Sleiman	X			
Andrea Eato-White	X			
Maria Soto	X			
John Zimmerman	X			

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.

Dated: October 23, 2024


 Andrea Eato-White, Secretary

**New Brunswick Parking Authority
Monthly Parking Public Rate Schedule (Modified)**

Facility	Effective 6/1/2023	Effective 1/1/2025
Morris Street Deck	\$185	\$200
Lower Church Street Deck	\$185	\$200
New Street Deck	\$185	\$200
Paterson Street Deck	\$195	\$210
Plum Street Deck	\$195	\$210
Gateway Deck	\$195	\$210
Wellness Plaza Deck	\$195	\$210
NBPAC Deck	\$195	\$210

Rate figures above are per month.

2025 APPROVAL CERTIFICATION

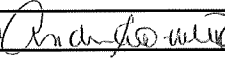
New Brunswick Parking Authority

AUTHORITY BUDGET

FISCAL YEAR: January 01, 2025 to December 31, 2025

It is hereby certified that the Authority Budget, including all schedules appended hereto, are a true copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body New Brunswick Parking Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on October 23, 2024.

It is further certified that the recorded vote appearing in the resolution represents not less than a of the full membership of the governing body thereof.

Officer's Signature:	fefeato1@gmail.com 
Name:	Andrea Eato-White
Title:	Secretary
Address:	106 Somerset Street, 6th floor New Brunswick, NJ 08901
Phone Number:	732 545 3118
Fax Number:	732 937 9262
E-mail Address:	fefeato1@gmail.com

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, 2023 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, 2023, 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 OCTOBER 23, 2024.



Secretary

10/23/24

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, 2023, and specifically the sections of the audit report entitled "General Comments" and "Recommendations."

(PRINT NAME)

(SIGNATURE)

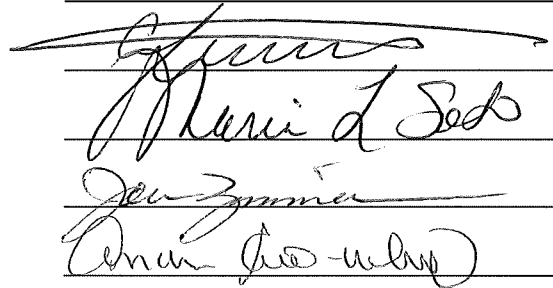
Kevin McTernan

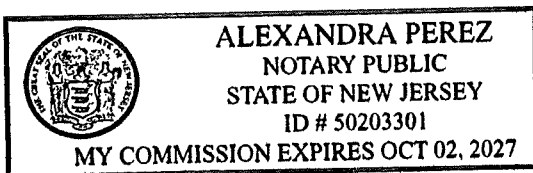
Gus Sleiman

Maria Soto

John Zimmerman

Andrea Eato-White





Sworn to and subscribed before me this 23 day of October, 2024

Alexandra Perez
Notary Public of New Jersey