

**Trenton Parking Authority  
Regular Monthly Meeting  
May 25, 2022**

16 E. Hanover St. - Trenton, NJ 08608  
Via Remote

Chairperson LaBate opened the regular monthly meeting at 5:11 pm by reading the Open Public Meeting Act.

**In Attendance:** Chairperson Anne LaBate, Commissioners Evangeline Ugorji, William Watson, Scott Rice, Samuel Tompoe, Nancy Ugorji joined the meeting at 5:25 pm and Joseph Mamman joined the meeting at 5:33pm

**Absent:** None

**Council Liaison:** Absent

**Staff:** Patrice Harrison; Office Manager, Wil Harrington, Operations Supervisor, Phil Jackson, Operations Supervisor

**Legal Counsel:** Michael Ash; Carlin, Ward, Ash & Heiart

**Owner's Representative:** Lou Garlatti, Albert Garlatti Associates,

**Presentations:** Bryan Morris; Phoenix Advisors

**Public:** None

Chairperson LaBate introduced Bryan Morris from Phoenix Advisors to review the proposal they submitted to TPA last month. Bryan Morris explained back in 2020/21 Phoenix Advisors prepared a report outlining TPA's financial status and projected out several years. They propose performing the same analysis for the current financial status and generate projections for the next several years. They will identify any shortfalls and present options to the board. If engaged by TPA, Phoenix will also provide monthly reports to make sure the finances stay on track. Commissioner Watson motioned to engage Phoenix Advisors to perform an analysis on the Trenton Parking Authority's financial position, seconded by Commissioner Rice. Vote: 4 yes, 2 abstained, Commissioners Ugorji and Mamman.

**Approval of Minutes from April 27, 2022:**

Chairperson LaBate asked the Commissioners if they reviewed the April 27, 2022, minutes, if so, do they have any questions or comments. With there being none, Commissioner Watson motioned to approve the April 27, 2022 minutes, seconded by Commissioner Tompoe. Vote: 5 yes, 1 opposed, Commissioner Ugorji and 1 abstained, Commissioner Mamman.

Commissioner Ugorji questioned a paragraph on the first page in which she asked Mercadien about cash management procedures, she felt the way it was written was not properly reflected. Chairperson LaBate and Patrice Harrison both reviewed the paragraph and felt it was correctly written. Chairperson LaBate said Mercadien explained the procedure in place is correct, the staff prepares the checks and the Commissioners/Chairperson reviews the checks before signing them and the list of expense checks is given to the board monthly.

**Revised March Reports:**

Chairperson LaBate asked the Commissioners if there were any questions or comments concerning the revised March financial and expense reports. Patrice Harrison explained the error and corrected it. With there being nothing more, Commissioner Watson motioned to approve the revised March financial report, seconded by Commissioner Tompoe. Vote: 5 yes, 2 abstained, Commissioner Ugorji and Commissioner Mamman

**April Reports:**

Chairperson LaBate asked the Commissioners if there were any questions or comments concerning the April financial and expense reports. With there being none, Commissioner Tompoe motioned to approve the April financial report, seconded by Commissioner Watson. Vote: 5 yes, 2 abstained, Commissioner Ugorji and Commissioner Mamman

**April Expense Checks:**

Chairperson LaBate asked the Commissioners if there were any questions or comments concerning the April expense checks. With there being none, Commissioner Watson motioned to approve the April expense checks, seconded by Chairperson LaBate. Vote: 5 yes and 2 abstained, Commissioner Ugorji and Commissioner Mamman. Commissioner Ugorji requested a copy of 2 invoice, Patrice Harrison will forward the requested invoices.

The monthly expense allowance from US Bank has been increased to allow for the quarterly surcharge payment.

Chairperson LaBate will meet this month with the Budget Committee and staff to begin discussions concerning cutting costs and increase revenue.

Greener By Design is prepared a draft of the RFP for contractors doing the installation of the solar panels. They have set a schedule to move forward, this will continue to be reviewed.

Mike Ash drafted the MOU to CCRC concerning the \$1.5 million reserved for the Broad and Front Garage demolition, it was forwarded to CCRC to review. He will keep the board informed. Commissioner Rice questioned whether or not CCRC will have a vote on the redevelopment of the site since they are acting as the liaison. Chairperson LaBate said the way the MOU is written does not allow them any vote. If the MOU gets canceled the funds will be returned to TPA. Mike Ash feels this draft will be revised before it is finalized.

Chairperson LaBate is asking the board to consider what dates may work for them for the retreat, Patrice Harrison will reach out concerning this.

Patrice Harrison and Phil Jackson reached out to Terry Dunn from Best Associates to discuss retrieving more thorough occupancy reports and if any additional programs are available to assist with this. Patrice Harrison explained Terry Dunn feels our current programming should be able to provide the requested reports and explained the additional program NextGen would be compatible to our current programming but is not necessary. Best will evaluate all equipment and programs to make sure they are running correctly and then further discuss with TPA staff what reports would best work for them. Commissioner Rice will be involved in this discussion also.

Patrice Harrison and Phil Jackson informed the board of the upcoming Fire Inspection scheduled for next week. The inspection will be addressing old violations again such as the standpipe in the garage, sprinklers in the basement and fire rated doors in the garage. Phil will assist the inspector as always and will forward any violations to Mike Ash and Lou Garlatti who will address them with DCA and possibly submit a timeline for the work to be completed.

Chairperson LaBate called on Lou Garlatti to review the facilities reports.

**Warren St. Garage:**

- Lou Garlatti stated everything is moving forward with the elevator and the estimated completion date is still either June or July. JH Williams invoices for Warren St. Elevator Project Phase 2, App#13 for \$48,509.41 and still opened App#12 for \$64,467.35. The most recent invoice App#14 has not yet been approved and will be submitted next month.

**Broad and Front Garage:**

- Lou Garlatti explained he had previously submitted a priority maintenance list for each location but will resend it out to the board to further review.

**Liberty Commons Garage:**

- Nothing to report

**Lafayette St. Garage:**

- Nothing to report

**Merchant St. Lot:**

- Nothing to report

**Elks Lot:**

- Nothing to report

**Public Comments:** None

**New Business:**

Commissioner Watson announced this will be his last meeting, his term is expires in June. The board thanked him for all he has done and wished him well.

Chairperson LaBate spoke of an effort to move forward the Route 29 Boulevard Project moving forward and there is a support letter that the Commissioners are welcome to sign. She will forward the link to the board.

Chairperson LaBate was asked to reach out to Commissioner Mamman to discuss his votes on several items since he was having computer issues.

**Adjournment of the regular monthly meeting:**

Chairperson LaBate asked if there was further business. With being none, Commissioner Watson motioned to adjourn, seconded by Chairperson LaBate. Commissioners unanimously approved adjournment of the meeting.

**Meeting adjourned at 6:34 pm.**

Patrice Harrison  
Board Secretary