

**Trenton Parking Authority
Regular Monthly Meeting
October 26, 2022**

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

Chairperson LaBate opened the regular monthly meeting at 5:05 pm by reading the Open Public Meeting Act.

In Attendance: Chairperson Anne LaBate, Evangeline Ugorji, Scott Rice, , Lindi Ashton and Nancy Ugalde

Absent: Commissioners Samuel Tompoe and Joseph Mamman

Council Liaison: Councilwoman Marge Caldwell-Wilson

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

Legal Counsel: Michael Ash; Carlin, Ward, Ash and Heiart

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

Presentations: None

Public: None

Approval of Minutes from September 28, 2022:

Chairperson LaBate asked the Commissioners if they reviewed the September 28, 2022, minutes, if so, do they have any questions or comments. Commissioner Ugorji asked when the DAWGS contract was approved? Chairperson LaBate explained it was approved a few months ago, Patrice Harrison will forward the corresponding minutes. With there being nothing more, Chairperson LaBate motioned to approve the September 28, 2022 minutes, seconded by Commissioner Ugalde. Vote: 4 yes, 1 abstain, Commissioner Ugorji

September 2022 Garage Financial Reports:

Chairperson LaBate asked the Commissioners if there were any questions or comments concerning the September 2022 financial and expense reports. With there being none, Commissioner Rice motioned to approve the September 2022 financial report, seconded by Commissioner Ashton. Vote: 4 yes, 1 abstain, Commissioner Ugorji

September 2022 Expense Checks:

Chairperson LaBate asked the Commissioners if there were any questions or comments concerning the September expense checks. Commissioners Ugorji and Rice asked for clarification on the Greener by Design check, was this the final payment to them since the project cannot be completed at this time, if so what is the total paid to them for the work completed? Were the total payments made to them come under the original \$7,500 agreement? Chairperson LaBate explained the payment is the last to Greener by Design since the project cannot continue, Patrice Harrison will forward the vendor payments information. Commissioner Ugorji also questioned several other payments and vendors which were explained by Chairperson LaBate. With there being nothing further, Commissioner Rice motioned to approve the September expense checks, seconded by Chairperson LaBate. Vote: 4 yes, 1 opposed, Commissioner Ugorji

Chairperson LaBate reviewed both the Non Profit Accounting report and the Phoenix Advisors report. She reminded the board Non Profit handles our current financial overview and Phoenix Advisors supplies a forward looking financial report to assure the bond payments are funded. They are predicting roughly \$96,000 possible shortfall for the April 1, 2023 payment but will keep the board updated monthly.

Chairpersons comments:

The facilities tour will have to be advertised as a meeting since there will be a quorum if all Commissioners attend. Patrice Harrison will reach out to the board for dates and times and will advertise it accordingly.

The budget committee met and would like to continue discussions in an executive session after the regular business is addressed.

NJEDA is offering Access Activation grant opportunity for underutilized or vacant properties to be used for pre development work. Chairperson LaBate completed the grant and submitted the documents. NJEDA will review to verify all documents are in order and keep us notified.

2023 Professional RFQ's are being prepared, Chairperson LaBate suggested adding a RFQ for a leasing broker to represent TPA when the available office space and store front is ready to be listed.

The Capital Philharmonic prepared a full page ad in their brochure for TPA as a thank you for allowing them to use our space temporarily for storage.

Chairperson LaBate said with Commissioner Ugalde stepping down from her position as Treasurer she asked Commissioner Rice to temporarily fill the position for the duration of the term. This transition made sense since Commissioner Tice is already an authorized signer on the accounts. Commissioner Ugorji questioned the legality of this appointment and asked Mike Ash if this was the correct way to fill a vacant position. Mike Ash will verify after further reviewing.

Commissioner Ugorji questioned the vote and asked whether 3 yes would pass the vote since there are 7 Commissioners. After reviewing the bylaws, Mike Ash affirmed it would need to be the majority of the present Commissioners, which in this case were 5, yes 3 votes would pass the motion.

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

Warren St. Garage:

- Lou Garlatti gave an update on the Warren St elevator project explaining the delay is still caused the stainless-steel pieces not being ready. The elevator will be complete and ready for inspection within a few weeks.

Broad and Front Garage:

- Nothing to report

Liberty Commons Garage:

- Nothing to report

Lafayette St. Garage:

- THA Consulting submitted a quote for the design of the crumbling steps at Lafayette Garage. The price of the design will be \$6,200 plus an additional \$1,100 per location visit if needed. Lou Garlatti explained staff have received complaints concerning the ongoing step deterioration and the danger of falling concrete. THA is estimating the design will take between 2-3 weeks and then roughly another 2-3 weeks for construction. Commissioner Rice motioned to approve THA Consulting to complete the design work for Lafayette Garage step repair but would like to include an additional \$1,100 for 1 site visit, seconded by Chairperson LaBate. Vote: 3 yes, 2 Abstain, Commissioners Ugorji and Ugalde. Commissioner Rice requested photos of the steps in need of repair.

Merchant St. Lot:

- Nothing to report

Elks Lot:

- Nothing to report

Public Comments: None

Chairperson LaBate motioned to enter into Executive Session at 6:06pm.

Chairperson LaBate returned to the regular meeting at 6:40pm.

Commissioner Ugorji had to excuse herself from the meeting due to other commitments.

Chairperson LaBate motioned to accept the Budget Committees recommendations, seconded by Commissioner Ugalde. Motion was unanimously approved.

After reviewing the bylaws, Mike Ash explained the vacant position of Treasurer would need to be properly voted on. He asked for nominations for Treasurer, Commissioner Ashton nominated Commissioner Rice for Treasurer. With there being no other nominations, Mike Ash asked for a vote for Commissioner Rice to be named treasurer for the remainder of the term. Commissioner Rice as Treasurer was unanimously approved.

Chairperson LaBate asked if any Commissioners would be interested in attending the League of Municipalities Conference in Atlantic City on November 15th -17th ? Commissioner Ugalde is interested in going, Patrice Harrison will forward information.

Adjournment of the regular monthly meeting:

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

Meeting adjourned at 6:46 pm.

Patrice Harrison
Board Secretary