

**Trenton Parking Authority
Regular Monthly Meeting
December 6, 2023**

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

In Attendance: Chairperson Anne LaBate, Scott Rice, Samuel Tompoe and Lindi Ashton

Absent: Commissioners Joseph Mamman, Evangeline Ugorji and Nancy Ugalde

Council Liaison: Absent

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

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

Owner's Representative: Lou Garlatti; Garlatti Construction

Chairperson LaBate opened the regular monthly meeting at 5:04pm by reading Notice of the Open Public Meeting Act.

Approval of Minutes from October 25 23, 2023:

Chairperson LaBate asked the Commissioners if they reviewed the October 25, 2023, minutes, if so, do they have any questions or comments. With there being none, Chairperson LaBate motioned to approve the October 25, 2023 minutes, seconded by Commissioner Rice. Vote: 3 yes, 1 abstain, Commissioner Ashton; no opposed.

October 2023 Garage Financial Reports:

Chairperson LaBate asked the Commissioners if there were any questions or comments concerning the October 2023 financial and expense reports. With there being none, Chairperson LaBate motioned to approve the October 2023 financial report, seconded by Commissioner Tompoe. Vote: 4 yes; no opposed.

Chairperson LaBate questioned the decrease in transient parkers at Merchant St Lot. Phil Jackson explained most people are parking in the Nexus lot next to Merchant Lot since there is no attendant to monitor it and people are parking free. This will be examined further.

November 2023 Garage Financial Reports:

Chairperson LaBate asked the Commissioners if there were any questions or comments concerning the November 2023 financial and expense reports. With there being none, Chairperson LaBate motioned to approve the November 2023 financial report, seconded by Commissioner Tompoe. Vote: 4 yes; no opposed.

October 2023 Expense Checks:

Chairperson LaBate asked the Commissioners if there were any questions or comments concerning the October expense checks. Commissioner Rice questioned the \$6,000 check for K&K Home Repairs. Phil Jackson said they completed a variety of repairs throughout the garages, such as replacing the lights at Merchant St Lot, repairing 2 bathrooms and doing misc electrical repairs needed as per the fire inspector. With there being nothing further, Chairperson LaBate motioned to approve the October 2023 expense checks, seconded by Commissioner Rice. Vote: 4 yes; no opposed.

November 2023 Expense Checks:

Chairperson LaBate asked the Commissioners if there were any questions or comments concerning the November expense checks. With there being none, Chairperson LaBate motioned to approve the November

2023 expense checks, seconded by Commissioner Tompoe. Vote: 4 yes; no opposed.

Chairperson LaBate and the board reviewed the Phoenix Advisors report for October 2023, noting the Non Profit Accounting report was not yet received since the Charles Schwab/TD Ameritrade Account bank statement has not be received yet. We look on track for the next bond payments.

Chairperson's comments:

The final report for the Broad and Front Redevelopment/NJEDA Asset Activation grant is being prepared and will be distributed when available. The REFI documents are being prepared and will be circulated broadly to reach the largest possible awareness, interest and submissions. Chairperson LaBate is also going prepare a press release and establish a link on TPA's website with addition information about the structure and surrounding area.

Mike Ash discussed the Construction Board hearing concerning the appeal of the city violations issued to TPA concerning Broad and Front Garage. The violation was imminent hazard stating the structure is unsafe and needs to be demolished withing 30 days. TPA submitted an appeal addressing the steps it would take to demolish the structure and discussed the cost. The Construction Board agreed on some of the points made such as realizing the time it will take for the demolition and agreed on installing shoring to secure the building while preparing it to be demoed. They remain concerned about the safety issues surrounding the structure and are enforcing a monthly inspection report until the shoring is complete. Engineers are also outlining a fail zone surrounding the structure. Chairperson LaBate submitted the quarterly report to CCRC as instructed in the grant documents, The cost for the engineer to establish a fail zone is \$7,800 and the monthly inspection cost will be \$2,600.

Chairperson LaBate and Commissioner Rice met with Willard STanback and Jeff Laurenti of the CCRC Board and informed them that the stabilization bid documents are being prepared. They will keep CCRC abreast of the schedule of all upcoming projects.

Chairperson LaBate informed the board that TPA was approved to receive the Employee Retention Tax Credit. Paychex informed us TPA is eligible for \$197,000. These funds could take several months to be received; these funds could possibly go toward capital improvements.

Commissioner Rice gave an update on the CGI project. There was a data dump from October 2015-October 2023and forwarded to the students, which in turn completed the report. We are still waiting to schedule a training with Best on the Liberty Commons Garage equipment.

Commissioner Rice circled back around to the REFI discussion. He questioned the deadline for the REFI to be circulated and for the submission of responses. Chairperson LaBate said the thought was originally December but it is looking more like January. Commissioner Rice is concerned because during the meeting with CCRC it was mentioned being scheduled to go out within the first few weeks of December. Chairperson LaBate explained that it could still be ready but also, this is not a bid therefore we can set it for a few weeks to receive submissions. After this process is complete, we are no longer in the Asset Activation Grant, which was for the civic engagement and the REFI process. Ongoing discussion will be had to determine out the next steps, including advisory committee membership. Chairperson LaBate again mentioned the hope of broadly advertising the RFEI to get the best possible response. She mentioned a Trenton focused website that had been set had set up many years ago to promote downtown investment and possibly posting the information on this site also. This will be reviewed further.

Chairperson LaBate asked Commissioner Ashton if there any new information concerning the HR issue that was previously addressed. Commissioner Ashton is reaching back out to her contacts and trying to find a smaller company to handle the situation.

Warren St. Garage:

- Lou received the final billing for Phase 2, he will review and apply the credits.

Broad and Front Garage:

- THA prepared the bid package for the temporary shoring. The bid schedule is being finalized by Mike Ash, Patrice Harrison and Lou Garlatti. The bid documents should be awarded at the January 24th meeting.

Liberty Commons Garage:

- Nothing to report.

Lafayette St. Garage:

- Nothing to report.

Merchant St. Lot:

- Nothing to report.

Elks Lot:

- Nothing to report.

Chairperson LaBate asked the board if they reviewed the 2024 Meeting Schedule, if so, Chairperson LaBate motioned to approve the 2024 Meeting Schedule, seconded by Commissioner Rice. Unanimously approved.

Commissioner Tompoe questioned when the next meeting will be; that is January 24th.

Chairperson LaBate explained our TD Ameritrade Account was transferred to Charles Schwab. We received a large document to fill out and in the back there is a resolution. It looks like the authorized users would be Chairperson LaBate, Commissioner Lindi Ashton, Secretary and Patrice Harrison, Administrative Manager. Mike Ash recommends making a motion to amend cash management plan to reflect the transfer of the TD Ameritrade account to Charles Schwab and authorize the designated signers of the account. After further discussion, Chairperson LaBate suggests holding off until next month so the resolution can be prepared and the cash management plan can be amended.

Adjournment of the regular monthly meeting:

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

Meeting adjourned at 6:16 pm.

Patrice Harrison
Board Secretary