

**Trenton Parking Authority**  
**Regular Monthly Meeting**  
February 28, 2024

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

**ABBREVIATED MEETING DUE TO LACK OF QUORUM**

Notes from February 28, 2024 discussion among attending Commissioners

**In Attendance:** Chairperson Anne LaBate, Scott Rice, Lindi Ashton. Sam Tompoe participated in a short portion of the meeting, allowing for voting one one matter.

**Absent:** Commissioners Samuel Tompoe (Joined via phone in for a short period), Evangeline Ugorji, Nancy Ugalde and Joseph Mamman

**Council Liaison:** Absent

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

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

**Owner's Representative:** Absent

**Public:** None

**Approval of Minutes from January 24, 2024:** Hold for March Meeting

**January 2024 Garage Financial Reports:** Hold for March Meeting

**January 2024 Expense Checks:** Hold for March Meeting

**Presentation:** Matthew Daly and Warren Broudy; Mercadien PC  
June 2023 Year End Audit

Matthew Daly and Warren Broudy from Mercadien were in attendance to present the June 2023 Financial Audit. Chairperson LaBate asked them to continue with the presentation but explained since there was not a quorum, the approval of the audit will have to wait until next board meeting. There were several recommendations made such as setting up Purchase Order's for all professional services, having a file for all IT leases except for the month to month agreement and having a written policy and procedures. They suggested contacting a Quickbooks expert to assist with setting things up. Matthew Daly said the revenue and expenses are consistent with last year's numbers. Mercadien will move forward with preparing the final draft which will be acted on at the March meeting.

Commissioner Tompoe joined the meeting for a short time, so Chairperson LaBate called the meeting to order at 5:59pm and there was a quorum. Chairperson LaBate made a motion to approve a transfer of funds from the Charles Schwab account into the US Bank Bond Service Fund to cover the April 1, 2024 bond payment. The motioned to approve the transfer of funds from the Charles Schwab account to the US Bank Account to cover the April 1<sup>st</sup> bond payment, was seconded by Commissioner Tompoe. Vote: 4 yes, 3 absent, Commissioners

Ugorji, Mammon and Ugalde.

Commissioner Tompoe had to return to his work, and there was no longer a quorum. Motion was made by Chairperson LaBate to adjourn the meeting at 6:06 pm, seconded by Commissioner Rice. Unanimously approved.

At this time there was again no quorum, the attending Commissioners discussed current items that did not need action.

**Discussion/Updates:**

Chairperson LaBate said she received a letter from CCRC stating they did not approve the expenditures that were submitted for the Broad and Front St demolition project. Chairperson LaBate corresponded with CCRC, requesting reconsideration of this decision. She had prepared another report and again reiterated the reason for the grant money and the fact TPA is moving forward with the demo project. The first step unfortunately, is installing the stabilizers to assure the safety of everyone entering the garage. TPA will also be asking for an extension of the grant.

Owner's Representative Lou Garlatti was absent from the meeting but informed Chairperson LaBate there were no actions needed tonight for the B&F stabilization project. The project should be started the week of March 3<sup>rd</sup>.

The final payment from the NJ Asset Activation Grant has been received. The RFEI is still being prepared and Chairperson LaBate is trying to set up a website which would showcase Trenton to coincide with the RFEI to provide more information to any potential developers.

Commissioner Rice spoke about the Caldwell University project (old CGI) and explained the first batch of information was limited. Best Associates was able to update the data and establish a monthly report to be pulled and forwarded to Caldwell to further study.

Chairperson LaBate, Commissioner Rice and Patrice Harrison met with Comcast Smart Solutions to discuss options they offer to enhance our current parking systems. They recommended programs that would overlay our current system to enhance the equipment and allow us to offer newer technology to our customers. They also offer different payment options, further discussions will follow.

Chairperson LaBate asked Commissioner Ashton for any update concerning the personnel claim. Commissioner Ashton has found a consultant to assist with fact finding, their quote will be given at the next meeting.

Verizon antenna discussion will be held until next months meeting.

Chairperson LaBate inform the board Councilwoman Teska Frisby is considering becoming the new liaison.

The discussion ended at 6:24 PM

Patrice Harrison  
Board Secretary