

**Trenton Parking Authority**  
**Regular Monthly Meeting**  
April 23, 2025  
16 E. Hanover St. - Trenton, NJ  
Via Remote

**In Attendance: Board Members:** Chairperson Anne LaBate, Scott Rice, Samuel Tompoe, Marge Caldwell-Wilson and Lindi Ashton (arrived at 5:16)

**Council Liaison:** Absent

**Absent:** Commissioners Joseph Mamman and Nancy Ugalde

**Staff:** Patrice Harrison; Administrative Manager

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

**Owner's Representative:** William Conway; Three Valley Group

**Public:** None

Chairperson LaBate opened the regular monthly meeting at 5:03pm by reading Notice of the Open Public Meeting Act.

**Approval of Minutes from March 26, 2025:**

Chairperson LaBate motioned to approve the March 26, 2025 minutes, seconded by Commissioner Rice. Chairperson LaBate asked the Commissioners if they had any questions or comments on the minutes. With there being none, the vote to approve the March 26, 2025 was as follows: 4 yes, 3 absent

**March 2025 Garage Financial Reports:**

Chairperson LaBate motioned to approve the March 2025 financial reports, seconded by Commissioner Tompoe. Chairperson LaBate asked the Commissioners if there were any questions or comments concerning the March 2025 financial and expense reports. With there being none, the vote to approve the March 2025 Garage Financial Reports was as follows: 4 yes, 3 absent

**March 2025 Expense Checks:**

Chairperson LaBate motioned to approve the March 2025 expense checks, seconded by Commissioner Caldwell-Wilson. Chairperson LaBate asked the Commissioners if there were any questions or comments concerning the March 2025 expense checks. With there being none, the vote to approve the March 2025 check list was as follows: 4 yes, 3 absent

Chairperson LaBate asked the Commissioners if they had a chance to review both the Non Profit Accounting and Phoenix Advisors reports, and if so, were there any questions or comments? Phoenix Advisors reiterated that the account is fully funded for the April 1<sup>st</sup> bond payment.

**Chairperson's comments:**

**CCRC Grant Update:**

Chairperson LaBate said the grant was signed and returned then approved by the CCRC board. Will Conway is moving forward with an invoice for the work already completed.

**Asset Activation Grant/RFEI:**

Chairperson LaBate said they are the process of following up with the submission finalists.

**Broad and Front Fencing:**

The Broad and Front fencing quote has been forwarded to CCRC, Chairwoman LaBate has not yet heard back.

**Board Member Vacancies:**

Chairperson LaBate spoke with Commissioners Nancy Ugalde, she stated she will be resigning the board. Commissioner Joseph Mamman could not be reached.

**Merchant St Lot Skate Park:**

Chairperson LaBate gave Randy Baum a copy of the Sanborn map of Merchant St Lot to review. Chairperson LaBate and Patrice Harrison met with CBIZ for the annual review of coverage during which Chairperson LaBate mentioned the possible Merchant St skate park and inquired about what insurance would be needed by the city and for TPA. Also, there would likely be a consent/release form completed and signed by every skater before entering. CBIZ will work with us when more information is available from the city.

Prospective retail tenant for 22 E. Hanover St has asked whether the board would except \$500 a month for rent plus they will update the space. Since the space has been vacant for years, what are the board's thoughts? Will be discussed further.

**Owner's Rep Update:****Broad and Front:**

Now that the CCRC grant is approved, Will Conway is asking for the board to approve the Broad and Front Garage environmental assessment for \$5,000. Chairperson LaBate motioned to approve the Broad and Front Garage environmental assessment for \$5,000, seconded by Commissioner Rice. Vote: 5 yes, 2 absent

Will Conway is also asking the board to approve the environmental sampling for \$18,830 not to exceed 20% over cost before bringing it back before the board for further approval. Motion was made by Chairperson LaBate to approve the environmental sampling for \$18,830 not to exceed 20% over cost before bringing it back before the board for further approval, seconded by Commissioner Rice. Vote: 5 yes, 2 absent

Will Conway asked for an approval on the THA Consultant proposal for the demolition drawing of the structure for \$23,500. Motion was made by Chairperson LaBate to approve THA Consultant's proposal for demolition drawing of the structure for \$23,500, seconded by Commissioner Rice. Vote: 5 yes, 3 absent.

The next item is for the Civil Engineer, which is being held since Will Conway is actively seeking additional proposals. As on now, Colliers is the only proposal for the service which includes doing drawing of the corner set of the building, utility mark ups and anything needed geographically related to the site. These documents will be necessary complete the demolition project. There is no definition end use for the site at present. Chairperson LaBate and Commissioner Caldwell-Wilson were against asking the consultant to assume an end use as a parking lot or a gravel pit even as a place holder. The scope will be determined in a manner that will leave that discussion to be determined. The whole process should be around 6 months. This will be further discussed.

**Warren St:**

Will Conway is working on getting quotes for flooring options.

He will also start to inquire about quotes for the fire sprinklers and standpipe.

Will Conway will forward his facilities reports to the board outlining location information since the meeting would need to end shortly.

**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 Caldwell-Wilson. Commissioners unanimously approved adjournment of the meeting.

**Meeting adjourned at 5:50pm.**

Patrice Harrison  
Board Secretary