

THE PARKING AUTHORITY OF THE
TOWNSHIP OF BLOOMFIELD

REGULAR MEETING MINUTES
OF JUNE 18, 2013

The meeting opened 6:05 pm.

Certification of advertised public notification of the meeting was given during the reading of the Open Public Records Act.

Present: Chairman Moserowitz (by phone)
Commissioner Chalet
Commissioner DeMarino
Commissioner McKee
Commissioner Pomares
Commissioner Sobharam
Commissioner Williams
Executive Director Hochman

Others Present: Joseph Baumann, Esq., McManimon, Scotland & Baumann, L.L.C.
Gerry Giosa, Level G Associates, L.L.C.
John Sessa, C.P.A.
Steve Wielkoptz, Ferraioli, Wielkoptz, Cerullo & Cuva, P.A.

Absent: Mary Murdoch, Bloomfield Center Alliance Liaison

Pledge of Allegiance was recited.

The changes for the minutes of April 16, 2013 were reviewed.

Commissioner Williams motioned to Approve the April 16, 2013, Meeting Minutes, changes as discussed, under Resolution 2013-06-18-1. Commissioner Sobharam seconded the motion. The motion carried forth as follows:

Roll Call Vote:	Chairman Moserowitz	Yes
	Commissioner Chalet	Yes
	Commissioner DeMarino	Yes
	Commissioner McKee	Yes
	Commissioner Pomares	Absent
	Commissioner Sobharam	Yes

The minutes for the May 21, 2013 Meeting were not available for approval.

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Mr. Steve Wielkoptz, of Ferraioli, Wielkoptz, Cerullo & Cuva, P.A., introduced himself as the new auditor. Mr. Wielkoptz detailed the history of his firm and his experience. His firm has several locations in New Jersey. His experience extends twenty four (24) years in government accounting and auditing.

Mr. Wielkoptz stated his firm will perform the audit earlier than March 2014 to process required reports. Counsel Baumann discussed the fine revenues and the review of the calculation procedure involved. Counsel stated he would set up a meeting with Mr. Wielkoptz to review the current debt. Chair Moserowitz stated what could be expected of him as auditor; such as reviewing the internal controls. Mr. Wielkoptz stated the internal controls can be looked at without waiting for the audit. He emphasized that more time is spent with new clients for such things. Mr. Wielkoptz commented that the Hoboken Parking Authority is a client so he is familiar with the procedures involved.

Commissioner Pomares called into the meeting at 6:20 p.m.

The Executive Director Report was presented. Chair Moserowitz stated in the interest of saving time, the report will no longer be presented but questions will be answered if there were any. Commissioner McKee discussed shifting the current schedule from 8 am to 6 pm to so the meters are enforced for the full amount of hours. Commissioner Williams commented that the officers should be maneuvered to cover all areas. Commissioner McKee stated more creativity was needed to find more income. Commissioner Williams stated a flex schedule should be submitted for review. Commissioner McKee discussed an estimate of the percentage of coverage should be made and what areas needed most coverage at certain times. Commissioners DeMarino and McKee volunteered to work on this issue with the Executive Director.

The complaint made by Cary Heller was discussed. Mr. Heller's complaint of water running onto his property from the adjoining Royal Lot was considered not an issue. It was emphasized that this complaint should be addressed just as any other complaint, despite the party being in a lawsuit with the Authority. Commissioner Sobharam asked for clarity concerning the lawsuit. Counsel Baumann explained the history and reason for the lawsuit.

Mr. Heller's complaint of small amounts of trash being blown onto his property from the parking lot could be avoided if a solid fence was built between the properties. Commissioner DeMarino stated a solid fence would need a variance to be built as none were allowed in Bloomfield.

The issue of the permit refund requests for Bond Academy students was reviewed. Requests were made for refunds on permits purchased by students of the Bond Academy due to the school failing to announce in a timely manner that class

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will not be continued in the school. Four students had already spent their money on a permit before this was announced. Commissioner Williams stated the refunds should be granted but only this once.

Chair Moserowitz discussed the account signer issue. Currently, there are only three commissioners available for signing which has caused difficulty when two are not available for check or document signing. It was emphasized that all commissioners should be available as signers. Commissioner Pomares stated he will be a signer if needed. Commissioner DeMarino stated he will be a signer but will discuss his situation separately.

Chair Moserowitz discussed the Maintenance Supervisor's light duty limitation. Chair Moserowitz stated that if no light duty work was available, the Authority was not required to have them work. Commissioner DeMarino stated the Township Employee Manual restricts light duty to thirty (30) days and the Authority needed such a policy. Counsel Baumann commented that an employment manual is important and should be done for the Authority. Commissioner DeMarino stated the Township Employment Manual could be adjusted for the Authority.

John Sessa presented the Financial Reports. The Profit and Loss Statement for May 2013 was discussed. Chair Moserowitz noted that the violation income was decreased by twenty four percent (24%) from last year. It was requested that a comparison of tickets issued be provided for the years 2012 to 2013.

Chair Moserowitz questioned a vendor name, Take A Powder, on the List of Disbursements. The Executive Director explained it was the same vendor "Meter Products" but the name had been changed.

Commissioner DeMarino motioned to approve the List of Disbursements. Commissioner McKee seconded the motion. . The motion carried forth as follows:

Roll Call Vote:	Chairman Moserowitz	Yes
	Commissioner Chalet	Yes
	Commissioner DeMarino	Yes
	Commissioner McKee	Yes
	Commissioner Pomares	Yes
	Commissioner Sobharam	Yes

Commissioner Williams motioned to Authorize the Payment of Certain Project Costs, under 2013-06-18-2. Commissioner McKee seconded the motion. . The motion carried forth as follows:

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Roll Call Vote:	Chairman Moserowitz	Yes
	Commissioner Chalet	Yes
	Commissioner DeMarino	Yes
	Commissioner McKee	Yes
	Commissioner Pomares	Yes
	Commissioner Sobharam	Yes

The meeting opened to Public Comment.

Rami Korio, owner of the Town Pub, was planning a celebration for the one hundred and twentieth anniversary of his establishment. He requested if thirteen (13) spaces could be utilized as part of the celebration area behind his Pub. The dates requested would be July 26, after 9:00 p.m. for set up, July 27 for the event, and July 28 for the cleanup. The event will have a cookout, alcoholic beverages and a live band. There would be no entry/exit from the lot, only through the front of the Pub. Commissioner Williams stated there should be a fee set to make up for the lost income of the meters in the reserved area. Commissioner Sobharam expressed concern about the liability with alcohol involved. Chair Moserowitz stated indemnity insurance would have to be gotten. Counsel Baumann explained that the Township insurance would extend to cover this.

The fee for the reservation of the meters was set at \$5.00 per day per meter. The total fee for the thirteen (13) spaces would equal \$65.00. Counsel Baumann stated the money was not the issue but the liability and the precedent being set for it. Commissioner Williams discussed the historical state of the lot which had been in no condition to hold such events. Counsel Baumann asked Mr. Korio about security for the event. Mr. Korio explained that wristbands will be used to identify paying attendees and there will be security guards posted around the perimeter to prevent anyone from entering or leaving the area that will be roped off. Commissioner DeMarino asked if the other local businesses had been contacted to ensure they had no objections.

Counsel Baumann listed the requirements for approval of the use of the Pitt St. Lot for the event; the insurance must be confirmed to be satisfactory, the fee set must be paid, there could be no objections from the neighboring businesses (going up to two blocks north), and Township approval must be obtained.

Commissioner Pomares arrived in person at 7:20 p.m. and the call was disconnected.

Commissioner Chalet discussed the change in traffic patterns in the lot due to this event. Commissioner McKee commented that the Pitt St. Lot will be filled and will impact the surrounding businesses.

The meeting closed to Public Comment.

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Commissioner DeMarino motioned to Approve the Use of the Pitt St. Lot for the Town Pub Event, with all conditions stated, under 2013-06-18-3. Commissioner Williams seconded the motion. The motion carried forth as follows:

Roll Call Vote:	Chairman Moserowitz	Yes
	Commissioner Chalet	Yes
	Commissioner DeMarino	Yes
	Commissioner McKee	Yes
	Commissioner Pomares	Yes
	Commissioner Sobharam	Yes
	Commissioner Williams	Yes

The Request For Proposals (R.F.P.) for Public Relations Consulting Services was discussed. The R.F.P. will be reposted so responses will be received for the meeting of July 16th. Commissioner Williams stated she will reach out to other companies for submittal of proposals.

The credit card provider information was discussed. The Director was requested to obtain comparative proposals from other banks, possibly widen the scope to get more responses.

Commissioner Williams discussed an issue concerning one of the enforcement officers. She stated she personally observed the officer sitting in their car in the State St. Lot waiting for people to enter the library. When the people entered the library, they would then get out of the vehicle and check the meter that the individuals parked at for any possible ticketing. They would then go back and sit in their car and wait. This was based not only on her own observation but also third party observations.

The purchase of iPads was discussed by Commissioner Williams. She reviewed the comparative information for purchase. Commissioner DeMarino stated that since the Council Members use iPads, perhaps covers for the iPads could be purchase in cooperation with the Township. It was suggested the IT professional in the Township could be contacted for shared services to help program the iPads. It was also mentioned that email addresses should be done for each board member. Commissioner Williams stated she will follow up on the establishment of email addresses, software for the iPads and the sharing of IT services with the Township.

The N.J. State Health Benefit Plan Dental Plan Insurance was discussed. The cost information was reviewed. Commissioner Williams stated the option should be given to the employees.

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Commissioner Williams motioned to Authorize Participation in the New Jersey State Health Benefits Program Act of the State of New Jersey for S.H.B.P. Dental Plan Coverage, under Resolution 2013-06-18-4. Commissioner McKee seconded the motion. The motion carried forth as follows:

Roll Call Vote:	Chairman Moserowitz	Yes
	Commissioner Chalet	Yes
	Commissioner DeMarino	Yes
	Commissioner McKee	Yes
	Commissioner Pomares	Yes
	Commissioner Sobharam	Yes
	Commissioner Williams	Yes

Commissioner McKee stated it should be emphasized to the employees that the Board is being generous and approved this because they are concerned for the welfare of the staff.

Counsel Baumann reviewed the proposed changes for the Authority By-Laws. A draft of the changes was submitted for Board review and comment. All proposed changes were discussed in detail. The finalized version with all agreed upon changes will be submitted for approval by Counsel Baumann.

Chair Moserowitz discussed holding a special meeting on June 27th at 6:00 p.m. to discuss the parking garage construction updates, the soft opening of the garage and the Executive Director evaluation. The evaluation will be circulated to the Board for review before the meeting. Counsel Baumann stated Mr. Colgan, of Bloomfield Center Urban Renewal, will attend to present the updates for the garage construction. Commissioner McKee stated it would help to have that information in advance. Mr. Giosa stated he will ask Mr. Colgan for that information.

Mr. Giosa discussed updates on the garage, how the entrances will be staged and how traffic will be staged. Commissioner McKee asked who was present at the last garage construction planning meeting. Mr. Giosa listed the attendees. Mr. Giosa stressed that the Certificate of Occupancy must be gotten but a July 1st opening was very possible. He did report that P.S.E.&G. has not wired for the electricity into the garage and there is still no date for this to be done. Mr. Giosa continued to discuss the other items that still need to be done. Commissioner McKee asked what parking will be available. Mr. Giosa reported that three levels will be open.

The discussion turned to advertising for the sale of permits. Possibly to have a banner on the garage to advertise, publish ads in the newspapers, post on the Township website, and place a brief ad on the local television channel. A brief discussion was held about the handicap parking which will be located on the first floor. Chair Moserowitz suggested to allow free parking for the first five days to

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market the parking spaces. Commissioner McKee asked how long will it be till the residential buildings are completed. Mr. Giosa answered approximately eighteen (18) months.

Commissioner DeMarino asked if there was any more information on the environmental wells. Chair Moserowitz stated that will be discussed at the June 27th meeting. The next garage construction meeting was discussed.

Counsel Baumann and Commissioner Williams discussed a Joint Redevelopment Project, that will involve working with the Township to develop Farrand St. and Royal Lots. Commissioner DeMarino volunteered to assist with the project. It was requested the item be placed on the next meeting agenda.

Commissioner Pomares motioned to adjourn the meeting. The motion was unanimously seconded.

The meeting adjourned at 9:05 p.m.