

THE PARKING AUTHORITY OF THE  
TOWNSHIP OF BLOOMFIELD

REGULAR MEETING MINUTES  
OF DECEMBER 10, 2014

The meeting opened at 6:35 P.M.

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

Pledge of Allegiance was recited.

Chairman DeMarino advised that he directed counsel McManimon to bring hard copies of the agendas to the meetings going forward so that the Commissioners would have access to the agenda without the need to access electronic versions through IPADs. The purpose of this is to eliminate the need for Commissioners to have electronic devices, like phones, so they cannot communicate during meetings.

Roll call was taken. Present:

Chairman Robert DeMarino  
Commissioner Abdallah Chalet (by phone until 8:50 P.M.)  
Commissioner Cheryl McCants (by phone at 7:14 P.M., then in-person)  
Commissioner Oscar McKee  
Commissioner Leamon McKenzie  
Commissioner Yudi Sobharam  
Commissioner Nicole Williams

Others Present: Executive Director Glenn Domenick  
Kevin McManimon, Esq., McManimon, Scotland & Baumann, LLC  
Ramesh Chopra, Edge Business Allianz

Public: None

Absent: Mayor Michael Venezia, Township Liaison to Authority  
Bloomfield Center Alliance Liaison

Chairman DeMarino questioned how and why the MCP Urban Renewal Parking Agreement matter made it onto the agenda, as the matter was addressed during the special meeting held on December 2, 2014.

Counsel McManimon explained that MCP's counsel raised the issue of whether appropriate notice was given prior to the December 2<sup>nd</sup> meeting and asked that the Board reconsider the matter in the event the notice was deficient. Executive Director Domenick directed that the matter be re-listed on the agenda for December 10<sup>th</sup>. Counsel McManimon explained that adequate notice was not published prior to the December 2<sup>nd</sup> meeting.

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Chairman DeMarino then questioned why other matters considered on December 2<sup>nd</sup> were not also re-listed and why he, in particular, and the Commissioners in general were not made aware of the potential issue with notice for the December 2<sup>nd</sup> meeting. Counsel McManimon explained that the lack of communication was an oversight. Chairman DeMarino stressed the need for better communication.

Chairman DeMarino directed that the other matters also considered at the December 2<sup>nd</sup> meeting be re-listed for the January 2015 meeting to ensure the matters previously approved are valid.

Mr. Domenick advised that there will be a meeting with a representative from the Administrative Office of the Courts regarding violation income.

The Financial Reports were reviewed. Certain revenues are down. Mr. Domenick discussed the possibility of utilizing software that can more closely track revenues, which will allow the Authority to react more quickly as issues arise. He hopes to put such software in place in early 2015. Mr. Domenick advised that the website was taken over by the IT Department at the Township and will be re-done by mid-December. This will allow patrons to renew permits live through the website.

Mr. Domenick proposed to increase permit fees in the Farrand Street Lot by 5% and in the Pitt Street Lot by \$1.50 (to make permits an even \$50). Commissioner Sobharam motioned to add this matter to the meeting agenda. Commissioner McKenzie seconded the motion. The motion carried forth as follows:

Roll Call Vote:	Commissioner Chalet	Yes
	Commissioner McCants	Absent
	Commissioner McKee	Yes
	Commissioner McKenzie	Yes
	Commissioner Sobharam	Yes
	Commissioner Williams	Yes
	Chairman DeMarino	Yes

Commissioner Williams motioned to adopt Resolution 2014-12-10-1 to increase permit fees in the Farrand Street Lot by 5% and in the Pitt Street Lot by \$1.50 (to make permits an even \$50). Chairman DeMarino seconded the motion. The motion carried forth as follows:

Roll Call Vote:	Commissioner Chalet	Yes
	Commissioner McCants	Absent
	Commissioner McKee	Yes
	Commissioner McKenzie	Yes

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Commissioner Sobharam Yes  
Commissioner Williams Yes  
Chairman DeMarino Yes

Commissioner Williams motioned to open the meeting for Public Comment. Commissioner Sobharam seconded the motion. The motion carried forth as follows:

Roll Call Vote: Commissioner Chalet Yes  
Commissioner McCants Absent  
Commissioner McKee Yes  
Commissioner McKenzie Yes  
Commissioner Sobharam Yes  
Commissioner Williams Yes  
Chairman DeMarino Yes

No one was present for Public Comment.

Commissioner Sobharam motioned to close the Public Comment section. Commissioner McKee seconded the motion. The motion carried forth as follows:

Roll Call Vote: Commissioner Chalet Yes  
Commissioner McCants Absent  
Commissioner McKee Yes  
Commissioner McKenzie Yes  
Commissioner Sobharam Yes  
Commissioner Williams Yes  
Chairman DeMarino Yes

Commissioner Sobharam motioned to adopt Resolution 2014-12-10-2 to approve the payment of certain project costs. Commissioner McKee seconded the motion. The motion carried forth as follows:

Roll Call Vote: Commissioner Chalet Yes  
Commissioner McCants Absent  
Commissioner McKee Yes  
Commissioner McKenzie Yes  
Commissioner Sobharam Yes  
Commissioner Williams Yes  
Chairman DeMarino Yes

Commissioner McCants joined the meeting by phone at 7:14 P.M.

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Commissioner Williams motioned to adopt Resolution 2014-12-10-3 approving an amendment to the MCP Parking Agreement and Lease to initially move residents from the MCP Project from the Lower Royal Lot to the State Street Lot, and to provide that the Authority will not utilize the Upper Royal Lot to serve the residential component of the MCP Project. Commissioner McKee seconded the motion. Chairman DeMarino stated that spots in the State Street Lot are needed for public use in connection with the Library, and he does not think the parking spaces in this lot can also accommodate the MCP Project residents. He also stated that he does not think the Authority should limit itself because it could set a difficult precedent. Commissioner Williams stated that the MCP residents will not get reserved spots, but will get stickers that allow them to park there. She also noted that this is a shared parking scenario where professionals will not be using the spaces when the post-school demand is highest in the State Street Lot and she believes there will not be a big impact on the lot. Commissioner McCants questioned when there might be parking conflict. Chairman DeMarino stated that there might be such a conflict at nights and on weekends and, as noted before, he is also concerned about setting this kind of precedent. Mr. Domenick reiterated that there will not be reserved parking spots and the Authority can shift parkers around if necessary.

The motion carried forth as follows:

Roll Call Vote:	Commissioner Chalet	Yes
	Commissioner McCants	Yes
	Commissioner McKee	Yes
	Commissioner McKenzie	Yes
	Commissioner Sobharam	No
	Commissioner Williams	Yes
	Chairman DeMarino	No

Commissioner Sobharam motioned to adopt Resolution 2014-12-10-4 approving an amendment to the Office Lease between the Authority and BCUR for space within the retail component of the redevelopment project. Commissioner McKenzie seconded the motion. This will lead to a new configuration than originally contemplated and the resulting space is 1,093 square feet, which the Authority will fit-out as desired. The motion carried forth as follows:

Roll Call Vote:	Commissioner Chalet	Yes
	Commissioner McCants	Yes
	Commissioner McKee	Yes
	Commissioner McKenzie	Yes
	Commissioner Sobharam	Yes
	Commissioner Williams	Yes
	Chairman DeMarino	Yes

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Mr. Domenick advised that AvalonBay/BCUR should have the first building on Block 228 completed and have residents/tenants in by May 1, 2015 or so.

Mr. Domenick explained that AvalonBay was supposed to have begun making payments for parking permits in the Parking Garage on September 1, 2014, but they have not. He explained that AvalonBay does not believe they are required to make payments at this time. Mr. Domenick advised that he discussed with AvalonBay the possibility of them making a financial contribution to the renovation of the Bloomfield Train Station, possibly in lieu of making the permit payments at this time. AvalonBay, however, would not make a proposal for a payment at this time. He will keep the Commissioners apprised of progress on this issue.

Mr. Domenick noted that the Parking Garage is dirty and it will be important keep on top of maintaining the garage. For example, the steps need to be power-washed.

Mr. Domenick stated that the Authority is still working with a group on a Request for Expressions of Interest in connection with the redevelopment of the Farrand Street Lot and surrounding area, and that he will circulate the draft RFEI to the Commissioners.

Mr. Domenick discussed the need to upgrade the operating equipment in the Parking Garage. Equipment will allow the Parking Garage to be monitored on a 24/7 basis, even though not staffed all the time. For example, late at night if someone cannot access the Parking Garage an alert would be sent by phone to the Mr. Domenick, the Maintenance Supervisor, Enforcement Supervisor and Gianella. There are no cameras installed covering the gate. Mr. Domenick obtained a proposal from Precision Technology Solutions to provide intercom system equipment allowing for off-site communication and access control, and extra proximity access cards for the Parking Garage. The proposal also includes a service contract for the equipment, on an annual basis, for the next 10 years. This is in addition to the PARCS equipment, for which funds have already been set aside.

The Commissioners questioned whether the service contract could last for 10 years. The proposed escalation for the 10 year period also seems high. Chairman DeMarino noted that the Authority could possibly spend more on the service contract over time than it would spend on service calls.

Mr. Domenick noted that the equipment could be installed in January and he would recommend an option for 2 years for the service contract.

Commissioner Sobharam motioned to adopt Resolution 2014-12-10-5 to approve the contract with Precision Technology Solutions for a Phone Based Intercom System (\$5,558.36) plus 200 proximity cards (\$650.00) as outlined in the September 26, 2014 proposal from Precision. Chairman DeMarino seconded the motion. The motion carried.

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forth as follows:

Roll Call Vote:	Commissioner Chalet	Yes
	Commissioner McCants	Yes
	Commissioner McKee	Yes
	Commissioner McKenzie	Yes
	Commissioner Sobharam	Yes
	Commissioner Williams	Yes
	Chairman DeMarino	Yes

Mr. Domenick also recommended that the Authority purchase new Pay and Display Machines and ultimately phase-out the parking meters. He obtained a proposal from Precision for such machines. He noted that the proposed 2015 Budget includes \$150,000 for pay stations. Counsel McManimon noted that the Authority could not purchase more than two such machines without a public bidding process because of their cost - \$9,950 per unit. Mr. Domenick recommended that the Authority approve the purchase of 2 machines and he will assess the need to purchase more. If the Authority determines to purchase more machines, it will prepare bid documents and go out to public bid.

Commissioner Sobharam motioned to adopt Resolution 2014-12-10-6 to approve the purchase of 2 Pay and Display Machines from Precision Technology Solutions at a cost of \$9,950 per unit, plus \$780 per unit for Connectivity and Hosting Service Fees for 3 years each, per the Precision proposal dated October 27, 2014. Commissioner McKee seconded the motion. The motion carried forth as follows:

Roll Call Vote:	Commissioner Chalet	Yes
	Commissioner McCants	Yes
	Commissioner McKee	Yes
	Commissioner McKenzie	Yes
	Commissioner Sobharam	Yes
	Commissioner Williams	Yes
	Chairman DeMarino	Yes

It was pointed out that the October 27, 2014 proposal provides that the warranty will be for 1 year. Mr. Domenick stated, however, that he specified 3 years and he will follow up with Precision. Commissioner McKee also stated that Mr. Domenick should confirm that the machines can connect with the wireless network, as there have been connectivity problems with other, similar machines.

Mr. Domenick recommended that the Authority consider hiring an Operations Manager to run the day-to-day activities. The proposed 2015 Budget allows for this and Mr. Domenick noted that he has been considering certain individuals, although he

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believed the commissioners preferred that the Authority hire a Bloomfield resident, which would limit its options. The Commissioners said they do not think residency should be required – they would prefer to hire someone local, but not necessary a Bloomfield resident. Such an employee does not need a significant amount of parking experience, but should have operating/management experience.

Mr. Domenick has a rough job description for the position, although the title could be whatever the Authority wants it to be. Chairman DeMarino suggested the title of “General Manager”. Mr. Domenick stated that such a manager could ultimately replace him with Gianella possibly taking over managerial duties at that time.

The commissioners noted that they already gave Mr. Domenick the authority to hire such an employee, and directed him to give preference to local people. The salary range is accounted for in the proposed 2015 Budget. Mr. Domenick will advertise for the position and bring someone on board as soon as possible.

The Commissioners asked about employee evaluations. Mr. Domenick stated that he would perform employee evaluations and the Board does not have to evaluate him.

Ramesh Chopra from Edge Business Allianz discussed the highlights of the proposed 2015 Budget. Chairman DeMarino noted that the State Health Benefits will go up at least 10%, so Mr. Chopra will increase the fringe benefits amount to account for that.

Commissioner Sobharam motioned to adopt Resolution 2014-12-10-7 to introduce the Fiscal Year 2015 Budget. Commissioner McCants seconded the motion. The motion carried forth as follows:

Roll Call Vote:	Commissioner Chalet	Absent
	Commissioner McCants	Yes
	Commissioner McKee	Yes
	Commissioner McKenzie	Yes
	Commissioner Sobharam	Yes
	Commissioner Williams	Yes
	Chairman DeMarino	Yes

Commissioner McCants motioned to adopt Resolution 2014-12-10-8 to request Division of Local Government Services’ approval to introduce a budget late. Chairman DeMarino seconded the motion. The motion carried forth as follows:

Roll Call Vote:	Commissioner Chalet	Absent
	Commissioner McCants	Yes
	Commissioner McKee	Yes
	Commissioner McKenzie	Yes

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Commissioner Sobharam	Yes
Commissioner Williams	Yes
Chairman DeMarino	Yes

Commissioner Sobharam motioned to adjourn the meeting. Commissioner McCants seconded the motion. The motion was unanimously approved by all Commissioners present.

The meeting adjourned at 9:20 P.M.