

**PARKING AUTHORITY—CITY OF RAHWAY
MINUTES OF THE REGULAR MEETING OCTOBER 6th, 2015**

Chairman Walker called the meeting to order at 6:35 PM.

Roll Call:

Commissioners:

Present: Walker, Kabel, and Fishinger.

Absent: Kennedy

Vacant: 1 Commissioner

Bier- Executive Director/Attorney

Bart- Secretary

Commissioner Walker announced that notice of this meeting has been posted and advertised in accordance with the Open Public Meetings Act (Sunshine Law).

HEARING OF THE PUBLIC

None

CHAIRMAN'S REPORT

None.

34-15 MOTION TO APPROVE THE MINUTES OF THE MEETING OF JUNE 2, 2015.

Motion made by: Commissioner Kabel

Seconded by: Commissioner Fishinger

Commissioner Vote:

Ayes: (3) Fishinger, Kabel, Walker

Nays :(0) None

Absent :(1) Kennedy

Vacant: (1) One Commissioner

ACCOUNTANT

Commissioners reviewed Authority financial statements as of August 31, 2015. Mr. Bart discussed the significant revenue and expense variances (budget to actual) for the eight months of 2015. Mr. Bart stated that the December 31, 2014 audit has been completed, and each commissioner has a copy to review. The commissioners will have to pass a resolution accepting the report and any findings, and sign an affidavit stating they have reviewed the report and any findings. The resolution will be sent to the Department of Community Affairs, Division of Local Government Services.

Also for review and approval for this evening's meeting is a preliminary 2016 budget, which once approved, has to be sent to the DCA DLGS for approval. Mr. Bier will expand on both the audit as well as the budget in his executive director's report.

ATTORNEY/EXECUTIVE DIRECTOR

Leonard T Bier –Executive Director

Audit FYE 2104

- Parking Authority received an Unqualified Final Audit for the FYE 2014
- Only Finding of the Auditors was the fact that the Authority was not able in all instances to deposit collected cash receipts in the bank within the 48 timeframe required by the State of NJ
- Cash receipts are counted immediately by RPA staff. Authority staff maintains a cash receipts journal for all classifications of revenue; meters, pay-stations and permits. Funds are reconciled daily and placed in numbered/sealed bank deposit bags until deposited in the bank.

Financials

- 2015 YTD Revenue is \$21,126 above Budget
- 2015 YTD Revenue is \$60,309 above 2014 Actual Revenue
- Ticket Revenue is -\$12,580 below Budget & -\$4,460 below 2014
- Meter Revenue is -\$6,298 below Budget & -\$6,654 below 2014.
- Lot Permit Revenue is \$9,585 above Budget and \$21,562 above 2014
- Deck Revenue is \$23,110 over Budget and \$27,294 above 2014
- Operating Expenses are under Budget

Garage: Maintenance, Repairs and Restoration

- TH Engineer, Chris Grey solicited 3 price quotes for the repair of the Lewis Street Sidewalk. Marrv Waterproofing was the lowest bidder at \$13,750.
- Garage basement sump pump has been repaired and new discharge pipe has been installed.

Parking Permits

- Recommended that Parking Permit Rates for some of the Parking Lots and On-Street Parking Permit Zones be adjusted for December 1, 2015 as follows:
River Place from \$50 to \$75, Post Office \$50 to \$60, Main & Elizabeth \$50 to \$60.
- H-Lot, F-Lot, Triangle and YMCA Lot rates remain the same.

2016 Budget

- Recommended that the Operating Budget for 2016 be the same as 2015
- Executive Director and Accountant will review 2015 YTD Revenues and project Revenues for the 2016 Budget
- Executive Director and Accountant will review and project 2016 and 5 Year Capital Budgets based on planned Capital Projects
- Executive Director requested that the Commissioner adopt the 2016 Salary and Wage Schedule as presented.

2nd Floor Office

- Commissioners requested that the Executive Director evaluate listing the vacant 2nd floor office with a Real Estate Broker.

Parking Lots

- Executive Director requested that the Commissioners approve the purchase of a new IPS brand Pay-Station for the River Place parking lot.
- 2 Quotes were solicited for the purchase, at a base price, delivered, installed
- Digital brand with 1 year warranty: \$8,960, is on the Cranford Police Coop
- IPS which was quoted at \$6,845. The IPS Pay-Station will be both Solar Powered and 120 volt electric, hard wired.
- In addition to the IPS Pay-Station, RPA will purchase roll paper and spare parts.

Vehicles

- All Authority vehicles now have RPA permanent ID and logos on the exterior front doors and rear of the vehicles as requested by Commissioner Kabel.

Environmental

- Phase 1 Environmental and Preliminary Assessment for 804 Leesville Avenue is complete and clear.
- Phase 1 Environmental and Preliminary Assessment for 107 Monroe Street is complete and requires Phase 2; GPR, soil borings and testing.
- Impact Environmental and Whitestone submitted Proposals for Phase 2 services
- Impact Environmental had the lower price for Professional Services in the amount of \$9,495.

**35-15 Motion: TO APPROVE PAYMENT OF BILLS TOTALING \$ 58,519.18
(SEE ATTACHED LIST)**

Motion made by: Commissioner Kabel
Seconded by: Commissioner Fishinger

Commissioner Vote:

Ayes: (3) Fishinger, Kabel, Walker
Nays :(0) None
Absent :(1) Kennedy
Vacant: (1) One Commissioner

**36-15 Motion: TO AUTHORIZE PARKING LOT AND ON-STREET PARKING
PERMIT ZONES RATE ADJUSTEMENTS FOR DECEMBER 1, 2015 AS FOLLOWS:
RIVER PLACE FROM \$50 TO \$75, POST OFFICE \$50 TO \$60, MAIN & ELIZABETH
\$50 TO \$60.**

Motion made by: Commissioner Fishinger
Seconded by: Commissioner Kabel

Commissioner Vote:

Ayes: (3) Fishinger, Kabel, Walker
Nays :(0) None
Absent :(1) Kennedy
Vacant: (1) One Commissioner

**37-15 Motion: TO ACCEPT THE COMPETITIVE QUOTATION OF MAARV TO
REPAIR THE LEWIS STREET SIDEWALK IN THE AMOUNT OF \$13,750.**

Motion made by: Commissioner Walker
Seconded by: Commissioner Kabel

Commissioner Vote:

Ayes: (3) Fishinger, Kabel, Walker
Nays :(0) None
Absent :(1) Kennedy
Vacant: (1) One Commissioner

**38-15 Motion: TO ACCEPT THE DECEMBER 31, 2014 AUDIT PREPARED BY
LERCH, VINCI & HIGGINS, LLP**

Motion made by: Commissioner Fishinger
Seconded by: Commissioner Kabel

Commissioner Vote:

Ayes: (3) Fishinger, Kabel, Walker
Nays :(0) None
Absent :(1) Kennedy
Vacant: (1) One Commissioner

39-15 Motion: TO AUTHORIZE, A NON-FAIR OPEN PROFESSIONAL SERVICES, CONTRACT FOR THE PHASE II ENVIRONMENTAL SERVICES FOR 107 MONROE STREET TO IMPACT ENVIRONMENTAL FOR AN AMOUNT NOT TO EXCEED \$10,500

Motion made by: Commissioner Fishinger

Seconded by: Commissioner Walker

Commissioner Vote:

Ayes: (3) Fishinger, Kabel, Walker

Nays : (0) None

Absent :(1) Kennedy

Vacant: (1) One Commissioner

40-15 Motion: TO PURCHASE A MULTI SPACE PAY STATION, ALONG WITH SPARE PARTS AND ROLL PAPER FROM IPS GROUP FOR AN AMOUNT NOT TO EXCEED \$9,500.

Motion made by: Commissioner Kabel

Seconded by: Commissioner Fishinger

Commissioner Vote:

Ayes: (3) Fishinger, Kabel, Walker

Nays : (0) None

Absent :(1) Kennedy

Vacant: (1) One Commissioner

41-15 Motion: TO ACCEPT THE 2016 SALARY & WAGE SCHEDULE FOR RPA STAFF.

Motion made by: Commissioner Fishinger

Seconded by: Commissioner Kabel

Commissioner Vote:

Ayes: (3) Fishinger, Kabel, Walker

Nays : (0) None

Absent :(1) Kennedy

Vacant: (1) One Commissioner

44-14 Motion: TO APPROVE THE 2016 PRELIMINARY OPERATING BUDGET CALLING FOR REVENUES OF \$1,646,236.00 AND EXPENDITURES OF \$1,485,631.

Motion made by: Commissioner Kabel

Seconded by: Commissioner Walker

Commissioner Vote:

Ayes: (4) Fishinger, Kabel, Walker

Nays : (0) None

Absent :(1) Kennedy

Vacant: (1) One Commissioner

SIGNIFICANT COMMUNICATIONS

None

OLD BUSINESS

None

NEW BUSINESS:

None.

COMMISSIONER COMMENTS

Commissioner Kabel advised the Board that the incoming arrows in the garage are starting to fade. He recommended that staff repaint the directional arrows on the garage pavement.

Executive Director advised the Commissioner that staff would repaint the directional arrows.

Commissioner Kabel reported that he sent an e-mail to the mayor requesting that a fifth commissioner be appointed to the Parking Authority, to fill the current vacancy.

Meeting Adjourned at 7:35 PM
Michael R. Bart, CPA
Recording Secretary