

**PARKING AUTHORITY—CITY OF RAHWAY
MINUTES OF THE REGULAR MEETING
FEBRUARY 7, 2017**

Chairman Walker called the meeting to order at 6:30 PM.

Roll Call:

Commissioners:

Present: (3) Walker, Kabel, Kennedy

Absent: (1) Flynn

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

Chairman Walker reported that due to the misplacement of Authority mail at the U.S. Postal facility in Rahway, checks mailed after the January meeting were not delivered in a timely manner to payees. Many vendors have not received payment as of this evening's Board Meeting. Staff has been reached out to all the effected vendors to determine whether they have received payment or The staff recommends that bills be approved but payment be held until it is determined which vendors still have not received payment from last month and for which double payments may have to issue from the Authority. Staff will file a complaint with the Post Office Inspector General to investigate. Staff will report back to the Commissioners at the next Board meeting.

MEETING MINUTES JANUARY 3 1, 2016

**16-17 Motion: TO APPROVE THE MINUTES OF THE ORGANIZATIONAL AND
REGULAR MEETING OF JANUARY 3, 2017**

Motion made by: Commissioner Kabel

Seconded by: Commissioner Walker

Commissioner Vote:

Ayes: (3) Walker, Kabel, Kennedy

Nays: (0) None

Absent (1) Flynn

Vacant (1) Commissioner

ACCOUNTANT

Commissioners reviewed Authority financial statements as of December 31, 2016, Mr. Bart reported that earnings were ahead of budget through the twelve months of 2016 by \$56,400. Expenses were below budget by \$292,175 for the same twelve-month period.

Mr. Bart and Ms. Mohwinkel will now prepare the Authority's records for the 2016 year end audit.

ATTORNEY/EXECUTIVE DIRECTOR

Leonard T Bier –RPA Executive Director Report: January 2017

Mr. Bier discussed the various 2016 revenue variances with the Board.

Mr. Bier advised the Board of the status of the ongoing environmental remediation and testing at 107 Monroe Street and 804 Leesville Avenue. Ground water testing at 107 Monroe has met NJDEP standards on first and second tests. Impact Environmental will file the necessary paperwork with the NJDEP to close the monitoring wells and to receive a positive Remedial Action Outcome (RAO) from the NJDEP.

Monitoring wells at 804 Leesville need to be closed before Whitestone Environmental can apply for a RAO for this property. Will get a proposal to terminate the monitoring wells. All soils with mixed debris have been removed from Leesville Avenue and disposed of at the appropriate licensed facility.

Mr. Bier discussed with the Commissioners the Authority's intent to continue its real estate acquisition program to secure additional parking lots. Mr. Bier recommended that the Board approve the appointment of the DeCotis Law Firm and Michael Ash, Esq. as special real estate counsel to the Authority, for this purpose.

Mr. Bier reported that Commissioner Kabel brought to his attention deficiencies and issues related to the Authority's website. Mr. Bier reported that he and staff were aware of the problems and had been pursuing a remedy. Mr. Bier recommended the Authority retain and appoint a firm to redesign the Authority's website. He solicited 2 competitive quotations for the redesign of the Authority's website; Data Diamonds the current vendor and ADS located in Rahway on Main Street. Mr. Bier recommended ADS, the lowest responsible and responsive vendor to redesign the website, perform annual maintenance services and provide secure hosting, PCI compliance for ecommerce and data storage of the website as part of the annual maintenance fee. ADS's fee proposal for website redesign is \$3,000.

MOTIONS:

17-17 Motion: TO APPOINT THE DECOTIS LAW FIRM AS SPECIAL REAL ESTATE COUNSEL TO THE AUTHORITY FOR 2017

Motion made by: Commissioner Walker

Seconded by: Commissioner Kabel

Commissioner Vote:

Ayes: (3) Walker, Kabel, Kennedy

Nays: (0) None

Absent (1) Flynn

Vacant (1) Commissioner

18-17 Motion: TO APPOINT ADS, INC TO REDESIGN THE AUTHORITY'S WEBSITE, FOR AN AMOUNT NOT TO EXCEED \$3,000, AS PER THEIR PROPOSAL.

Motion made by: Commissioner Walker

Seconded by: Commissioner Kabel

Commissioner Vote:

Ayes: (3) Walker, Kabel, Kennedy

Nays: (0) None

Absent (1) Flynn

Vacant (1) Commissioner

SIGNIFICANT COMMUNICATIONS

None

OLD BUSINESS

None

NEW BUSINESS

Mr. Bier reported that the Mayor of Rahway is in the process of selecting and recommending to the City Council the appointment of a fifth Board Commissioner to the Authority.

COMMISSIONER COMMENTS

None

Meeting Adjourned at 7:15 PM

Michael R. Bart, CPA

Recording Secretary