

**PARKING AUTHORITY—CITY OF RAHWAY
MINUTES OF THE REGULAR MEETING
SEPTEMBER 5, 2017**

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

Roll Call:

Commissioners:

Present: (3) Walker, Kennedy, Flynn

Absent: (1) Kabel

Vacant: (1) Commissioner

Bier- Executive Director/Attorney

Bart- Secretary

Hon. Samson Steinman-Mayor, City of Rahway

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

MEETING MINUTES JULY 20, 2017

35-17 Motion: TO APPROVE THE MINUTES OF THE REGULAR MEETING OF JULY 20, 2017

Motion made by: Commissioner Kennedy

Seconded by: Commissioner Flynn

Commissioner Vote:

Ayes: (3) Walker, Kennedy, Flynn

Nays: (0) None

Absent (1) Kabel

Vacant (1) Commissioner

ACCOUNTANT

Commissioners reviewed Authority financial statements as of July 31, 2017, Mr. Bart reported that that actual revenue and expense are more favorably to budget than reported. The unfavorable variance in deck revenues is a result of a problem with the Amano software which manages parking deck monthly automatic customer credit card transactions. The problem is as a result of a software upgrade by Amano and is affecting all of their parking garage operators. No revenue will be lost due to the software problem. Staff is manually processing credit card transactions. However the lag between automatic and manual credit card transactions is affecting the accuracy of the RPA's Monthly Financial Statements.

ATTORNEY/EXECUTIVE DIRECTOR

Leonard T Bier –RPA Executive Director Report: August 2017

Mr. Bier commented on certain variances within the financial statements to date. Salaries year to date show a slight unfavorable variance due to one of the Authority’s full-time employees being out on disability, causing an increase in overtime being paid to existing staff to provide shift coverage.

Mr. Bier reported that the computer software problem with the Amano billing system for the deck has been reported to the software company and they are in the process of developing a software fix.

Mr. Bier requested that the Commissioners authorize the purchase of 2 new pay stations, for River Place and Library Parking Lots. A motion is on the agenda for approval of competitive quotations.

Mr. Bier reported that the Authority solicited and received two competitive quotations for insurance coverage for the insurance year 2017/2018. A motion on the agenda to approve the proposal received from Bordon Pearlman, the lowest qualified competitive quotation.

MOTIONS:

36-17 Motion: TO APPROVE PAYMENT OF BILLS TOTALING \$45,093.38 DATED SEPTEMBER 5, 2017 (SEE ATTACHED LIST)

Motion made by: Commissioner Walker

Seconded by: Commissioner Flynn

Commissioner Vote:

Ayes: (3) Walker, Flynn Kennedy

Nays: (0) None

Absent (1) Kabel

Vacant (1) One

37-17 Motion: TO AWARD A CONTRACT TO BORDEN PERLMAN FOR INSURANCE COVERAGE FOR THE 2017/2018 INSURANCE YEAR BASED ON COMPETITIVE QUOTATIONS.

Motion made by: Commissioner Walker

Seconded by: Commissioner Flynn

Commissioner Vote:

Ayes: (3) Walker, Kennedy, Flynn

Nays: (0) None

Absent (1) Kabel

Vacant (1) Commissioner

38-17 Motion: TO APPROVE THE PURCHASE OF TWO PAY STATIONS FROM McKAY METERS FOR AN AMOUNT NOT TO EXCEED \$5,150 APIECE, BASED ON COMPETITIVE QUOTATIONS

Motion made by: Commissioner Walker

Seconded by: Commissioner Flynn

Commissioner Vote:

Ayes: (3) Walker, Kennedy, Flynn

Nays: (0) None

Absent (1) Kabel

Vacant (1) Commissioner

SIGNIFICANT COMMUNICATIONS

None

OLD BUSINESS

None

NEW BUSINESS

None

COMMISSIONER COMMENTS

None

PUBLIC COMMENTS

Mayor Steinman thanked the Parking Authority's staff for the excellent work they do servicing the City's residents, visitors and commuters.

Mayor advised the Commissioners that a benefit concert for the victims of hurricane Harvey will be held on October 2, 2017 at the Union County Performing Arts Center and would appreciate any assistance that the Parking Authority could provide.

Mayor asked if the Authority had backup generators in case of emergencies. Mr. Bier responded that the Authority owned 2 small generators. Police Department has loaned the Parking Authority a larger portable diesel generator.

Mayor stated that a new Commissioner for the Authority will be appointed by the City Council hopefully for the next scheduled Authority meeting in October.

Meeting Adjourned at 7:35 PM

Michael R. Bart, CPA

Recording Secretary