

**PARKING AUTHORITY—CITY OF RAHWAY
MINUTES OF THE REGULAR MEETING
October 3, 2017**

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

Roll Call:

Commissioners:

Present: (3) Walker, Kabel, Flynn

Absent: (1) 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

MEETING MINUTES JULY 20, 2017

**39-17 Motion: TO APPROVE THE MINUTES OF THE REGULAR MEETING OF
SEPTEMBER 5, 2017**

Motion made by: Commissioner Flynn

Seconded by: Commissioner Walker

Abstained by: Commissioner Kabel

Commissioner Vote:

Ayes: (2) Walker, Flynn

Nays: (0) None

Absent (1) Kennedy

Vacant (1) Commissioner

ACCOUNTANT

Commissioners reviewed Authority financial statements as of August 31, 2017. Mr. Bart reported that actual revenue exceeded 2017 budget. 2017 expenses remain favorable to budget. The unfavorable variance in parking deck revenues in the Monthly Financial Report is related to the problem with the garage's Amano software. Mr. Bart and Mr. Bier assured the Commissioners that no revenue has been lost due to the software problem. Staff is manually processing garage monthly parker credit card transactions. Mr. Bart advised the Commissioners that the Authority needs to adopt a preliminary operating and capital budget for the 2018 Calendar Year.

ATTORNEY/EXECUTIVE DIRECTOR

Leonard T Bier –RPA Executive Director Report: October 2017

Mr. Bier reported that the mayor had nominated a person for the vacant Authority commissioner position. The appointment is pending formal approval by the city council.

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. Commissioner

Commissioner Kabel commented that he, as a monthly parking customer, has begun receiving invoices and automatic charges again from the Amano software system.

Mr. Bier reported that the hotel in the Skyview building, will be re-opening as the Watt Hotel towards the end of November. Negotiations with hotel management to provide for their parking needs are in process.

Mr. Bier reported that the Authority is required to adopt a preliminary 2018 operating and capital budget. Based upon discussions with Mr. Bart and a review of operating results thus far in 2017, the Authority will budget for a 3% increase in operating expense, primarily because of salary increases. Operating revenue is budgeted to increase \$25,000. The capital budget is projected to be \$2,000,000, with 1,500,000 coming from Project Notes previously approved by the NJ Local Finance Board.

Mr. Bier reported he is in the process of ordering the MacKay pay-stations he was authorized to purchase at the last Board Meeting for the River Place and Library parking lots.

MOTIONS:

40-17 Motion: TO APPROVE PAYMENT OF BILLS TOTALING \$44,442,25 DATED OCTOBER 3, 2017 (SEE ATTACHED LIST)

Motion made by: Commissioner Kabel

Seconded by: Commissioner Walker

Commissioner Vote:

Ayes: (3) Walker, Flynn, Kabel

Nays: (0) None

Absent (1) Kennedy

Vacant (1) One

41-17 Motion: TO APPROVE THE SUBMISSION TO THE NJDCA FOR APPROVAL, A PRELIMINARY 2018 OPERATING BUDGET CALLING FOR \$1,731,232 IN OPERATING REVENUES, \$1,545,636 IN OPERATING EXPENSES; AND A CAPITAL BUDGET OF \$2,000,000.

Motion made by: Commissioner Walker

Seconded by: Commissioner Kabel

Commissioner Vote:

Ayes: (3) Walker, Kabel, Flynn

Nays: (0) None

Absent (1) Kennedy

Vacant (1) Commissioner

SIGNIFICANT COMMUNICATIONS

None

OLD BUSINESS

None

NEW BUSINESS

None

COMMISSIONER COMMENTS

Commissioner Flynn asked about the possibility of the Authority acquiring a larger diesel generator of its own for the garage.

Mr. Bier responded that the police department has provided the Authority with a surplus military diesel generator. The Authority cannot purchase a natural gas-powered generators due to the fact that there is no gas supply line into the garage and it would be costly to install one now.

PUBLIC COMMENTS

Meeting Adjourned at 7:35 PM

Michael R. Bart, CPA

Recording Secretary