

**MINUTES OF THE REGULAR MEETING OF THE PARKING AUTHORITY OF THE TOWN OF MORRISTOWN, HELD TUESDAY, MAY 15, 2012, AT THE OFFICES OF THE PARKING AUTHORITY, 14 MAPLE AVENUE, SUITE 101, MORRISTOWN, NEW JERSEY, AT 6:00 P.M. PREVAILING TIME**

The meeting was called to order by Chairperson Garibian, who read the Statement re: Open Public Meetings Act then announced that "Notice of this meeting was provided in accordance with a Resolution adopted by the Board of Commissioners of the Parking Authority of the Town of Morristown, New Jersey at the Reorganization Meeting on January 3, 2012, setting forth the time, date and location of each meeting. A copy of the Resolution was distributed to The Daily Record and The Star Ledger, filed with the Executive Director of the Parking Authority, posted on the Bulletin Board at the Parking Authority Office building and mailed to any person who has requested and prepaid the established fee for such mailing".

Present: Chairperson Garibian and Commissioners Brady and Lucia

Also Present: George Fiore, Executive Director, Patrick W. Geary, Operations Manager, Robert S. Goldsmith, Esq.

Absent: Commissioners Elms and Gervasio

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At this point, the Executive Director presented the Minutes of the April 17, 2012 Regular Meeting. On motion of Chairperson Garibian, seconded by Commissioner Lucia, the Minutes were approved.

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The following communications were presented for the record:

Under date of April 18, 2012

To: Mr. Matthew Stechauner, Town Clerk  
Town of Morristown  
From: George Fiore, Executive Director

Correspondence in accordance with *N.J.S. 40A:9-22.1 et set*. The Local Government Ethics Law, providing the required Financial Disclosure Statement(s) for year 2012 for Parking Authority Officers. On motion of Commissioner Lucia, seconded by Commissioner Brady, the letter was accepted for file.

Under date of April 16, 2012

To: George Fiore, Executive Director  
From: Peter LaCanfora

Correspondence acknowledging letter he received from the Parking Authority regarding the Speedwell redevelopment project and agreeing with the Morristown Parking Authority's consultant. He states there is no pressing need at this time to sell the property but feels eventually he will have to do so. Advises there has been an ongoing relationship with the Parking Authority since 1978. Approached the Board of Commissioners previously and was thought there was no interest at that time to acquire the property. Posed the question to the Board of Commissioners and the consultant what would be a fair price for the corner. On motion of Commissioner Lucia, seconded by Commissioner Brady, the letter was accepted for file.

Under date of April 16, 2012

To: Peter LaCanfora  
From: George Fiore, Executive Director

Correspondence acknowledging receipt of Mr. LaCanfora's letter dated April 16, 2012 and also the fact that the Board of Commissioners will give it consideration in the near future. On motion of Commissioner Lucia, seconded by Commissioner Brady, the letter was accepted for file.

Under date of April 18, 2012

To: Hon. Timothy P. Dougherty, Mayor  
Town of Morristown  
From: Chairperson Leon Garibian

Correspondence enclosing the Parking Authority's check which represents their contribution to the Town of Morristown. This is in addition to the Parking Authority assuming responsibility for enforcement of prohibited parking within residential neighborhoods to not only improve the quality of life in those residential neighborhoods but to also create a recurring enhanced revenue stream to the Town of Morristown on an efficient, cost-effective basis. On motion of Commissioner Lucia, seconded by Chairperson Garibian, the letter was accepted for file.

Under date of April 20, 2012

To: Contributor  
From: Timothy P. Dougherty

Correspondence thanking the Contributor for their contribution to the Morristown Jazz Festival that was held on August 20, 2011. The letter also encloses the 2012 Brochure and notes they are still seeking contributions for the 2012 Morristown Jazz and Blue's Festival to be held on August 18, 2012. On motion of Commissioner Lucia, seconded by Commissioner Brady, the letter was accepted for file.

Under date of April 18, 2012

To: Joan M. DiMarco, Managing Director  
PFM Asset Management, LLC  
From: George Fiore, Executive Director

Correspondence enclosing a fully executed and revised copy of PFMAM's engagement letter. The revisions noted was that the Board of Commissioners have determined not to contract for any services in connection with the Series 2011. Accordingly, under Exhibit A, Item 4 (2011) has been crossed out and initialed and placed under Exhibit B to indicate same. On motion of Commissioner Lucia, seconded by Commissioner Brady, the letter was accepted for file.

Under date of April 18, 2012

To: State of New Jersey  
From: George Fiore, Executive Director

The Executive Director noted that some minor modifications were changed based upon discussions with representatives with the State Health Benefits Plan but his expectation was that there would be an annual savings of approximately \$24,000 maintaining an excellent plan for MPA employees. On motion of Commissioner Lucia, seconded by Commissioner Brady, the letter was accepted for file.

Under date of May 4, 2012

To: Mr. Christopher P. Lowry  
From: George Fiore, Executive Director

Correspondence enclosing revised copies of Resolution Numbers 30-2012 and 31-2012. On motion of Commissioner Lucia, seconded by Commissioner Brady, the letter was accepted for file.

Under date of May 2012

To: MPA Associates  
From: George Fiore, Executive Director

Memorandum asking MPA Associates to disregard prior memorandum dated April 26, 2012. The memorandum advising the Parking Authority of the Town of Morristown has healthcare insurance under Oxford Health Plans and that the premiums have increased significantly. This year's premium increase is approximately 15%. The memorandum also states that Christopher Lowry of Horizon will be meeting all eligible Parking Authority associates to answer any and all questions. On motion of Commissioner Lucia, seconded by Commissioner Brady, the memorandum was accepted for file.

Under date of April 18, 2012

To: Ms. Dawn Curto  
From: George Fiore, Executive Director

Correspondence enclosing Morristown Parking Authority's check representing payment of parking income due January, February and March 2012. On motion of Commissioner Lucia, seconded by Commissioner Brady, the letter was accepted for file.

Under date of April 20, 2012

To: Morristown Parking Authority  
From: Jessica F. Battaglia, Esq.

Notice of Hearing to Property Owners by Applicant South Street Theater Co., Inc. seeking major site plan approval to construct a one story bathroom wing, a box office wing and an elevator for the existing Morristown Community Theater. On motion of Commissioner Lucia, seconded by Commissioner Brady, the Notice was accepted for file.

Under date of April 21, 2012

To: George Fiore, Executive Director  
Robert S. Goldsmith, Esq.  
From: Paul Marshall

Correspondence advising the initial meeting with the Town and planner did not go well. The response was that the proposal did not conform to the Redevelopment Plan. The correspondence goes on to state that Marshall & Moran went back to the planner only and advised of their wish to continue the line of townhouses along Clinton Place more or less to Speedwell Avenue. The planner was enthusiastic. Marshall & Moran then met with Mr. Marchetto who will be doing an analysis as to what Marshall & Moran can develop. Marshall & Moran will keep the Parking Authority informed at each step. Marshall & Moran advise that several factors favor the larger scheme, (i) the proposed development by Mill Creek; (ii) they would add visibility to the Speedwell frontage; and (iii) land cost is favorable, improving economics. On motion of Commissioner Lucia, seconded by Commissioner Brady, the letter was accepted for file.

Under date of April 30, 2012

To: Robert S. Goldsmith, Esq.  
From: George Fiore, Executive Director

Correspondence regarding auditor's inquiry of the Morristown Parking Authority's financial statements as of December 31, 2011. On motion of Commissioner Lucia, seconded by Commissioner Brady, the letter was accepted for file.

Under date of April 30, 2012

To: VM Associates, Inc.  
From: Greenbaum Rowe Smith & Davis, LLP

Correspondence in response to the inquiry made for financial statements of the Parking Authority for the year ended December 31, 2011. On motion of Commissioner Lucia, seconded by Commissioner Brady, the letter was accepted for file.

Under date of May 3, 2012

To: MPA Associates  
From: George Fiore, Executive Director

Memorandum asking that all employees be alert and immediately report any situation that appears, or may appear suspicious and directing said employees with all necessary steps. On motion of Commissioner Lucia, seconded by Commissioner Brady, the memorandum was accepted for file.

Under date of May 7, 2012

To: Morristown Parking Authority  
From: Litwin Realty Company, LLC

Correspondence regarding the discussion of the best alternative for replacing the short-term parking being lost at the intersection of Lachawana Place and Morris Street. Further investigation will be undertaken by the Parking Authority based upon that discussion. On motion of Commissioner Lucia, seconded by Commissioner Brady, the letter was accepted for file.

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At this point, under the Report portion of the meeting, the Executive Director presented to the Board the April 2012 Monthly Enforcement Report. On motion of Commissioner Lucia, seconded by Commissioner Brady, the report was accepted for file.

The administration presented employment application of Ryan Taylor for the position of Parking Enforcement Officer to replace PEO Wade Chan who will be leaving on or about June 15, 2012. On motion of Commissioner Lucia, seconded by Chairperson Garibian, the administration was authorized to hire Ryan Taylor at the annual salary of \$27,0404 or \$13.00 per hour subject to routine criminal and background reports. The motion was carried on the following vote:

Ayes: Chairperson Garibian, Commissioners Brady and Lucia  
Nays: None  
Absent: Commissioners Elms and Gervasio

At this point, under the Report portion of the meeting, the Executive Director presented to the Board the April 2011 / 2012 Comparative Meter Revenue Report. On motion of Commissioner Lucia, seconded by Chairperson Garibian, the report was accepted for file.

At this point, under the Report portion of the meeting, the Executive Director presented to the Board the April 2011 / 2012 Comparative Cash Revenue Report. On motion of Commissioner Lucia, seconded by Chairperson Garibian, the report was accepted for file.

At this point, under the Report portion of the meeting, the Executive Director presented to the Board the April 2011 / 2012 Year-to-Date Revenue Summary. On motion of Chairperson Garibian, seconded by Commissioner Lucia, the report was accepted for file.

At this point, under the Report portion of the meeting, the Executive Director presented to the Board the April 2012 After Hours Overtime Report. Following a general discussion about hours logged by the Operations Manager and use of the incorrect form, on motion of Chairperson Garibian, seconded by Commissioner Lucia, the report was accepted for file.

At this point, under the Report portion of the meeting, the Executive Director presented the Parking Authority of the Town of Morristown a report on Examination of Financial Statements for the year ended December 31, 2011. The Executive Director noted that the financial condition of the Parking Authority was improved and it was anticipated, that while operating expenses have increased, based upon current revenue, the Parking Authority would increase revenues by approximately \$350,000 in 2012 over 2011 and further that the debt service has been reduced significantly in 2012 based upon recent refinancing. On motion of Commissioner Lucia, seconded by Commissioner Brady, the Report on Examination of Financial Statements was accepted for file.

At this point under the Report portion of the meeting Mr. Geary presented the MPA Employee Vacation Request Schedule for 2012. On motion of Chairperson Garibian, seconded by Commissioner Brady, the Report was accepted for file.

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At this point, under the Old Business portion of the meeting, the Executive Director presented the revised document entitled "What We Are About, Team Players." Chairperson Garibian commented Mr. Fiore for an excellent job.

At this point, under the Old Business portion of the meeting, Mr. Goldsmith and Mr. Fiore presented the MPA / Town Ratable Facts Sheets for the information of the Parking Authority. At this point on motion of Commissioner Brady, seconded by Commissioner Lucia, the Board moved into Executive Session.

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The following Resolutions were presented for the record:

Resolution No. 32 - 2012 - Confirming Review of Annual Audit Report for Fiscal Year Ended December 31, 2011. On motion of Commissioner Lucia, seconded by Chairperson Garibian, the Resolution was adopted on the following vote:

Ayes: Chairperson Garibian, Commissioners Brady and Lucia  
Nayes: None  
Absent: Commissioners Elms and Gervasio

Resolution No. 33 - 2012 - Authorizing Execution of an Extension of the HVAC Preventative Maintenance Services Agreement Between the Parking Authority of the Town of Morristown and Binsky and Snyder, LLC. On motion of Commissioner Lucia, seconded by Commissioner Brady, the Resolution was adopted on the following vote:

Ayes: Chairperson Garibian, Commissioners Brady and Lucia  
Nayes: None  
Absent: Commissioners Elms and Gervasio

Resolution No. 34 - 2012 - Authorizing Execution of an Extension of the HVAC Building Automation Systems Agreement Between the Parking Authority of the Town of Morristown and Johnson Controls, Inc. On motion of Chairperson Garibian, seconded by Commissioner Lucia, the Resolution was adopted on the following vote:

Ayes: Chairperson Garibian, Commissioners Brady and Lucia  
Nayes: None  
Absent: Commissioners Elms and Gervasio

Resolution No. 35 - 2012 - Operating Fund Bills. On motion of Commissioner Lucia, seconded by Chairperson Garibian, the Resolution was adopted on the following vote:

Ayes: Chairperson Garibian, Commissioners Brady and Lucia  
Nayes: None  
Absent: Commissioners Elms and Gervasio

Resolution No. 36 - 2012 - Improvement Fund Bills. On motion of Commissioner Lucia, seconded by Chairperson Garibian, the Resolution was adopted on the following vote:

Ayes: Chairperson Garibian, Commissioners Brady and Lucia  
Nayes: None  
Absent: Commissioners Elms and Gervasio

Resolution No. 37 - 2012 - Maple Avenue Construction Fund. On motion of Commissioner Lucia, seconded by Chairperson Garibian, the Resolution was adopted on the following vote:

Ayes: Chairperson Garibian, Commissioners Brady and Lucia  
Nayes: None  
Absent: Commissioners Elms and Gervasio

Resolution No. 38 - 2012 - Providing Compensation for Extraordinary Hours Worked by Morristown Parking Authority Administration Personnel. On motion of Commissioner Lucia, seconded by Chairperson Garibian, the Resolution was adopted on the following vote:

Ayes: Chairperson Garibian, Commissioners Brady and Lucia  
Nayes: None  
Absent: Commissioners Elms and Gervasio

There being no further business to be transacted, on motion of Chairperson Garibian, the meeting was held adjourned.

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George Fiore, Executive Director

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James Gervasio, Secretary

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Prepared By: Robert S. Goldsmith, Esq.