

MINUTES OF THE REGULAR MEETING OF THE PARKING AUTHORITY OF THE TOWN OF MORRISTOWN, HELD MONDAY, NOVEMBER 9, 2015 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 Brady, who 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 6, 2015, 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: Commissioners Gervasio, Stamato and Chairperson Brady

Also Present: George Fiore, Executive Director, Patrick Geary, Mark Axelrod, Assistant Director and Robert S. Goldsmith, Esq.

Absent: Commissioners Lucia and Tighe

At this point, The Executive Director presented the Minutes of the October 13, 2015 Special Meeting. On motion of Commissioner Stamato, seconded by Chairperson Brady, the Minutes were approved.

At this point, The Executive Director presented the Minutes of the Executive Session of the October 13, 2015 Special Meeting. On motion of Commissioner Stamato, seconded by Chairperson Brady, the Minutes were approved.

At this point, The Executive Director presented the Minutes of the October 13, 2015 Regular Meeting. On motion of Commissioner Stamato, seconded by Commissioner Gervasio, the Minutes were approved.

At this point, The Executive Director presented the Minutes of the Executive Session of the October 13, 2015 Regular Meeting. On motion of Commissioner Stamato, seconded by Commissioner Gervasio, the Minutes were approved.

There were no Public Comments.

There was no Mayor’s Report.

There was no Town Council Liaison’s Report.

The following communications were presented for the record:

Under date of October 15, 2015

To: Vincent Montanino
From: George Fiore, Executive Director

Letter enclosing the final draft of the 2016 Annual Budget of Operating Expenses which was introduced and approved at the MPA Board’s October 13, 2015 budget meeting. A copy of the Minutes of the Special Meeting of October 13, 2015 is also enclosed. On motion of Commissioner Gervasio, seconded by Commissioner Stamato, the letter was accepted for

file.

Under date of October 15, 2015

To: George Fiore, Executive Director
From: Vincent Montanino

Letter enclosing seven copies of the MPA's 2016 budget which was approved at its October 13, 2015 meeting. Also enclosed is the 2016 Authority Budget Transmittal Package Form to be signed. The letter states that after adoption at the MPA Board's meeting on December 1, 2015, two certified copies should be filed with the Division of Local Government Services and one copy should be filed with the municipal governing body and that two copies should be retained for the MPA's records. On motion of Commissioner Gervasio, seconded by Commissioner Stamato, the letter was accepted for file.

Under date of October 16, 2015

To: Division of Local Government Services
From: George Fiore, Executive Director

Letter enclosing two copies of the 2016 Annual Budget of the Parking Authority of the Town of Morristown. On motion of Commissioner Stamato, seconded by Commissioner Gervasio, the letter was accepted for file.

Under date of October 15, 2015

To: Mayor, Vijayant Pawar, Michael Fabrizio, Margret Brady
From: Mark Axelrod

Correspondence attaching the final copy of the solar parking meter press release as approved. Mr. Fiore advised the Board that the new credit card meters were installed between October 21 and October 23, 2015. They were thus in operation from approximately October 23rd to October 31st continuing to the present and going forward. Mr. Fiore advised the Board that there were 1,800 credit card transactions during the period from October 23 to October 31. On motion of Commissioner Gervasio, seconded by Commissioner Stamato, the letter was accepted for file.

Under date of October 22, 2015

To: Mayor
From: George Fiore, Executive Director

Correspondence advising that the MPA has been receiving positive feedback from the parking public on the solar powered credit card meters and that they especially like the look. The correspondence also expresses thank you to the Mayor for the suggestion and states that it was a great idea. On motion of Commissioner Stamato, seconded by Chairperson Brady, the letter was accepted for file.

Under date of October 6, 2015

To: George Fiore, Executive Director
From: Francis X. Regan

Correspondence to Mr. Regan from Steven Tombalakian advising that the 60 day exclusive negotiations period between MPA and Bijou will soon lapse (on or about 10/19/15). Mr. Tombalakian is requesting that the period be extended by the MPA when it next meets to allow for an additional 60 days to continue collective efforts to reach a contract. On motion of Commissioner Gervasio, seconded by Commissioner Stamato, the letter was accepted for file.

Under date of October 6, 2015

To: Greg Deal
From: Mark Axelrod

Correspondence advising of the need to schedule two training sessions for the credit card meters before they are on the street: one with the PEO's and Maintenance on their use/resetting/repair; and the other with the office staff so they can answer questions that might come in. On motion of Commissioner Gervasio, seconded by Commissioner Stamato, the letter was accepted for file.

Under date of October 6, 2015

To: Town of Morristown
From: Mark Axelrod

Correspondence advising that the MPA was contacted by the developer (Hampshire Companies) and has agreed to pay for the relocation of the residents (approx. 10) holding on street parking permits to the DeHart Street garage until the street configuration returns to normal. The correspondence states that Hampshire has hand delivered a letter to the residents of lower Market Street informing them of this and to contact the MPA to arrange for their temporary garage parking. The correspondence also states that Hampshire anticipates on or about October 7th to begin the temporary reconfiguration of lower Market Street and that the entire project may last for 9-12 months. The correspondence further states that a letter was sent from the MPA to the Town Council on October 1st requesting that a temporary handicap parking space be designated at the corner of Market and Maple to accommodate the needs of Rolando Rios, a long time property and business owner at that location as his parking location will be displaced from lower Market Street. The developer also contacted the Police Department for its traffic control assistance. On motion of Commissioner Gervasio, seconded by Chairperson Brady, the letter was accepted for file.

Under date of October 14, 2015

To: George Fiore, Executive Director
From: 11 Cattano Ave L.L.C.

Letter enclosing Parking Authority check No. 3436 in the amount of \$13,500 representing payment of parking income due July, August and September, 2015. On motion of Commissioner Gervasio, seconded by Commissioner Stamato, the letter was accepted for file.

Under date of October 16, 2015

To: Morristown Parking Authority
From: Michael Robbins

Letter requesting a letter indicating the availability of five (5) parking spaces at the DeHart Street Garage, if it's determined in the future that additional parking becomes necessary for 40 Maple Avenue, Morristown, NJ. On motion of Commissioner Gervasio, seconded by Commissioner Stamato, the letter was accepted for file.

Under date of October 20, 2015

To: Michael Robbins
From: George Fiore, Executive Director

Letter advising that at the present time the MPA can accommodate up to five (5) unreserved not designated residential parking spaces at the DeHart Garage up to and through December

31, 2015. The letter further advises that the MPA requires and is prepared to enter into a mutually acceptable Parking License Agreement. On motion of Commissioner Gervasio, seconded by Commissioner Stamato, the letter was accepted for file.

Under date of October 26, 2015

To: Daily Record
From: George Fiore, Executive Director

Correspondence requesting the attached "Request for Proposals" be published in the Legal Notice Section of the newspaper on Friday, October 30, 2015 and that an Affidavit of Publication is provided. The Executive Director advised the Board that four (4) requests for the RFP were received as of November 9, 2015. On motion of Commissioner Gervasio, seconded by Commissioner Stamato, the letter was accepted for file.

Under date of October 26, 2015

To: The Star Ledger
From: George Fiore, Executive Director

Correspondence requesting the attached "Request for Proposals" be published in the Legal Notice Section of the newspaper on Friday, October 30, 2015 and that an Affidavit of Publication is provided. The Executive Director advised the Board that four (4) requests for the RFP were received as of November 9, 2015. On motion of Commissioner Gervasio, seconded by Commissioner Stamato, the letter was accepted for file.

Under date of October 26, 2015

To: George Fiore, Executive Director
From: Daniel Roose

Letter advising that U.S. Security Associates, Inc. would be pleased to exercise an extension on its current contract and continue providing the security services to MPA. The Executive Director noted that the Division of Local Government Services regulations permit up to five (5) year extensions on contracts. Mr. Fiore advised that the MPA security services had first requested a CPI increase. Mr. Fiore rejected that request and the rate for MPA security services will be maintained for another year. Mr. Fiore advised the Board that the Parking Authority was pleased with the security services provided. On motion of Commissioner Stamato, seconded by Commissioner Gervasio, the letter was accepted for file.

Under date of October 27, 2015

To: Mayo Performing Arts Center
From: Mark Axelrod

Letter advising that MPA is willing to provide 25 monthly permits for parking for Theatre employees in Lot 8 (corner of Franklin and Elm Streets). The letter states that the 25 permits are for posted permitted spaces and/or long term metered spaces along the stockade fence on a trial basis. The letter also states that should the demand for parking increase further and can no longer accommodate the parking public, the MPA reserves the right to relocate any and all of the assigned permits to another lot and/or garage at rates to be discussed. The letter further states that assigned parkers must display their "hang tag" with the current months permit attached and that the Theatre will be sent monthly permits and invoiced with payment due upon receipt.

Mr. Fiore advised the Board that Mr. Axelrod and Mr. Geary had worked together with the Mayo Performing Arts Center to address their staff's parking needs as they had previously parked on Pine Street on property owned by the Levine family but they were recently asked to cease use of that facility. The Parking Authority, through Mr. Geary and Mr. Axelrod,

made arrangements to address the needs of the Mayo Performing Arts Center. On motion of Commissioner Stamato, seconded by Commissioner Gervasio, the letter was accepted for file.

Under date of October 28, 2015

To: George Fiore, Executive Director
From: Jeanne Prybylo

Correspondence attaching an agreement for property record outsourcing services between American Appraisal and MPA. The Executive Director noted that the services have been provided for a number of years now. They are excellent. Normally it would take Mr. Fiore days to undertake the analysis on assets but these services are reasonably priced and very effective. On motion of Commissioner Stamato, seconded by Commissioner Gervasio, the letter was accepted for file.

Under date of October 29, 2015

To: Jeanne Prybylo
From: George Fiore, Executive Director

Correspondence attaching an executed copy of American Appraisal's engagement letter (dated 10/28/15) to provide the Annual Appraisal Update Service for 2015. A listing of fixed assets acquired in 2015 is also attached for preparation of the Fixed Assets Inventory and Reconciliation Report for the period ending December 31, 2015. On motion of Commissioner Stamato, seconded by Commissioner Gervasio, the letter was accepted for file.

Under date of November 5, 2015

To: Christopher Walker
From: George Fiore, Executive Director

Letter advising that the Monthly Maintenance Fee is to be adjusted as of January 1 of each year of the term of the Agreement, based on the percentage change in the CPI. The letter states that the current fee is \$26.70 per month/per space and that the CPI dropped. The letter further states that the Agreement provides that the Monthly Maintenance Fee for any year shall never be less than the Fee from the previous year and therefore, the Monthly Maintenance Fee should remain the same for 2016. On motion of Commissioner Stamato, seconded by Commissioner Gervasio, the letter was accepted for file.

Under date of November 5, 2015

To: William Parrish
From: George Fiore, Executive Director

Letter advising that the MPA re-designates George Fiore, Executive Director of said Public Authority, to act as liaison and serve as the Public Agency Compliance Officer (P.A.C.O.) for the period January 1, 2016 through December 31, 2016. On motion of Commissioner Stamato, seconded by Commissioner Gervasio, the letter was accepted for file.

At this point, under the Report portion of the meeting, the Executive Director presented to the Board the September 2015 Monthly Enforcement Report. The Executive Director noted that Wade has moved into the MPA offices. It is likely that the Morristown Parking Authority will need three PEOs in the future as one is likely to go to the New York City Police Department, another to the Parsippany Police Department and the administration proceeded to recommend a new PEO. A Resolution will be presented during the Resolution portion of the meeting. On motion of Commissioner Stamato, seconded by Commissioner Gervasio, the report was accepted for file.

At this point, under the Report portion of the meeting, the Executive Director presented the September 2014/2015 Comparative Meter Revenue Report. On motion of Commissioner Stamato, seconded by Commissioner Gervasio, the report was accepted for file.

At this point, under the Report portion of the meeting, the Executive Director presented the September 2014/2015 Comparative Cash Revenue Report. On motion of Commissioner Stamato, seconded by Commissioner Gervasio, the report was accepted for file.

At this point, under the Report portion of the meeting, the Executive Director presented the September 2014/2015 Year-to-Date Revenue Summary. On motion of Commissioner Stamato, seconded by Commissioner Gervasio, the report was accepted for file.

At this point, under the Report portion of the meeting, the Executive Director presented the September 2015 Employee Sick & Vacation Report. On motion of Commissioner Stamato, seconded by Commissioner Gervasio, the report was accepted for file.

At this point, under the Report portion of the meeting, the Executive Director presented the September 2015 MPA Vehicle Maintenance Report. On motion of Commissioner Stamato, seconded by Commissioner Gervasio, the report was accepted for file.

At this point, under the Old Business portion of the meeting, the Executive Director advised that the Epstein's Building C/MPA Property Access Easement Agreement was nearly complete and would likely be presented to the Board at the next meeting for approval.

At this point, under the Old Business portion of the meeting, the Executive Director advised the Board that the Public Hearing for 2016 MPA Annual Budget of Operating Expenses would be presented at the December 1, 2015 MPA meeting.

At this point, under the Old Business portion of the meeting, the Executive Director requested Appropriation Transfers. Mr. Geary advised that this was for additional costs relating to healthcare for new personnel and certain repairs required at the 14 Maple Avenue office building. On motion of Commissioner Brady, seconded by Commissioner Stamato, the Appropriation Transfers as set forth on the attached memorandum were authorized on the following vote:

Ayes: Commissioners Gervasio, Stamato and Chairperson Brady
Nayes: None
Absent: Commissioners Lucia and Tighe

At this point, under the New Business portion of the meeting, the Administration again advised the Board of the Job Application for MPA Parking Enforcement Officer Matthew J. Molnar, Jr.

At this point, under the New Business portion of the meeting, the Administration presented

the 6 Year Capital Program – Morristown Parking Authority, dated October 15, 2015. Mr. Fiore noted that he had prepared this in conjunction with Mr. Giosa and requested approval by the Board of Commissioners. On motion of Commissioner Stamato, seconded by Commissioner Gervasio, the 6 Year Capital Program was authorized on the following vote:

Ayes: Commissioners Gervasio, Stamato and Chairperson Brady
Nayes: None
Absent: Commissioners Lucia and Tighe

At this point, on motion of Commissioner Stamato, seconded by Chairperson Brady, the Board moved into Executive Session.

The following Resolutions were presented for the record:

Resolution No. 59-2015: (Appointing a Parking Enforcement Officer of the Parking Authority of the Town of Morristown). On motion of Commissioner Gervasio, seconded by Commissioner Stamato, the Resolution was adopted on the following vote:

Ayes: Commissioners Gervasio, Stamato and Chairperson Brady
Nayes: None
Absent: Commissioners Lucia and Tighe

Resolution No. 60-2015: (Authorizing an Execution of an Extension of the Security Services Agreement Between the Parking Authority of the Town of Morristown and U.S. Security Associates). On motion of Commissioner Stamato, seconded by Commissioner Gervasio, the Resolution was authorized on the following vote:

Ayes: Commissioners Gervasio, Stamato and Chairperson Brady
Nayes: None
Absent: Commissioners Lucia and Tighe

Resolution No. 61-2015: (Authorizing the Executive Director and/or Appropriate Officers to Increase and Maintain a Front Office Change Fund in the Amount of \$300.00). The Executive Director noted that Mr. Montanino was advised of the proposed change and concurred in the change. On motion of Commissioner Stamato, seconded by Commissioner Gervasio, the Resolution was adopted on the following vote:

Ayes: Commissioners Gervasio, Stamato and Chairperson Brady
Nayes: None
Absent: Commissioners Lucia and Tighe

Resolution No. 62-2015: (Operating Fund Bills). On motion of Commissioner Stamato, seconded by Commissioner Gervasio, the Resolution was authorized on the following vote:

Ayes: Commissioners Gervasio, Stamato and Chairperson Brady
Nayes: None
Absent: Commissioners Lucia and Tighe

Resolution No. 63-2015: (Improvement Fund Bills). On motion of Chairperson Brady, seconded by Commissioner Stamato, the Resolution was authorized on the following vote:

Ayes: Commissioners Gervasio, Stamato and Chairperson Brady
Nayes: None
Absent: Commissioners Lucia and Tighe

At this point, Mr. Fiore and Mr. Goldsmith, together with Mr. Geary, advised the Board of Commissioners that with the reluctant concurrence of Mr. Montanino, the Morristown Parking Authority would be paying its personnel in 25 pays during calendar year 2016. This would avoid the burden of a four week period during which there would be no pays. The Board was further advised that this would result in a number of the pays during calendar year 2016 being in advance of services provided, but this was a fair and equitable way to “catch up” and be on a 24 pay period in 2017 and going forward. The Board appreciated the Resolution of the issue.

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

George Fiore, Executive Director

Linda Stamato, Secretary

Prepared By: Robert S. Goldsmith, Esq.