

MINUTES OF THE REGULAR MEETING OF THE PARKING AUTHORITY OF THE TOWN OF MORRISTOWN, HELD TUESDAY, JUNE 17, 2014 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 Gervasio, 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 21, 2014, 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 Brady, Lucia and Tighe, Chairperson Gervasio

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

Absent: Commissioner Stamato

At this point, The Executive Director presented the Minutes of the May 13, 2014 Regular Meeting. On motion of Commissioner Brady, seconded by Commissioner Lucia, the Minutes were approved.

At this point, The Executive Director presented the Minutes of the Executive Session of the May 13, 2014 Regular Meeting. On motion of Commissioner Lucia, seconded by Commissioner Brady, the Minutes were approved.

There were no Public Comments.

There was no Mayor’s Report.

The following communications were presented for the record:

Under date of May 15, 2014

To: Commissioner Linda Stamato
From: George Fiore, Executive Director

Letter extending a cordial greeting and congratulations on the occasion of Commissioner Stamato’s recent appointment to the Parking Authority. The letter states that the Parking Authority typically meets on Tuesday once or twice each month, at 6:00 pm in the MPA offices. The letter further states that on the Friday preceding the regular meeting date copies of letters and reports for presentation at the meeting will be delivered to your residence, unless otherwise directed. On motion of Commissioner Lucia, seconded by Commissioner Brady, the letter was accepted for file.

Under date of June 13, 2014

To: Commissioner Linda Stamato
From: George Fiore, Executive Director

Letter enclosing Scan Card No. 43845 to provide access to the DeHart Street Garage for attendance at regular and special meetings, as well as to conduct business. On motion of Commissioner Lucia, seconded by Commissioner Brady, the letter was accepted for file.

Under date of June 17, 2014

To: MPA Chairperson and Commissioners and Counsel
From: George Fiore, Executive Director

Correspondence indicating the MPA Committee Schedule for Speedwell Avenue Development Project, Market Street Project and Development – Train Station (MPA Lot 3R). On motion of Commissioner Brady, seconded by Commissioner Lucia, the letter was accepted for file.

Under date of May 27, 2014

To: MPA Commissioners and Counsel
From: George Fiore, Executive Director

Letter advising that the Local Government Ethics Law requires the filing of an Annual Financial Disclosure Statement (FDS) by “Local Government Officers” and that the Local Finance Board requires that the FDS be filed using an online process. A Memorandum dated 5/1/14 and Local Finance Notice 2014-7 Form from the DCA is enclosed with the letter, along with instructions. On motion of Commissioner Lucia, seconded by Commissioner Tighe, the letter was accepted for file.

Under date of May 14, 2014

To: DCA
From: George Fiore, Executive Director

Letter enclosing a certified true copy of Resolution No. 23-2014, and group affidavit form for the annual audit report for the fiscal year ended December 31, 2013, along with a copy of Synopsis of Audit published on May 9, 2014. On motion of Commissioner Tighe, seconded by Commissioner Lucia, the letter was accepted for file.

Under date of May 14, 2014

To: Matthew Stechauner
From: George Fiore, Executive Director

Letter enclosing eight (8) copies of the Parking Authority’s fiscal and calendar 2013 Annual Audit of the parking system as a whole (Project). The letter advises that Mr. Fiore made copies directly available to Mayor Dougherty and Michael F. Rogers. On motion of Commissioner Brady, seconded by Commissioner Lucia, the letter was accepted for file.

Under date of May 14, 2014

To: Maria Norton
From: George Fiore, Executive Director

Letter enclosing a copy of the Parking Authority’s fiscal and calendar year 2013 Annual Audit of the parking system as a whole (Project). On motion of Commissioner Brady, seconded by Commissioner Lucia, the letter was accepted for file.

Under date of May 14, 2014

To: David M. Brown

From: George Fiore, Executive Director

Letter enclosing a copy of the Parking Authority's fiscal and calendar year 2013 Annual Audit of the parking system as a whole (Project). On motion of Commissioner Brady, seconded by Commissioner Lucia, the letter was accepted for file.

Under date of May 14, 2014

To: Judy Cruz-Garcia
From: George Fiore, Executive Director

Letter enclosing an executed copy of Binsky & Snyder Service, L.L.C.'s Agreement for the contract period June 1, 2014 through May 31, 2015. On motion of Commissioner Lucia, seconded by Commissioner Tighe, the letter was accepted for file.

Under date of May 16, 2014

To: Julie Martens
From: George Fiore, Executive Director

Letter enclosing a fully executed original copy of the Estoppel Certificate by and between Granite Morristown LLC ("Granite") and The Parking Authority of the Town of Morristown ("Authority"), dated April 4, 2000 (the "Original Agreement"), as assigned by Granite to PPF MF 30-32 Cattano Avenue, LLC ("PPF") by Assignment and Assumption of Parking Agreement (the "Assumption"). On motion of Commissioner Brady, seconded by Commissioner Lucia, the letter was accepted for file.

Under date of May 20, 2014

To: MPA Associates
From: Patrick Geary

Memorandum advising that there was an alleged armed robbery on Sunday morning at the Parking Garage Office, at Morristown Memorial Hospital. The memo states that the Morristown Police Department and MPA's security company have been contacted and that there will be an increase in vehicle patrols at all attended facilities. The memo also lists general safety precautions that should be taken at all times. On motion of Commissioner Lucia, seconded by Commissioner Brady, the letter was accepted for file.

Under date of May 20, 2014

To: George Fiore
From: Michael Shacham

Letter advising that the Morris County Art Association is having its annual "Celebrate Morristown" Art Show at the Vail Mansion again this year. The setup day is Friday, June 13th and the show is Saturday, June 14th and Sunday, June 15th. The letter also requests the help of MPA in accommodating guest artists with parking places for their vehicles during and after setup on Friday evening from 5-7 p.m. and again on Saturday morning from 7-9:30 a.m. and also during the show on Sunday. On motion of Commissioner Tighe, seconded by Commissioner Lucia, the letter was accepted for file.

Under date of May 27, 2014

To: Michael Shacham
From: Patrick Geary

Letter acknowledging receipt of Mr. Shacham's letter dated May 20, 2014 requesting the MPA to assist the Morris County Art Association in accommodating guest artists parking

needs on Friday, June 13th (5-7 p.m.) and Saturday, June 14th (7-9:30 a.m.) and agreeing that the MPA would assist. On motion of Commissioner Brady, seconded by Commissioner Lucia, the letter was accepted for file.

Under date of May 22, 2014

To: Cary Lloyd
From: George Fiore, Executive Director

Letter advising that Mr. Mahyar has inquired as to the availability of six (6) public parking spaces for residential use at the Mall Lot, which is within 1,000 feet of the subject property. As agreed upon at the February 20, 2013 meeting involving representatives of the Parking Authority and the Morristown Board of Adjustment, Mr. Fiore is providing a Parking Facility Occupancy Summary and Facilities Map. The letter further states that there is availability to accommodate six (6) residential parking spaces at the Mall Lot and that parking would not be affected by the addition of six (6) residential parking spaces for 9 Prospect Street. On motion of Commissioner Tighe, seconded by Commissioner Brady, the letter was accepted for file.

Under date of June 2, 2014

To: MPA
From: John DeLaney

Notice of hearing of the Morristown Board of Adjustment on June 18, 2014 at 7:30 p.m. in the Council Room, Morristown Hall, 200 South Street, Morristown, New Jersey, to consider an application affecting the property whose street address is known as 29 Elm Street, Morristown, New Jersey and designated as Block 4501, Lot 16 on the Morristown Tax Map. The notice states that the Applicant owner, DBS Holdings, LLC, seeks approval for Preliminary and Final Amended Site Plan to relocate three (3) parallel parking spaces on site to perpendicular spaces, consistent with other parking on site. The request results in a modification of Paragraph 17 (page 5) and Paragraph 13 (page 10) of the March 23, 2012 Resolution approving the original Preliminary and Final Site Plan. Additionally, there will be a slight increase in impervious cover, that already exceeds the Ordinance limit, and which was the subject of a variance in the original Application/Resolution. On motion of Commissioner Tighe, seconded by Commissioner Lucia, the letter was accepted for file.

At this point, under the Report portion of the meeting, the Executive Director presented to the Board the April 2014 Monthly Enforcement Report. On motion of Commissioner Brady, 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 April 2013/2014 Comparative Meter Revenue Report. On motion of Commissioner Lucia, seconded by Commissioner Tighe, the report was accepted for file.

At this point, under the Report portion of the meeting, the Executive Director presented the April 2013/2014 Comparative Cash Revenue Report. On motion of Commissioner Brady, 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 April 2013/2014 Year-to-Date Revenue Summary. On motion of Commissioner Lucia, seconded by Commissioner Tighe, the report was accepted for file.

At this point, under the Report portion of the meeting, the Executive Director presented the Annual Report (June 2014) – Level G Associates, LLC Parking Consultant. The Commissioners commented that as usual the report was excellent and improved each year. The Executive Director noted the same comment. On motion of Commissioner Lucia, seconded by Commissioner Tighe, the report was accepted for file.

At this point, under the Old Business portion of the meeting, the Executive Director discussed the prior proposal for the Executive Director to Sign MPA Checks for Payroll, Healthcare/TDB; Property Taxes and Utilities. The Executive Director noted that he had conferred with Mr. Montanino and Mr. Montanino felt that as an independent auditor he should not recommend the process. Mr. Montanino did note that a number of authorities and agencies do authorize the Executive Director to undertake such payments. However, Mr. Fiore advised the Board that he was not recommending for this procedure to be put in place. Thus, the status quo will remain on recommendation of the Executive Director. However, the Board noted that if utilities were threatened with being turned off the Executive Director could act in an emergency.

At this point, under the Old Business portion of the meeting, the Executive Director presented the Parking Authority of the Town of Morristown Financial Security Protocol. On motion of Commissioner Lucia, seconded by Commissioner Brady, the Protocol was accepted on the following vote:

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

At this point, under the Old Business portion of the meeting, the Executive Director presented the Updated (May 2014) MPA Contact Directory.

At this point, under the Old Business portion of the meeting, the Executive Director presented the 2014 MPA Employee Vacation Request Schedule. Commissioner Lucia suggested that a reminder of the policy should be provided to MPA employees sometime toward the end of October. Mr. Fiore agreed that that would be the case and Mr. Geary would follow-up on same. On motion of Commissioner Tighe, seconded by Commissioner Brady, the Request Schedule was accepted.

At this point, under the Old Business portion of the meeting, Mr. Axelrod updated the board of Commissioners with respect to certain matters. First, he advised that the file server had been implemented with backup, internal and in the cloud, and further noted that the file server is now tied into battery backup as well as the generator. Mr. Axelrod also advised the Board that Iparc has now been hooked up to the generator as well. And finally, he advised the Board that the website is not yet ready to go live but is progressing and will shortly be moved from the Town website.

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

The following Resolutions were presented for the record:

Resolution No. 29-2014: (Operating Fund Bills). On motion of Commissioner Brady, seconded by Commissioner Lucia, the Resolution was adopted on the following vote:

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

Resolution No. 30-2014: (Improvement Fund Bills). On motion of Commissioner Tighe, seconded by Commissioner Lucia, the Resolution was adopted on the following vote:

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

Resolution No. 31-2014: (Authorizing the Transfer of Funds from the Parking Authority of the Town of Morristown Special Revenue Account to the MPA Improvement Account). On motion of Commissioner Lucia, seconded by Commissioner Brady, the Resolution was adopted on the following vote:

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

* At this point, there was a discussion regarding an inquiry made by Councilman Deeb at a recent Morristown Partnership meeting regarding signage relating to parking availability in the various MPA facilities. Mr. Fiore and Mr. Axelrod advised the Board that various types of devices are being reviewed and considered that would provide information to the parking public with respect to the availability of spaces in various facilities. Also, the options being considered included the possibility of advising the public of the availability of various floors in the respective facilities as well as important notices such as snow emergency parking in MPA facilities.

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

George Fiore, Executive Director

Anthony Lucia, Secretary

Prepared By: Robert S. Goldsmith, Esq.