

MINUTES OF THE MEETING OF THE PARKING AUTHORITY OF THE TOWN OF MORRISTOWN, HELD TUESDAY, JANUARY 19, 2016 AT THE OFFICES OF THE PARKING AUTHORITY, 14 MAPLE AVENUE, SUITE 101, MORRISTOWN, NEW JERSEY, AT 6:00 P.M. PREVAILING TIME

At this point, Chairperson Tighe announced “Notice of the Parking Authority of the Town of Morristown’s January 19, 2016 Meeting was provided in compliance with the Open Public Meetings Act, duly published in The Daily Record and in The Star Ledger on January 12, 2016”.

Present: Commissioners Brady, Gervasio, Lucia, Stamato, and Chairperson Tighe

Also Present: George Fiore, Executive Director, Patrick W. Geary, Operations Manager, Mark Axelrod, Assistant Director, John H. Hague, Esq., substituting for Robert S. Goldsmith, Esq., Parking Authority Counsel and Toshiba Foster, Council Liaison

Absent: None

The meeting was called to order by the Executive Director and the Commissioners proceeded to the regular order of business with Chairperson Tighe presiding.

At this point, the Executive Director presented the Minutes of the January 5, 2016 Annual Reorganization Meeting. On motion of Commissioner Brady, seconded by Commissioner Lucia, the Minutes were approved.

The following communications were presented for the record:

Under date of January 11, 2016

To: James Gervasio
From: Wilma Lara, Administrative Assistant

Letter serving as notice of reappointment as Commissioner of the Morristown Parking Authority. On motion of Commissioner Gervasio, seconded by Commissioner Lucia, the letter was accepted for file.

Under date of January 6, 2016

To: Commissioner James Gervasio
From: George Fiore, Executive Director.

Letter of congratulations acknowledging reappointment. On motion of Commissioner Gervasio, seconded by Commissioner Lucia, the letter was accepted for file.

Under date of January 6, 2016

To: Toshiba Foster, Councilperson
From: George Fiore, Executive Director

Letter acknowledging appointment as Town Liaison Official, and offering congratulations and advising as to meeting dates. On motion of Commissioner Gervasio, seconded by Commissioner Lucia, the letter was accepted for file.

Under date of January 6, 2016

To: The Daily Record, Classified Department
From: Elizabeth DeVito, Administrative Assistant

Letter transmitting Resolutions 2-2016 and 3-2016 requesting notice of meetings for publication on January 12, 2016. On motion of Commissioner Lucia, seconded by Commissioner Brady, the letter was accepted for file.

Under date of January 6, 2016

To: The Star Ledger, Classified Department
From: Elizabeth DeVito, Administrative Assistant

Letter attaching Resolutions 2-2016 and 3-2016 requesting notice of meetings for publication on January 12, 2016. On motion of Commissioner Lucia, seconded by Commissioner Brady, the letter was accepted for file.

Under date of January 6, 2016

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

Letter to Robert S. Goldsmith, Esq., from George Fiore, Executive Director, advising of appointment as legal counsel for the fiscal and calendar year 2016. On motion of Commissioner Gervasio, seconded by Commissioner Lucia, the letter was accepted for file.

Under date of January 6, 2016

To: Vincent M. Montanino
From: George Fiore, Executive Director

Letter serving as notice of appointment as Auditor for the fiscal and calendar year 2016. On motion of Commissioner Gervasio, seconded by Commissioner Lucia, the letter was accepted for file.

Under date of January 6, 2016

To: Gerard Giosa
From: George Fiore, Executive Director

Letter advising of appointment as Parking Authority Consultant for the fiscal and calendar year 2016. On motion of Commissioner Gervasio, seconded by Commissioner Lucia, the letter was accepted for file.

Under date of January 6, 2016

To: Michael Fabrizio
From: George Fiore, Executive Director

Letter advising of appointment as Parking Authority Consultant for Redevelopment and Development for the fiscal and calendar year 2016. On motion of Commissioner Gervasio, seconded by Commissioner Lucia, the letter was accepted for file.

Under date of January 6, 2016

To: Gary Pulcini, Capital Market Management, LLC
From: George Fiore, Executive Director

Letter advising of appointment as Parking Authority Financial Consultant for the fiscal and calendar year 2016. On motion of Commissioner Gervasio, seconded by Commissioner Lucia, the letter was accepted for file.

Under date of December 30, 2015

To: Property Owners
From: WCGP, LLC

A notice of a Planning Board hearing scheduled originally for January 14, 2016 concerning Lot 11, Block 6101, 10 Dehart Street, for a site plan approval to allow the construction of a two-story restaurant on the subject property. The Executive Director reported that the hearing had been rescheduled to February 11, 2016 and that the proposal was controversial due to inadequate parking. The Executive Director was to meet with Town Officials concerning the application. On motion of Commissioner Lucia, seconded by Commissioner Brady, the notice was accepted for file.

Under date of December 30, 2015

To: The Mayor of the Town of Morristown
From: Kellen Fitz

A letter concerning issues with parking on Dehart Street. On motion of Commissioner Brady, seconded by Commissioner Stamato, the letter was accepted for file.

Under date of December 31, 2015

To: Kellen Fitz
From: Mark Axelrod, Assistant Director

In response to the December 30, 2015 letter to the Mayor. On motion of Commissioner Brady, seconded by Commissioner Stamato, the letter was accepted for file.

Under date of December 31, 2015

To: Morristown Parking Authority
From: Wendy Chang

An additional letter concerning the loading zone for business along Dehart and mid-South Streets. On motion of Commissioner Brady, seconded by Commissioner Stamato, the letter was accepted for file.

Under date of December 31, 2015

To: Wendy Chang
From: Mark Axelrod, Assistant Director

Letter responding to Ms. Chang's inquiries regarding Dehart Street. On motion of Commissioner Brady, seconded by Commissioner Stamato, the letter was accepted for file.

Under date of January 6, 2016

To: Maria Makos
From: George Fiore, Executive Director

Letter transmitting Risk Management Consultant's Agreement for the period January 1, 2016 through December 31, 2016. On motion of Commissioner Gervasio, seconded by Commissioner Lucia, the letter was accepted for file.

Under date of January 6, 2016

To: Marcy Segro, Vice President, The Bank of New York Mellon
From: George Fiore, Executive Director

Letter enclosing evidence of insurance renewal for Morristown Parking Authority for January 1, 2016 through January 1, 2017. On motion of Commissioner Gervasio, seconded by Commissioner Lucia, the letter was accepted for file.

Under date of January 6, 2016

To: Marlene Caprio, Vice President, ConnectOne Bank
From: George Fiore, Executive Director

Letter enclosing Resolution No. 5-2016 designating ConnectOne Bank as Official Depository for the period January 1, 2016 through December 31, 2016. On motion of Commissioner Gervasio, seconded by Commissioner Lucia, the letter was accepted for file.

Under date of January 6, 2016

To: Kim Ryan, Bank Manager, Lakeland Bank
From: George Fiore, Executive Director

Letter enclosing Resolution No. 5-2016 designating Lakeland Bank as Official Depository for the period January 1, 2016 through December 31, 2016. On motion of Commissioner Gervasio, seconded by Commissioner Lucia, the letter was accepted for file.

Under date of January 6, 2016

To: Marcelly D. Segro, Vice President, The Bank of New York Mellon
From: George Fiore, Executive Director

Letter enclosing Resolution No. 5-2016 designating The Bank of New York Mellon as Official Depository for the period January 1, 2016 through December 31, 2016. On motion of Commissioner Gervasio, seconded by Commissioner Lucia, the letter was accepted for file.

Under date of January 6, 2016

To: Chase Paymentech
From: George Fiore, Executive Director

Letter enclosing Resolution No. 5-2016 designating Chase Paymentech as Official Depository for the period January 1, 2016 through December 31, 2016. On motion of Commissioner Gervasio, seconded by Commissioner Lucia, the letter was accepted for file.

Under date of January 6, 2016

To: Linda K. Brooks, Co-President, The Women's Club of Morristown
From: Mark Axelrod, Assistant Director

Letter responding to request for waiver of parking fees for annual rummage sale. On motion of Commissioner Brady, seconded by Commissioner Gervasio, the letter was accepted for file.

Under date of January 6, 2016

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

Letter transmitting payment of \$13,500.00 representing parking income for October, November and December, 2015. On motion of Commissioner Brady, seconded by Commissioner Gervasio, the letter was accepted for file.

Under date of January 6, 2016

To: Mr. Lombardi, AC Plumbing & Fire Protection LLC
From: Mark Axelrod, Assistant Director

Letter advising as to acceptance of “for snow removal services for the calendar year 2016”. On motion of Commissioner Lucia, seconded by Commissioner Gervasio, the letter was accepted for file.

Under date of January 6, 2016

To: Mr. Koller, First Rate Landscaping, LLC
From: Mark Axelrod, Assistant Director

Letter advising as to acceptance of quote for snow removal services for the calendar year 2016. On motion of Commissioner Brady, seconded by Commissioner Gervasio, the letter was accepted for file.

Under date of January 6, 2016

To: Bruin & Sons Landscaping
From: Mark Axelrod, Assistant Director

Letter advising as to acceptance of quote for snow removal services for the calendar year 2016. On motion of Commissioner Brady, seconded by Commissioner Gervasio, the letter was accepted for file.

Under date of January 6, 2016

To: Patricia Sly, Executive Director, JBWS
From: Mark Axelrod, Assistant Director

Letter responding to request for waiver of parking fees in connection with the MFJC initiative. On motion of Commissioner Lucia, seconded by Commissioner Gervasio, the letter was accepted for file.

At this point under the Report portion of the meeting, the Executive Director presented the following reports:

November 2015, Enforcement Report. On motion of Chairperson Tighe, seconded by Commissioner Lucia, the report was accepted.

November 2015, Comparative Meter Revenue Report. On motion of Commissioner Lucia, seconded by Commissioner Gervasio, the report was accepted.

Analysis of Monthly Cash Reserve, November 2015. On motion of Commissioner Lucia, seconded by Commissioner Stamato, the report was accepted.

Year to Date Summary of Revenue for 2015. On motion of Commissioner Lucia, seconded by Commissioner Brady, the report was accepted.

The Executive Director reported on security and reported on installation of fencing on the “bridge” side of the Dalton Garage to prevent objects from being thrown from the upper levels.

At this point, under the Old Business portion of the meeting, the Executive Director presented the draft policy regarding requests for free or discounted parking together with a revision prepared by Commissioner Stamato and forwarded by email dated January 15, 2016. Commissioner Stamato clarified the Policy Statement to make it clear that requests for free parking or discounted parking would be uniformly declined so that the MPA would not be perceived as preferring one agency or charitable organization over another. On motion by Commissioner Lucia, seconded by Commissioner Brady, this policy was confirmed on the following vote:

Ayes: Commissioners Brady, Gervasio, Lucia, Stamato and Chairperson Tighe

Nays: None

Absent: None

At this point, under the Old Business portion of the meeting, the Executive Director presented a memo to Greg Deal, Field Manager, from Robert S. Goldsmith, Esq., dated January 8, 2016 regarding redundancy protocol for MPA systems. The memo addresses the need for redundancy given the current transitions underway in the MPA management. On motion of Commissioner Lucia, seconded by Commissioner Brady, the memo accepted for file.

At this point, under the Old Business portion of the meeting, the Executive Director introduced a memo from Mark Axelrod, Assistant Director, dated January 14, 2016 concerning carryover vacation and personal time. The recommendation of the memo was that all carryover days from 2015 must be used by March 31, 2016 or forfeited, it being the longstanding MPA policy that unused vacation or personal days will not be compensated. A discussion followed amongst the Commissioners, concerning the unusually large amount of vacation days and personal days held over from 2015, as a result of the unique circumstances of management transition. The Assistant Director suggested a one-time only payment of cash for 50% of the unused vacation days and personal days. The Executive Director indicated that he was not in favor of such a change of policy. The discussion then turned to extending the time period from March 31, 2016 to a later date to make certain that days could be taken without disruption of operations. An outside date of August 1, 2016 was suggested and received support. Commissioner Gervasio requested clarification to make sure that this extension of time to utilize vacation and personal days was a one-time exception to the policy that vacation and personal days must be utilized in the year that they accrue. On motion by Commissioner Lucia, seconded by Chairperson Tighe, this policy was affirmed on the following vote:

Ayes: Commissioners Brady, Gervasio, Lucia, Stamato and Chairperson Tighe

Nays: None

Absent: None

At this point under the New Business portion of the meeting, the Executive Director advised that there was no new business.

At this point, under the Executive Session portion of the meeting, the Executive Director advised that there was no need for an Executive Session.

The following Resolutions were presented for the record:

Resolution No. 14-2016: Operating Fund Bills. On motion of Chairperson Tighe, seconded by Commissioner Stamato, the Resolution was adopted on the following vote:

Ayes: Commissioners Brady, Gervasio, Lucia, Stamato and Chairperson Tighe

Nays: None

Absent: None

Resolution No. 15-2016: Improvement Fund Bills. On motion of Commissioner Stamato, seconded by Commissioner Gervasio, the Resolution was adopted on the following vote:

Ayes: Commissioners Brady, Gervasio, Lucia, Stamato and Chairperson Tighe

Nays: None

Absent: None

Resolution No. 16-2016: Transfer from Funds from the MPA Special Revenue Account to the Lot 10-J Future Development Account. On motion of Commissioner Gervasio, seconded by Commissioner Stamato, the Resolution was adopted on the following vote:

Ayes: Commissioners Brady, Gervasio, Lucia, Stamato and Chairperson Tighe

Nays: None

Absent: None

There being no further business to transact on motion of Commissioner Gervasio, the meeting was held adjourned.

George Fiore, Executive Director

James Gervasio, Secretary

Prepared By: John H. Hague, Esq.