

A MEETING OF THE PARKING AUTHORITY OF THE CITY OF PASSAIC WAS HELD ON MARCH 11, 2014 AT 7:00 P.M. IN THE COUNCIL CHAMBERS.

AMADA D. CURLING, SECRETARY READ THE FOLLOWING NOTICE INTO RECORD

IN ACCORDANCE WITH CHAPTER 231 PUBLIC LAWS OF 1975, ADEQUATE NOTICE OF THIS MEETING WAS PROVIDED BY RESOLUTION OF THE PASSAIC PARKING AUTHORITY AMENDED ON FEBRUARY 12, 2013 SETTING FORTH A SCHEDULE OF REGULAR MEETINGS FOR THE YEAR 2013-2014 WHICH WAS PLACED ON THE CITY HALL BULLETIN BOARD BY THE OFFICE OF THE CITY CLERK.

ON CALL OF THE ROLL THE FOLLOWING COMMISSIONERS RESPONDED:

**PRESENT:** Commissioner Keiffer, Commissioner Perez, Commissioner Rodriguez  
Commissioner Eugene Shiplsky Vice- Chairwoman Cohen, Chairman Ritz

**ABSENT:** Commissioner Hiller-Cousins

**ALSO PRESENT:** Theodore Evans, Director, Jose Agosto, CFO; Mollie Hartman Esq. for the firm Eric M. Bernstein & Associates, L.L.C. Parking Authority Counsel

PLEDGE OF ALLEGIANCE

**MINUTES:** Revised minutes of January 10<sup>th</sup> and July 18<sup>th</sup>, 2013 meeting; October 15, 2013 and January 14, 2014.

With the consent of all members present, item No. 1A was added to the agenda:

On a motion by Chairman Ritz and seconded by Commissioner Perez communications were received and filed, all members voting "AYE" as the roll was called.

**COMMUNICATIONS:**

1. Amada D. Curling, City Clerk, submitting Ordinance No. 1978-14 Ordinance Authorizing Addendum #2 To The Inter-Local Agreement Between The City Of Passaic And The Parking Authority Of The City Of Passaic

**1A.** Minnie Hiller-Cousins submitting her letter of resignation from the Parking Authority effective March 10, 2014.

**ROLL CALL**

**AYE:** Commissioner Keiffer, Commissioner Perez, Commissioner Rodriguez  
Commissioner Eugene Shiplsky Vice- Chairwoman Cohen, Chairman Ritz

**ABSENT:** Commissioner Hiller-Cousins

THE FOLLOWING ITEM WAS TAKEN OFF THE AGENDA

RESOLUTION AUTHORIZING CLOSED EXECUTIVE SESSION OF THE PASSAIC PARKING AUTHORITY ON FEBRUARY 11, 2014 AT 7:00 P.M. OR ANYTIME THEREAFTER TO DISCUSS PENDING LITIGATION; CONTRACT NEGOTIATIONS AND PERSONNEL MATTERS

On a motion by Chairman Ritz and seconded by Vice-Chairwoman Cohen the following RESOLUTION WAS ADOPTED, all members voting "AYE" as the roll was called.

CITY OF PASSAIC PARKING AUTHORITY  
RESOLUTION NO. PA 14-03-001

RESOLUTION TO AMEND SFY 2014 PARKING AUTHORITY BUDGET  
(N.J.S.A. 40A:4-87)

Unrestricted Net Assets \$60,000

**WHEREAS**, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Finance may approve the insertion of any special item been made available by law and the amount thereof was not determined at time of the budget; and

**WHEREAS**, said Director may also approve the insertion of any item of appropriation for equal amount;

**NOW, THEREFORE BE IT RESOLVED** by the Commissioners of the City of Passaic Parking Authority hereby request the Director of the Division of Local Finance to approve the insertion of an item of revenue in the budget of the year SFY 2014 as follows:

**Passaic Parking Authority Unrestricted Net Assets \$60,000**

**BE IT FURTHER RESOLVED**, that a like sum be and that same is hereby appropriated as follows:

**Passaic Parking Authority Other Expenses \$60,000  
Account #P-19-55-624-002-021**

**BE IT FURTHER RESOLVED**, that three certified copies of this resolution be forwarded to the Department of Community Affairs, Director of the Division of Local Government Services.

**ROLL CALL**

**AYE:** Commissioner Keiffer, Commissioner Perez, Commissioner Rodriguez  
Commissioner Eugene Shiplsky Vice- Chairwoman Cohen, Chairman Ritz

**ABSENT:** Commissioner Hiller-Cousins

On a motion by Vice-Chairwoman Davida and seconded by Commissioner Shpilsky the following **RESOLUTION WAS ADOPTED**, all members voting "AYE" as the roll was called.

**PARKING AUTHORITY OF THE CITY OF PASSAIC**

**RESOLUTION NO. PA 14-03-002**

**RESOLUTION AUTHORIZING THE PASSAIC PARKING AUTHORITY CHAIR AND BOARD SECRETARY TO ENTER INTO, ON BEHALF OF THE AUTHORITY, AN AGREEMENT WITH ARTERIAL, LLC FOR DESIGN SERVICES FOR FEASIBILITY OF MUNICIPAL PARKING DECK STRUCTURE(S) AND REDESIGN OF MAIN AVENUE**

**WHEREAS**, the Parking Authority of the City of Passaic (the "Authority"), a public body corporate and politic of the State of New Jersey, was created pursuant to the Parking Authorities Law, N.J.S.A. 40:11A-1 et. seq. (the "Parking Authority Law") for the purposes of managing, operating, maintaining and improving certain parking facilities located in the City and to undertake the planning and implementation of parking initiatives to meet future parking demands in the City, including the planning, acquisition and construction of new parking facilities and the expansion and improvement of existing parking facilities; and,

**WHEREAS**, the Authority is desirous of improving and redeveloping its parking facilities, as well as Main Avenue, pursuant to the City of Passaic Master Plan 2013, and entered into a public bidding process to identify a responsible and responsive bidder who could effectuate the first phases of the parking deck improvement project and redesign of Main Avenue, specifically Feasibility and Planning; and,

**WHEREAS**, the Authority received six (6) proposals for design services for feasibility and redesign of the municipal parking deck structures and Main Avenue; and,

**WHEREAS**, the Authority reviewed all of the proposals submitted and after review determined that Arterial, LLC submitted the most responsible and responsive proposal for the project; and,

**WHEREAS**, Arterial, LLC proposed that the project can be completed for locations one through five (1-5) at the cost of Three Thousand Eight Hundred Dollars (\$3,800.00) for each location for a total of Nineteen Thousand (\$19,000.00) Dollars and that completion for Main Avenue will cost Sixteen Thousand Five Hundred Dollars (\$16,500.00); and,

**WHEREAS**, Arterial, LLC has proposed that the design phase and preliminary evaluations shall be completed within three (3) months of execution of an agreement for services; and,

**WHEREAS**, the Chief Financial Officer of the City of Passaic Parking Authority has certified that funds are available for such purposes:

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Parking Authority of the City of Passaic, County of Passaic, State of New Jersey that the City of Passaic Parking Authority enter into an agreement with Arterial, LLC for design services for feasibility of municipal parking structure(s) and redesign of Main Avenue for the total aggregate sum of Thirty-Five Thousand Five Hundred Dollars (\$35,500.00); and,

**BE IT FURTHER RESOLVED** that the Chairman of the Board of Commissioners and/or, the Executive Director and the Board Secretary of the Parking Authority of the City of Passaic be authorized to execute any and all documents necessary to effect such agreement; and,

**BE IT FURTHER RESOLVED** that General Counsel to the City of Passaic Parking Authority is authorized to prepare all documents on behalf of the Parking Authority necessary to effect the agreement.

**ROLL CALL**

**AYE:** Commissioner Keiffer, Commissioner Perez, Commissioner Rodriguez  
Commissioner Eugene Shiplsky Vice- Chairwoman Cohen, Chairman Ritz

**ABSENT:** Commissioner Hiller-Cousins

On a motion by Chairman Ritz and seconded by Vice-Chairwoman Cohen the following RESOLUTION WAS ADOPTED, all members voting "AYE" as the roll was called.

**PARKING AUTHORITY OF CITY OF PASSAIC**

**RESOLUTION NO. PA 14-03-003**

**RESOLUTION AUTHORIZING  
ADDENDUM #2 TO INTER-LOCAL AGREEMENT  
BETWEEN THE CITY OF PASSAIC  
AND THE PARKING AUTHORITY OF THE CITY OF PASSAIC**

**WHEREAS**, the City of Passaic ("City") has established the Parking Authority of the City of Passaic ("Authority") pursuant to an ordinance;

**WHEREAS**, pursuant to N.J.S.A. 40A:65-1 *et seq.*, the City is authorized to provide for shared inter-local government services between the City and the Authority by way of agreement;

**WHEREAS**, pursuant to City Ordinance #1720-07, adopted on May 10, 2007, the City approved an Inter-local Agreement between the City and the Authority, dated April 25, 2007;

**WHEREAS**, the Inter-local Agreement was previously amended by Addendum signed on or about August 12, 2008, which was approved by City Ordinance #1770-08;

**WHEREAS**, the City and the Authority are desirous of entering into another amendment to the Inter-local Agreement, to be known as "Addendum #2";

**NOW, THEREFORE, BE IT RESOLVED** that the Authority does hereby approve Addendum #2 to the Inter-local Agreement by and between the City and the Authority, which reflects changes to Section 603 of the Inter-local Agreement, as follows:

Section 603, Payment for City Services, contained within Article VI, City Obligations, is hereby amended to delete Section 603(a) and 603(b) in their entirety and replace same with the following:

“SECTION 603. Payment for City Services and Profit Sharing. (a) For the Fiscal Year commencing on July 1, 2011 and for each Fiscal Year thereafter, the Authority shall pay the City (i) the “Annual City Services Rate”, which shall be the greater of \$653,000.00 or the actual expenses incurred by the City in providing the City Services described in Section 602 of this Agreement; and (ii) the “Annual City Profit Share”, which shall be equal to 50% of the Authority’s prior year actual budgetary income as stated in the Authority’s official audit report for the preceding Fiscal Year. The sum of the Annual City Services Rate and the Annual City Profit Share shall be referred to as the “Annual City Services Payment”.

(b) The Annual City Services Payment for each Fiscal Year shall be payable to the City by the Authority before the end of each Fiscal Year. Under no circumstances shall the Annual City Services Payment cause the Authority to end the Fiscal Year in a deficit position. In the event that the Authority has insufficient revenue in the current Fiscal Year to make the full payment, the Authority shall pay the City the maximum amount that current year revenues will permit without causing the Authority to the end the Fiscal Year in a deficit position.”

**BE IT FURTHER RESOLVED** that the Authority’s Executive Director and the Authority’s Secretary are hereby authorized to execute Addendum #2 to the Inter-local Agreement on behalf of the Authority;

**BE IT FURTHER RESOLVED** that the necessary Authority officials shall take all action required for immediate implementation of Addendum #2 to the Inter-local Agreement.

**ROLL CALL**

**AYE:** Commissioner Keiffer, Commissioner Perez, Commissioner Rodriguez  
Commissioner Eugene Shiplsky Vice- Chairwoman Cohen, Chairman Ritz

**ABSENT:** Commissioner Hiller-Cousins

On a motion by Chairman Ritz and seconded by Vice-Chairwoman Cohen the following RESOLUTION WAS ADOPTED, all members voting “AYE” as the roll was called.

**CITY OF PASSAIC PARKING AUTHORITY  
RESOLUTION NO. PA 14-03-004**

**A RESOLUTION DESIGNATING THE OFFICIAL BANK ACCOUNTS  
AND THE OFFICIAL DEPOSITORIES FOR SUCH BANK ACCOUNTS  
OF THE CITY OF PASSAIC PARKING AUTHORITY**

BE IT RESOLVED by the Commissioners of the City of Passaic Parking Authority that:

The following depositories of the City of Passaic Parking Authority shall be as follows:

Valley National Bank

TD Bank

ROLL CALL

**AYE:** Commissioner Keiffer, Commissioner Perez, Commissioner Rodriguez  
Commissioner Eugene Shiplsky Vice- Chairwoman Cohen, Chairman Ritz

**ABSENT:** Commissioner Hiller-Cousins

On a motion by Chairman Ritz and seconded by Vice-Chairwoman Cohen the following RESOLUTION WAS ADOPTED, all members voting "AYE" as the roll was called.

**PARKING AUTHORITY of the CITY OF PASSAIC**

**RESOLUTION NO. PA 14-03-005**

**RESOLUTION TO APPROVE THE CORRECTIVE ACTION PLAN FOR  
THE FISCAL YEAR 2013 AUDIT REPORT OF THE CITY OF PASSAIC  
PARKING AUTHORITY.**

**WHEREAS**, the Division of Local Government Services requires the Chief Financial Officer to file "Corrective Action Plan", attached hereto, outlining the actions to be taken by the City relative to the findings and recommendations in the annual report and

**WHEREAS**, the "Corrective Action Plan" shall be prepared by the Chief Financial Officer with assistance from other officials affected by the audit findings and recommendations; and

**WHEREAS**, the governing body/Board is required by resolution, to approve said "Corrective Action Plan", and

**WHEREAS**, the "Corrective Action Plan", as prepared by the Chief Financial Officer and approved by the governing body, shall be placed on file and made available for public inspection in the office of the City Clerk.

**NOW, THEREFORE, BE IT RESOLVED**, by the Parking Authority of the City of Passaic that it hereby approves the "Corrective Action Plan" for the Fiscal Year 2013-12 Audit Report Submitted by the Chief Financial Officer

ROLL CALL

**AYE:** Commissioner Keiffer, Commissioner Perez, Commissioner Rodriguez  
Commissioner Eugene Shiplsky Vice- Chairwoman Cohen, Chairman Ritz

**ABSENT:** Commissioner Hiller-Cousins

On a motion by Chairman Ritz and seconded by Vice-Chairwoman Cohen the following RESOLUTION WAS ADOPTED, all members voting "AYE" as the roll was called.

**PARKING AUTHORITY OF THE CITY OF PASSAIC**

**RESOLUTION NO. PA 14-03-006**

**RESOLUTION RE: CITY OF PASSAIC PARKING AUTHORITY CERTIFICATION  
OF THE ANNUAL AUDIT**

**WHEREAS**, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

**WHEREAS**, the Annual Report of Audit for the year June 30, 2013 and 2012 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and,

**WHEREAS**, R.S.52:27BB-34 authorizes the Local Finance Board of the State

of New Jersey to prescribe reports pertaining to the local fiscal affairs; and,

**WHEREAS**, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall by resolution certify to the Local Finance Board of the State of New Jersey that all members the governing body have reviewed, as a minimum, the sections of the annual audit entitled "Comments and Recommendations, and.

**WHEREAS**, the members of the governing body have personally reviewed, as a minimum, the Annual Report of Audit, and specifically the sections of the Annual Audit entitled "Comments and Recommendations", as evidenced by the group affidavit form of the governing body attached hereto; and,

**WHEREAS**, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C'. 5:30-6.5; and,

**WHEREAS**, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirement\$ of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board, and

**WHEREAS**, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S.52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

**NOW, THEREFORE BE IT RESOLVED** that the Parking Authority of the City of Passaic, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

**ROLL CALL**

**AYE:** Commissioner Keiffer, Commissioner Perez, Commissioner Rodriguez  
Commissioner Eugene Shiplsky Vice- Chairwoman Cohen, Chairman Ritz  
**ABSENT:** Commissioner Hiller-Cousins

**HEARING OF CITIZENS**

At this point the public portion of the meeting was opened

After ample time given and no one responding, on a motion by Chairman Ritz and seconded by Vice-Chair Cohen the hearing of citizens was closed. All members voting "AYE" as the roll was called.

**ROLL CALL**

**AYE:** Commissioner Keiffer, Commissioner Perez, Commissioner Rodriguez  
Commissioner Eugene Shiplsky Vice- Chairwoman Cohen, Chairman Ritz  
**ABSENT:** Commissioner Hiller-Cousins

On a motion by Chairman Ritz and seconded by Commissioner Perez, the BILL LIST was approved as engrossed

February 12, 2014  
10:29 AM

CITY OF PASSAIC  
Purchase Order Listing By Budget Account

Page No: 1

P.O. Type: All      Print Alpha, Revenue, & G/L Accounts: N      Open: N    Void: N    Paid: N  
 Format: Detail without Line Item Notes      Held: N    Aprv: Y    Rcvd: N  
 Range: P-19-55-600-    -    to P-19-55-625-    -      Bid: Y    State: Y    Other: Y    Exempt: Y  
 Rcvd Batch Id Range: First    to Last      Encumbrance Date Range: First    to 06/30/14      Include Non-Budgeted: Y  
 Subtotal CAFR: No      Subtotal Department: Yes      Subtotal Extd: No

Account P.O. Id Item Vendor	Description	Item Description	Amount	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	PO Type
Department: Prking Auth 14:									
P-19-55-624-002-021	Prking Auth General Expense								
P4-00006 6 47000 POM INCORPORATED	BLANKET-SFY 14 PARTS		426.95	A	08/05/13	02/11/14		27893	B
P4-00007 12 PA-ATTMB AT&T Mobility	BLANK-CELLPHONE11/23-12/22/13		263.65	A	08/20/13	02/11/14		287244244119x12	B
P4-00007 13 PA-ATTMB AT&T Mobility	BLANKET-MONTHLY SERV DEC. 2013		205.51	A	08/20/13	02/11/14		287022945282x01	B
P4-00009 4 PA-ERICI Eric M. Bernstein & Assoc LLC	SFY 14 ATTORNEY 12/13		144.00	A	10/15/13	02/11/14		31024	B
P4-00013 1 47000 POM INCORPORATED	METER PARTS ON 11/20/13 AS PER		0.00	A	11/25/13	02/11/14			
P4-00013 2 47000 POM INCORPORATED	EXPANDED CAPACITY CYCOLAC COIN		1,785.60	A	11/25/13	02/11/14		27746	
P4-00013 3 47000 POM INCORPORATED	FREIGHT		19.14	A	11/25/13	02/11/14		27746	
P4-00017 1 34610 HOME DEPOT CREDIT SERVICES	PARKING AUTH SUPPLIES 12/10/13		519.17	A	01/27/14	02/11/14		10033	
			3,364.02						
Department Total: Prking Auth 14:			3,364.02						
Fund Total:			3,364.02						
Year Total:			3,364.02						
Total Charged Lines: 8    Total List Amount: 3,364.02    Total Void Amount: 0.00									

**ROLL CALL**

**AYE:** Commissioner Keiffer, Commissioner Perez, Commissioner Rodriguez  
 Commissioner Eugene Shiplsky Vice- Chairwoman Cohen, Chairman Ritz  
**ABSENT:** Commissioner Hiller-Cousins

At this point in the meeting it was the consensus of the Members of the Board present to cancel their April meeting.

**DIRECTOR REPORT**

Director Evans, thanked the Board for their support with Arterial, LLC for design services for feasibility of Municipal Parking Deck and redesign of Main Ave.

There being no further business to come before the Board on a motion by Commissioner Shiplsky and seconded by Vice-Chair Cohen, the meeting was adjourned. All members voting "Aye" as the roll was called.

ATTEST:

APPROVED:

\_\_\_\_\_  
Amada D. Curling, Secretary

\_\_\_\_\_  
Vice-Chairwoman Cohen