

**MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF COMMISSIONERS OF THE
PARKING AUTHORITY OF THE CITY OF NEWARK
AUGUST 10, 2017**

The meeting was convened at 50 Park Place, Newark, New Jersey, at 4:00 P.M.

Pursuant to (Ch. 231 PL 1975) "Open Public Meeting" Act, Chapter 113, adequate notice was given to the Star Ledger and transmitted to the City of Newark's information office and posted on the Authority's Web Site.

The pledge of allegiance was recited.

Roll Call as follows:

Present:

Chairperson Evelyn Williams
Vice-Chairperson Deborah Ballard

Commissioner Niathan Allen
Commissioner James Parrillo
Commissioner Hassan Abdus-Sabur

Absent:

Commissioner Raquel Cagley (excused)

Others Present:

Executive Director, Anthony C. Mack, Esq.
Chigozie U. Onyema, General Counsel
Sr. Executive Asst., Merian Williams

General Counsel, Chigozie Onyema, noted that there was a quorum present and the Board was in accord with State Statute and the meeting could now commence.

General Counsel, Chigozie Onyema requested a Motion to adopt the Agenda by Chair Williams, second by Commissioner Allen and approved by unanimous consent.

General Counsel Onyema requested a Motion to approve the Minutes of June 22, 2017. Motion to approve by Chair Williams, second by Commissioner Allen and approved by unanimous consent.

General Counsel Onyema presented the following Resolutions:

1. **RESOLUTION #08-2017-18** OF THE BOARD OF COMMISSIONERS OF THE PARKING AUTHORITY OF THE CITY OF NEWARK APPROVING NOTICE OF CHANGE ORDER NUMBER TWO TO PROFESSIONAL SERVICES CONTRACT FOR ENGINEERING AND ARCHITECTURAL DESIGN SERVICES TO INCLUDE ALTERATIONS OF NEWARK MUNICIPAL COURT BUILDING. Motion to Approve by Commissioner Allen, seconded by Chair Williams.

DISCUSSION:

General Counsel Onyema explained to the Board the need for a Change Order Resolution. The original proposal did not include any alterations to the Municipal Court and the Violations Bureau. This Change Order is to include a pedestrian bridge so that employees can bring files back and forth to the Court. The total is \$38,500.00, which includes architectural design of that space. Mr. Onyema explained that we have ninety (90%) percent of the construction documents. General Counsel stated we now have RDA approved. **After full discussion, the Resolution was Approved by Unanimous Consent.**

2. **RESOLUTION #08-2017-19** OF THE BOARD OF COMMISSIONERS OF THE PARKING AUTHORITY OF THE CITY OF NEWARK APPROVING NOTICE OF CHANGE ORDER NUMBER THREE (3) TO PROFESSIONAL SERVICES CONTRACT FOR ENGINEERING AND ARCHITECTURAL DESIGN SERVICES TO INCLUDE PARKING NEEDS AND FINANCIAL FEASIBILITY ANALYSIS. MOTION TO

APPROVE BY COMMISSIONER ALLEN, SECONDED BY
COMMISSIONER PARRILLO.

DISCUSSION

General Counsel explained that we have to perform a detailed parking and feasibility study and comprehensive on street analysis. The study will include our entire parking system, not just the garage. We need to determine viability and parking demand in the area. The analysis will include all parking facilities in the area, the prices and make an assessment of same. It will show the expectation of how full the lot will be on a daily basis as well. This should probably complete in four to six weeks. There was discussion on proposed tenants on the ground floor level. **After full and complete discussion, Resolution 08-2017-19 was approved by unanimous consent.**

Commissioner Allen requested a chronology of what has been done on the garage project and a pro forma. General Counsel and Executive Director stated that same will be presented to the Board at an up-coming meeting.

There being no further business, the meeting was adjourned on motion of Commissioner Allen, second by Vice-Chair Ballard and approved by unanimous consent.

Adjournment:

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PARKING AUTHORITY
OF THE CITY OF NEWARK APPROVING NOTICE OF CHANGE ORDER NUMBER TWO
(#2) TO PROFESSIONAL SERVICES CONTRACT FOR ENGINEERING AND
ARCHITECTURAL DESIGN SERVICES TO INLCUDE ALTERATIONS OF NEWARK
MUNICIPAL COURT BUILDING**

Approved as to form and
Legality on basis of Facts

Factual Contents Certified As to
Accuracy

Chigozie U. Onyema, Esq.

Gabriella Santos

RESOLUTION NO.: 8-2017-18

WHEREAS, the Parking Authority of the City of Newark is authorized by *N.J.S.A.* 40:11A-6(l) to enter into and perform any and all contracts, execute any and all instruments, and do and perform any and all acts and things necessary or useful and convenient for the purposes of the authority;

WHEREAS, pursuant to the aforesaid statutory authority, the Parking Authority of the City of Newark to enter into a professional services contract with Timothy Haahs & Associates, Inc., to provide Engineering and Architectural design services;

WHEREAS, the Parking Authority of the City of Newark requires Change Order #2 to the aforementioned professional services contract to provide architectural, interior design, and mechanical, electrical, and plumbing engineering services to the existing Municipal Court building to accommodate the proposed pedestrian bridge attached to the Green Street Mixed-Use Parking Facility;

WHEREAS, the proposed change order will increase the contract by \$38,500 (plus reimbursable expenses); and

WHEREAS, the proposed change order does not exceed twenty percent of the awarded contract.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners authorizes the Owner's Representative (or Executive Director) to execute Change Order #2, in an amount not to exceed \$38,500.00 (plus reimbursable expenses).

CERTIFICATION OF AVAILABLE FUNDS

I hereby certify that funds are available for this contract in the current budget of the Parking Authority of the City of Newark and/or the unrestricted cash reserves.

Dated: _____

Gabriela Santos
Financial Manager

Commissioner

Seconded the Motion

X - Indicates Vote AB - Absent NV - Not Voting

Board of Commissioners Vote of Final Passage

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PARKING AUTHORITY OF THE CITY OF NEWARK APPROVING NOTICE OF CHANGE ORDER NUMBER TWO (#2) TO PROFESSIONAL SERVICES CONTRACT FOR ENGINEERING AND ARCHITECTURAL DESIGN SERVICES TO INLCUDE ALTERATIONS OF NEWARK MUNICIPAL COURT BUILDING

Commissioners	AYE	NAY	NV	AB	Commissioners	AYE	NAY	NV	AB
Evelyn Williams, Chairperson	✓				James Parrillo	✓			
Deborah Ballard	✓				Hassan Abdus-Sabur	✓			
Raquel Cagley				✓					
Niathan Allen	✓								

CERTIFICATION

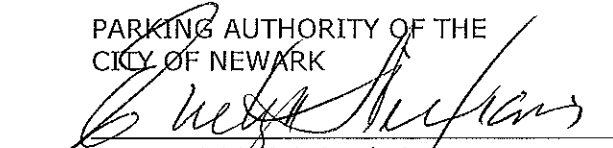
I, EVELYN WILLIAMS, Chairperson of the Parking Authority of the City of Newark (the "Authority"), a public body corporate and politic and a political subdivision of the State of New Jersey, DO HEREBY CERTIFY as follows:

Attached hereto is a copy of a resolution entitled, "RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PARKING AUTHORITY OF THE CITY OF NEWARK APPROVING NOTICE OF CHANGE ORDER NUMBER TWO (#2) TO PROFESSIONAL SERVICES CONTRACT FOR ENGINEERING AND ARCHITECTURAL DESIGN SERVICES TO INLCUDE ALTERATIONS OF NEWARK MUNICIPAL COURT BUILDING," (the "Resolution"), which Resolution was adopted at a special meeting of the Authority duly called, advertised and held on August 10, 2017 in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq., as amended and supplemented, at which meeting a quorum was present and acting throughout, which copy of said Resolution has been compared by me with the original thereof as officially recorded in the Minute Book of the Authority and that said copy is a true, complete and correct copy of said Resolution and that said Resolution has been duly adopted and has not been modified, amended or repealed and is in full force and effect on and as of the date hereof.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Authority hereto this 10th day of August, 2017.

PARKING AUTHORITY OF THE CITY OF NEWARK

[SEAL]


EVELYN WILLIAMS, Chairperson

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PARKING AUTHORITY
OF THE CITY OF NEWARK APPROVING NOTICE OF CHANGE ORDER NUMBER THREE
(#3) TO PROFESSIONAL SERVICES CONTRACT FOR ENGINEERING AND
ARCHITECTURAL DESIGN SERVICES TO INCLUDE PARKING NEEDS AND FINANCIAL
FEASIBILITY ANALYSIS**

Approved as to form and
Legality on basis of Facts

Factual Contents Certified As to
Accuracy

Chigozie U. Onyema, Esq.

Gabriella Santos

RESOLUTION NO.: 8-2017-19

WHEREAS, the Parking Authority of the City of Newark is authorized by *N.J.S.A.* 40:11A-6(l) to enter into and perform any and all contracts, execute any and all instruments, and do and perform any and all acts and things necessary or useful and convenient for the purposes of the authority;

WHEREAS, pursuant to the aforesaid statutory authority, the Parking Authority of the City of Newark to enter into a professional services contract with Timothy Haahs & Associates, Inc., to provide Engineering and Architectural design services;

WHEREAS, the Parking Authority of the City of Newark requires Change Order #3 to the aforementioned professional services contract to undertake a parking feasibility and financial feasibility study to further determine the viability of the Green Street Parking Facility, through the use of best management practices, and to conduct a comprehensive analysis of on-street parking, including occupancy counts and utilization, space allocation, and location of user origin;

WHEREAS, the proposed change order will increase the contract by \$29,500.00 for the parking and feasibility analysis, while the comprehensive on-street parking analysis could range from \$7,500.00 to \$10,000.00 (depending on the boundary area of the study); and

WHEREAS, the proposed change order does not exceed twenty percent of the awarded contract.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners authorizes the Owner's Representative (or Executive Director) to execute Change Order #3, in an amount not to exceed \$39,500.00.

CERTIFICATION OF AVAILABLE FUNDS

I hereby certify that funds are available for this contract in the current budget of the Parking Authority of the City of Newark and/or the unrestricted cash reserves.

Dated: _____

Gabriela Santos
Financial Manager

Commissioner

Seconded the Motion

X - Indicates Vote AB - Absent NV - Not Voting

Board of Commissioners Vote of Final Passage

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PARKING AUTHORITY OF THE CITY OF NEWARK APPROVING NOTICE OF CHANGE ORDER NUMBER THREE (#3) TO PROFESSIONAL SERVICES CONTRACT FOR ENGINEERING AND ARCHITECTURAL DESIGN SERVICES TO INCLUDE PARKING NEEDS AND FINANCIAL FEASIBILITY ANALYSIS

Commissioners	AYE	NAY	NV	AB	Commissioners	AYE	NAY	NV	AB
Evelyn Williams, Chairperson	✓				James Parrillo	✓			
Deborah Ballard	✓				Hassan Abdus-Sabur	✓			
Raquel Cagley				✓					
Niathan Allen	✓								

CERTIFICATION

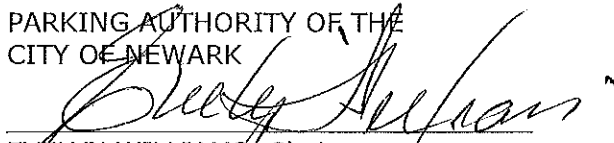
I, EVELYN WILLIAMS, Chairperson of the Parking Authority of the City of Newark (the "Authority"), a public body corporate and politic and a political subdivision of the State of New Jersey, DO HEREBY CERTIFY as follows:

Attached hereto is a copy of a resolution entitled, "RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PARKING AUTHORITY OF THE CITY OF NEWARK APPROVING NOTICE OF CHANGE ORDER NUMBER THREE (#3) TO PROFESSIONAL SERVICES CONTRACT FOR ENGINEERING AND ARCHITECTURAL DESIGN SERVICES TO INCLUDE PARKING NEEDS AND FINANCIAL FEASIBILITY ANALYSIS," (the "Resolution"), which Resolution was adopted at a special meeting of the Authority duly called, advertised and held on August 10, 2017 in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq., as amended and supplemented, at which meeting a quorum was present and acting throughout, which copy of said Resolution has been compared by me with the original thereof as officially recorded in the Minute Book of the Authority and that said copy is a true, complete and correct copy of said Resolution and that said Resolution has been duly adopted and has not been modified, amended or repealed and is in full force and effect on and as of the date hereof.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Authority hereto this 10th day of August, 2017.

PARKING AUTHORITY OF THE CITY OF NEWARK

[SEAL]


EVELYN WILLIAMS, Chairperson