

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF COMMISSIONERS OF THE  
PARKING AUTHORITY OF THE CITY OF NEWARK  
November 23, 2015**

The meeting was convened at 50 Park Place, Newark, New Jersey, at 4:55 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-Chairman Raquel Cagley  
Commissioner Hubert Graham  
Commissioner Niathan Allen

Absent:

Commissioner DeAndre Rudolph (*excused*)  
Commissioner Deborah Ballard (*excused*)

Others Present:

Executive Director, Anthony C. Mack, Esq.  
Chigozie U. Onyema, Esq., Dir. Of Development  
and Compliance/Legal Counsel  
Sr. Executive Asst., Merian Williams  
Fiscal Manager, Gabriela Santos

Public Present:

Michael Elam  
Chris Weldon

Chair Williams noted that there was a quorum present and the Board was in accord with State Statute and the meeting could now commence.

Chair Williams requested a Motion to Adopt the Agenda. Motion to accept the Agenda by Commissioner Graham and Seconded by Commissioner Cagley, and approved by unanimous consent.

Chair Williams requested a Motion to Approve the Minutes from the October 22, 2015. Motion to accept by Chairwoman Williams, seconded by Commissioner Allen and approved by unanimous consent.

There were no Committee Reports to present.

Chair Williams presented the following Resolutions:

1. **RESOLUTION #11-2015-67 OF THE BOARD OF COMMISSIONERS OF THE PARKING AUTHORITY OF THE CITY OF NEWARK RATIFYING THE LIST OF BILLS AND FINANCIAL REPORT FOR JULY 2015. Motion to Approve by Commissioner Cagley and seconded by Commissioner Graham. Approved by Unanimous Consent.**
2. **RESOLUTION #11-2015-68 OF THE BOARD OF COMMISSIONERS OF THE PARKING AUTHORITY OF THE CITY OF NEWARK AUTHORIZING THE EXECUTIVE DIRECTOR TO ADVERTISE A REQUEST FOR PROPOSALS FOR CIVIL ENGINEER. LAND SURVEYOR AND SITE ENGINEER Motion to Approve by Commissioner Cagley and seconded by Commissioner Graham. Approved by Unanimous Consent.**
3. **RESOLUTION #11-2015-69 OF THE BOARD OF COMMISSIONERS OF THE PARKING AUTHORITY OF THE CITY OF NEWARK APPROVING THE UPDATED EMPLOYEE MANUAL. Motion to Approve by Commissioner Graham and seconded by Commissioner Cagley. Approved by Unanimous Consent.**

**4. RESOLUTION #11-2015-70 OF THE BOARD OF COMMISSIONERS OF THE PARKING AUTHORITY OF THE CITY OF NEWARK AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH MASER CONSULTING, P.A. FOR GEOTECHNICAL ENGINEERING SERVICES.**

There was full discussion concerning geotechnical work and soil borings. General Counsel advised that we will be requesting a phone vote related to this matter in early January, prior to the regularly scheduled meeting. Commissioner Allen will attempt to talk to members of the Planning Board regarding the site plan. Upon completion of discussion, motion to approve this Resolution by Chairwoman Williams, seconded by Commissioner Cagley and approved by unanimous consent.

The Board of Commissioners discussed the donation meters being placed in Military Park and determined that the charity of choice will be Newark Emergency Family Services.

Chair Williams gave closing remarks.

There being no further business, the meeting was adjourned at 5:20 p.m. on Motion of Commissioner Cagley, seconded by Commissioner Graham and approved by unanimous consent.

**RESOLUTION APPROVING THE LIST OF BILLS FOR NOVEMBER, 2015**

Resolution No. 11-2015-67

**Approved as to form and**  
Legality on basis of Facts

**Factual Contents Certified**

by \_\_\_\_\_  
Budget Authorization Certified

\_\_\_\_\_  
CHIGOZIE U. ONYEMA, ESQ

**WHEREAS**, the Executive Director has received and reviewed the attached List of Bills for the Month November 2015; and

**WHEREAS**, the Board of Commissioners approved the list of Bills for November, 2015; and

**WHEREAS**, the Executive Director is recommending that the List of Bills be approved; and

**NOW, THEREFORE**, be it resolved by the Board of Commissioners of the Parking Authority of the City of Newark, that the List of Bills for September is approved for payment.

Commissioner \_\_\_\_\_ Seconded the Motion  
X - Indicates Vote AB – Absent NV – Not Voting  
Board of Commissioners Vote of Final Passage

Commissioners AYE NAY NV AB Commissioners AYE NAY NV AB

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|-----------------|--|--|--|--|-----------------|--|--|--|--|
| Evelyn Williams |  |  |  |  | DeAndre Rudolph |  |  |  |  |
| Raquel Cagley   |  |  |  |  | Niathan Allen   |  |  |  |  |
| Deborah Ballard |  |  |  |  | Hubert Graham   |  |  |  |  |
|                 |  |  |  |  |                 |  |  |  |  |

I hereby certify that the above Resolution No. 11-2015-67 was accepted at a Commissioners meeting of the Parking Authority of the City of Newark on November 23, 2015.

By: \_\_\_\_\_  
EVELYN WILLIAMS, Chairperson  
Newark Parking Authority

(SEAL)  
ATTEST:

WITNESS:  
  
\_\_\_\_\_

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PARKING AUTHORITY  
OF THE CITY OF NEWARK AUTHORIZING THE EXECUTIVE DIRECTOR TO  
ADVERTISE A REQUEST FOR PROPOSALS FOR CIVIL ENGINEER,  
LAND SURVEYOR, AND SITE ENGINEER**

**Approved as to form and  
Legality on basis of Facts**

**Factual Contents Certified  
to by**

\_\_\_\_\_  
Chigozie U. Onyema, Esq.

**RESOLUTION NO.: 11-2015-68**

**WHEREAS**, pursuant to *N.J.S.A. 40:11A-6(4)(a)*, the Board of Commissioners of the Parking Authority of the City of Newark is authorized to make and execute contracts and other instruments necessary or convenient to the exercise of the powers of the Authority;

**WHEREAS**, the Parking Authority of the City of Newark has expanded its portfolio to include parking related real estate development projects, consistent with its power and purposes under *N.J.S.A. 40:11A-6(4)(a)*; and,

**WHEREAS**, the Parking Authority of the City of Newark requires a Civil Engineer, Land Surveyor, and Site Engineer to prepare a site plan and facilitate the land development phase for the planned structured parking Garage on Greet Street.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Parking Authority of the City of Newark, that the Executive Director is hereby authorized to advertise a Request for Proposals, consistent with the Local Public Contracts Law, *N.J.S.A. 40:11-1*, et. seq.

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 AUTHORIZING THE EXECUTIVE DIRECTOR TO ADVERTISE A REQUEST FOR PROPOSALS FOR CIVIL ENGINEER, LAND SURVERYOR, AND SITE ENGINEER

| Commissioners                | AYE | NAY | NV | AB | Commissioners   | AYE | NAY | NV | AB |
|------------------------------|-----|-----|----|----|-----------------|-----|-----|----|----|
| Evelyn Williams, Chairperson |     |     |    |    | DeAndre Rudolph |     |     |    |    |
| Raquel Cagley                |     |     |    |    | Deborah Ballard |     |     |    |    |
| Niathan Allen                |     |     |    |    |                 |     |     |    |    |
| Hubert Graham                |     |     |    |    |                 |     |     |    |    |

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 AUTHORIZING THE EXECUTIVE DIRECTOR TO ADVERTISE A REQUEST FOR PROPOSALS FOR CIVIL ENGINEER, LAND SURVERYOR, AND SITE ENGINEER," (the "Resolution"), which Resolution was adopted at a regular meeting of the Authority duly called, advertised and held on November 23, 2015 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 23rd day of November, 2015.

PARKING AUTHORITY OF THE CITY OF NEWARK

[SEAL]

\_\_\_\_\_  
Evelyn Williams, Chairman

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PARKING  
AUTHORITY OF THE CITY OF NEWARK ADOPTING THE  
EMPLOYEE HANDBOOK OF POLICIES AND PROCEDURES**

**Approved as to form and  
Legality on basis of Facts**

**Factual Contents Certified  
to by**

\_\_\_\_\_  
Chigozle U. Onyema, Esq.

**RESOLUTION NO. 11-2015-69**

**WHEREAS**, the Parking Authority of the City of Newark employs numerous exempt and non-exempt employees pursuant to *N.J.S.A. 40:11A-6, et seq.*, in order to fulfill its public purposes; and,

**WHEREAS**, the Parking Authority of the City of Newark has previously adopted an Employee Handbook stating the policies and procedures to be followed by all employees and independent contractors, to the extent the same are applicable;

**WHEREAS**, the Executive Director and General Counsel, along with outside employment counsel, have reviewed the current Employee Handbook in order to propose appropriate amendments thereto to the Board of Commissioners for their consideration;

**WHEREAS**, the Personnel Committee of the Board of Commissioners has reviewed the proposed amendments to the current Employee Handbook and has made a recommendation to adopt the same; and,

**WHEREAS**, the Commissioners of the Parking Authority of the City of Newark now wish to adopt the amended Employee Handbook in the form which is attached and incorporated to this Resolution in order to set forth policies and procedures to be followed by all employees of the Parking Authority of the City of Newark.

**NOW, THEREFORE, BE IT RESOLVED** by the Parking Authority of the City of Newark that the attached version of Employee Handbook of the Parking Authority of the City of Newark is hereby adopted to set forth the policies and procedures of the Authority.

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 ADOPTING THE EMPLOYEE HANDBOOK OF POLICIES AND PROCEDURES**

Commissioners AYE NAY NV AB Commissioners AYE NAY NV AB

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|------------------------------|--|--|--|--|-----------------|--|--|--|--|
| Evelyn Williams,<br>Chairman |  |  |  |  | DeAndre Rudolph |  |  |  |  |
| Raquel Cagley                |  |  |  |  | Deborah Ballard |  |  |  |  |
| Niathan Allen                |  |  |  |  |                 |  |  |  |  |
| Hubert Graham                |  |  |  |  |                 |  |  |  |  |

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 ADOPTING THE EMPLOYEE HANDBOOK OF POLICIES AND PROCEDURES," (the "Resolution"), which Resolution was adopted at a regular meeting of the Authority duly called, advertised and held on November 23, 2015 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 23rd day of November 2015.

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 AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER  
INTO A CONTRACT WITH MASER CONSULTING, P.A. FOR GEOTECHNICAL  
ENGINEERING SERVICES**

Approved as to form and  
Legality on basis of Facts

Factual Contents Certified As to  
Accuracy

\_\_\_\_\_  
Chigozie U. Onyema, Esq.

\_\_\_\_\_  
Gabiella Santos

**RESOLUTION NO.: 11-2015-70**

**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 issued a Request for Pricing for Geotechnical Services, which was advertised to a pre-qualified list of Licensed Site Remediation Professionals;

**WHEREAS**, in response to the Request for Pricing the Authority received and verified as complete Responses from the following individuals or entities:

1. Brinkerhoff Environmental Services, Inc.
2. Lewis Consulting Group
3. Maser Consulting, P.A.
4. Matrix New World Engineering, Inc.

**WHEREAS**, the Evaluation Committee, reviewed all of the Responses submitted by the aforesaid companies and determined that Maser Consulting, P.A. is the best qualified Respondent based on the Response and the criteria set forth in the Request for Pricing, and recommends that the Parking Authority of the City of Newark enter into a contract with same; and,

**WHEREAS**, the Financial Manager has certified as to the availability of funds for the purposes intended herein from the current budget.

**NOW, THEREFORE, BE IT RESOLVED,** that the Board of Commissioners authorizes the Executive Director to execute a contract with Maser Consulting, P.A. for one year commencing on December 1, 2015, and not to exceed the total lump sum bid amount of Sixty One Thousand Dollars and Zero Cents (\$61,000.00), subject to the company submitting a Business Entity Disclosure Certification, a Political Contribution Disclosure Form, and a Certification of Value;

**BE IT FURTHER RESOLVED,** that notice of the award shall be published in the Star Ledger and on the official website in accordance with the Local Public Contracts Law.

**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.

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 AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH MASER CONSULTING, P.A. FOR GEOTECHNICAL ENGINEERING SERVICES

Commissioners AYE NAY NV AB Commissioners AYE NAY NV AB

|                                 |  |  |  |  |                 |  |  |  |  |
|---------------------------------|--|--|--|--|-----------------|--|--|--|--|
| Evelyn Williams,<br>Chairperson |  |  |  |  | DeAndre Rudolph |  |  |  |  |
| Raquel Cagley                   |  |  |  |  | Deborah Ballard |  |  |  |  |
| Niathan Allen                   |  |  |  |  |                 |  |  |  |  |
| Hubert Graham                   |  |  |  |  |                 |  |  |  |  |

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IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Authority hereto this 23rd day of November, 2015.

PARKING AUTHORITY OF THE CITY OF NEWARK

[SEAL]

Evelyn Williams, Chairman