

Section 4. This Resolution shall take effect immediately.

Moved by:

Seconded by:

RECORDED VOTE:

REGULAR MEMBERS	YES	NO	ABSTAIN	NOT PRESENT
Crystal G. Booker				
Appiffanny A. Boston				
Marjani N. Jones				
Medinah E. Muhammad				
Derrick L. Samuels				

The foregoing resolution is a true and complete copy of a resolution of the Authority adopted at a meeting thereof duly called and held on _____, 2023.

**RESOLUTION AUTHORIZING THE EXECUTION OF A LEASE AGREEMENT
BY AND BETWEEN THE AUTHORITY AND MILLER PIPELINE FOR THE
SURFACE PARKING LOT LOCATED AT 136 EVERGREEN PLACE**

Commented [1]: BOPA to confirm address and block and lot of Lot

WHEREAS, in order to investigate, implement and manage strategies regarding parking and traffic management issues, the City Council (the "City Council") of the City of East Orange (the "City"), pursuant to Ordinance No. 14-1970 duly adopted March 9, 1970 (the "Creation Ordinance") and the Parking Authority Law (N.J.S.A. 40:11A-1 *et seq.*) of the State as amended and supplemented (the "Act"), created and established the East Orange Parking Authority (the "Authority") as a public body corporate and politic of the State and an agency of the City with all the powers, privileges, and authority conferred by the Creation Ordinance and the Act; and

WHEREAS, the Authority is empowered by the Act to appoint and employ professionals, technical advisors, and experts as the Authority may determine to be necessary for its efficient operation; and

WHEREAS, the Authority is further authorized under the Act to acquire by purchase, lease or otherwise and hold and use, and to construct, improve, maintain, operate, own, manage or lease either in a capacity of lessor or lessee parking projects and any land, property, real, personal or mixed, tangible or intangible, or any interest therein, meters, equipment or facilities to be devoted to the parking or storage of vehicles of any kind or which in the opinion of the Authority are necessary or useful and convenient in connection therewith or with the promotion of free movement of traffic; and

WHEREAS, The Authority desires to enter into a lease agreement with Miller Pipeline (the "Tenant") in connection with the off-street surface parking lot located at 136 Evergreen Place, which property is identified as Block [], Lot [] on the tax map of the City (the "Lot"), owned by the Authority; and

Commented [2]: Need to confirm corporate form and address of Miller Pipeline

WHEREAS, the Authority further desires to authorize the Chairperson of the Authority to execute such lease agreement with the Tenant (the "Lease Agreement") in substantially the form as that on file with the Authority and any other documents related thereto; and

NOW, THEREFORE, BE IT RESOLVED by the East Orange Parking Authority, in the County of Essex as follows:

Section 1. The aforementioned recitals are incorporated herein as though fully set forth at length.

Section 2. The Chairman of the Authority is hereby authorized to execute the Lease Agreement with Tenant, in substantially the same form as that on file with the Authority on the date hereof, with such additions, deletions or changes as the Chairman deems reasonable upon consultation with Authority counsel.

Section 3. A copy of this Resolution shall be available for public inspection at the offices of the Authority.

Miller Pipeline

**East Orange Parking Authority
Board of Commissioners Meeting
November 29, 2023**

The meeting was called to order at 6:18pm by Chairwoman Medinah E. Muhammad, and the Sunshine Act statement was read. The meeting was held in person with the following Commissioners present:
Appiffanny A. Boston, Medinah E. Muhammad, Derrick L. Samuels (via phone), and Marjani N. Jones.
Absent: Crystal G. Booker

Other's Present:

Tyshammie L. Cooper, EOPA Executive Director
Michele J. Perrotta, Board Attorney-McManimon, Scotland, and Baumann

No report was received from the East Orange City Council.

Public Portion: No one from the public participated.

Minutes: A motion to adopt the October 19, 2023, meeting minutes as amended was made by Commissioner Boston, 2nd by Commissioner Jones with no nays or abstentions.

New Business:

The Executive Director's Report included an overview of daily operations, permit sales for overnight parking, lot permits, and coin collections from meters. The Executive Director stated that the EOPA lots were experiencing illegal dumping, and she noted the need to hire a contractor to clean up the debris. The report also included: the status of the pay station implementation on Main Street, the library, and City hall; the PSEG lighting overhaul; and issues with the 2024 permit process. The Executive Director also discussed a recent claim that she received for a broken meter on Central Avenue. Board members asked questions regarding permit sales, revenue, expenses, and the 2024 permit process.

The motion to approve the November 2023 Executive Director's Report and operating expenses was made by Commissioner Boston, 2nd by Commissioner Jones with no nays or abstentions.

New Business:

The Executive Director discussed the upcoming Holiday Bag program. The Executive Director recommended placing the bags on the parking meters beginning on Central Avenue and Main Street beginning on December 11, 2023. The Mayor's Office desires to see the bags placed as early as possible to encourage shopping along the business corridors. The Board had a discussion regarding lost revenue and enforcement. The consensus was to adopt the presented resolution and amend the language to include up to 2 hours of free parking beginning in December 2023.

Commented [MM1]: Please insert the start date here

The Board also discussed the Department of Public Works (DPW) open bills. The Board asked for a status update on the open bills due to the EOPA from the City. The Board requested that the Executive Director meet with the City Administration to discuss this issue. A motion to table the payment of the open bills to the City was made by Commissioner Boston, 2nd by Commissioner Samuels with no nays or abstentions.

Old Business:

The Board is awaiting the final draft of the Mileage & Gas Policy from the Board Attorney. The Board Attorney and the Executive Director will discuss the draft policy and present it to the Board at the December 2023 Board meeting.

Nov
2023

Absent
Samuels

① Jones
② Booker

**East Orange Parking Authority
Board of Commissioners Meeting
October 19, 2023**

The meeting was called to order at 6:19pm by Chairwoman Medinah E. Muhammad and the Sunshine Act statement was read. The meeting was held in person with the following Commissioners present: Appiffanny A. Boston, Medinah E. Muhammad, Derrick L. Samuels(phone), Crystal G. Booker and Marjani N. Jones (phone).

Absent:

Other's Present:

Tyshammie L. Cooper, EOPA Executive Director
Michele J. Perrotta, Attorney-McManimon, Scotland, and Baumann

The Director relayed her conversation with Councilwoman Claybrooks where they discussed the need to address permit parking on certain streets and the need to make adjustments to the permit program, no physical report was provided.

Public Portion: No one from the public participated.

Minutes: A motion to adopt the September 20, 2023 meeting minutes was made by Commissioner Boston with a 2nd by Commissioner Samuels with no nays or abstentions.

New Business:

The Executive Director's Report included an overview of daily operations, permit sales for overnight parking, lot permits and coin collections from meters. The Director noted the new overnight permit streets status and provided an overview of the new pay stations for Main Street, Cityhall and the Library. Board members asked questions regarding permit sales, revenue, expenses, and the new permitted streets.

The **motion** to approve the October 2023 Director's Report and operating expenses was made by Commissioner Boston with a 2nd by Commissioner Booker with no nays or abstentions.

Old Business: no business was discussed.

The Board is awaiting the final draft of the Mileage & Gas Policy from Michele J. Perrotta, Attorney-McManimon, Scotland, and Baumann. Commissioner Muhammad offered to send in the State's policy as a reference, and Commissioner Jones will send in the USPS's drive out policy, the Director will remind the Commissioners to send in the samples.

Miscellaneous: the Board discussed the need to meet regarding the Bylaws potentially in November at the League conference or in December, no firm. The Executive Director and Attorney Perrotta will distribute sample bylaws for review prior to the meeting.

The meeting adjourned at 6:58pm with a motion from Commissioner Booker and a 2nd from Commissioner Boston.

Oct
2023

The Parking Authority's current personnel manual was distributed at the July 2023 meeting to obtain feedback from the Commissioners. The Board discussed the various options on how to proceed with creating and updating the policy manual. The consensus was for the Executive Director to review the City's manual and make recommendations.

The Board is awaiting the final draft of the Mileage & Gas Policy from Michele J. Perrotta, Attorney-McManimon, Scotland, and Baumann. Commissioner Muhammad offered to send in the State's policy as a reference, and Commissioner Jones will look for a draft of USPS's drive out policy.

Miscellaneous: Chairwoman Muhammad asked the Executive Director to review potential vacant spaces on Main Street and Central Avenue to relocate the parking authority to that would offer better access for community residents. Commissioner Samuels offered suggestions regarding potential locations, and Chairwoman Muhammad asked Commissioner Samuels to come back to the Board with suggestions for locations. The Board discussed the pros and cons of the current office space versus relocating. Other topics discussed include potentially hosting a retreat this fall maybe in Atlantic City during the league to discuss the bylaws and other issues concerning the organization. The Board discussed the pros/cons on where to host the meeting; the members will be polled for availability or at the October meeting. The Executive Director and Attorney Perrotta will distribute sample bylaws for review prior to the meeting.

The meeting adjourned at 7:57pm with a motion from Commissioner Boston and a 2nd from Commissioner Booker.

Sept
2023

**East Orange Parking Authority
Board of Commissioners Meeting
September 20, 2023**

The meeting was called to order at 6:17pm by Chairwoman Medinah E. Muhammad and the Sunshine Act statement was read. The meeting was held in person with the following Commissioners present: Appiffanny A. Boston, Medinah E. Muhammad, Derrick L. Samuels and Crystal G. Booker (phone).

Absent: Marjani N. Jones

Other's Present:

Tyshammie L. Cooper, EOPA Executive Director

Michele J. Perrotta, Attorney-McManimon, Scotland, and Baumann

No City Council report was provided.

Public Portion: No one from the public participated.

Minutes: A motion to adopt the July 19, 2023 meeting minutes was made by Commissioner Boston with a 2nd by Commissioner Samuels with no nays or abstentions.

The Board moved to the minutes for the August 16, 2023 meeting. A motion to adopt the August 16, 2023 meeting minutes was made by Commissioner Boston with a 2nd by Commissioner Samuels with no nays or abstentions.

New Business:

The Executive Director's Report included an overview of daily operations, permit sales for overnight parking, lot permits and coin collections from meters. The report also provided an overview of the need to install missing meters on Central Avenue, 4th Avenue, Lincoln Street and Evergreen Place, and the cost for purchasing the meters. The report also provided an overview of revenue generated and expenses for the month of August 2023 and a pilot program to use boots at Lot 1E on South Harrison before towing as a further deterrent to non-permit parking. The Director noted the new overnight permit streets which include Hawthorne Place, Garfield Place, Birchwood Avenue, Essex Street and Morris Street. Permit sales will begin for these streets in October once the setup is complete. Board members asked questions regarding permit sales, revenue, expenses, and the new permitted streets. The Board engaged in a detailed discussion regarding the pros and cons for towing versus placing boots on illegally parked vehicles. The Director noted that ShopRite uses boots on illegally parked cars versus towing. Chairwoman Muhammad and Commissioner Samuels discussed the possibility of calling upon East Orange City Council to create a local ordinance related to penalties for assaulting Parking Enforcement Officers.

The **motion** to approve the September 2023 Director's Report and operating expenses was made by Commissioner Boston with a 2nd by Commissioner Booker with no nays or abstentions.

Old Business: The Board requested a status update on the Miller Pipeline and William Street contracts. Both contracts were given to the parties for attorney review and are awaiting responses back. Miller Pipeline conducted a site visit, and the Executive Director provided a response to all open questions. The Executive Director provided an update to the Board for the William Street license agreement, noting that the EOPA lot is too far and will not meet the parking requirements for the project. The Board moved to remove all items from old business with a motion from Commissioner Boston and a 2nd by Commissioner Samuels with no nays or abstentions.

Sept 2023

The Personnel manual distributed at the July 2023 meeting to obtain feedback from the Commissioners. The Board discussed the various options on how to proceed with creating and updating the policy manual. The consensus was for the Director to review the City's manual and make recommendations.

Tabled: The June 21, 2023 meeting minutes was made by Commissioner Boston and a 2nd by Commissioner Jones with no nays or abstentions, Commissioners Booker and Samuels were absent for the vote.

The Resolution for the Mileage & Gas Policy requires additional research and drafting, Commissioner Muhammad offered the State's policy as a reference and Commissioner Jones will look for a draft of USPS's drive out policy.

Miscellaneous: Commissioner Jones express her concern for cars parked too close to the corner/intersection creating parking hazardous and the fact that buildings like 250 Prospect are still parking on the street because their parking garage isn't repaired after 2 years. Chairwoman Muhammad requested that the Board research and consider electric charging stations are a revenue generator for the Cityhall parking lot, she noted that Irvington recently got a grant, she would forward the program information for review. Chairwoman Muhammad presented the need to host a retreat this fall maybe in Atlantic City during the league to discuss the bylaws and other issues concerning the organization. The Board discussed the pros/cons on where to host the meeting; the members will be polled for availability. She also proposed that the Board pay for Commissioner(s) to attend the NJ League of Municipalities 2023 conference. The motion to approved a \$300 per day maximum up to \$1,000 total (\$200 per day hotel limit) was made by Commissioner Jones and a 2nd by Commissioner Boston with no nays or abstentions, Commissioners Booker and Samuels were absent for the vote. Commissioners will be reimbursed for meals, hotel, registration fee and mileage.

Chairwoman Muhammad also requested that the Board amend its agenda to include public comment at the end of the meeting, all Commissioners in attendance agreed to the change, the motion to amend the agenda was made by Commissioner Jones and a 2nd by Commissioner Boston with no nays or abstentions, Commissioners Booker and Samuels was absent for the vote.

The meeting adjourned at 7:55pm with a motion from Commissioner Boston and a 2nd from Commissioner Jones.

August
2023

**East Orange Parking Authority
Board of Commissioner's Meeting
August 16, 2023**

The meeting was called to order at 6:34pm by Chairwoman Medinah E. Muhammad and the Sunshine Act statement was read. The meeting was held in person with the following Commissioners present: Appiffanny A. Boston (telephone), Medinah E. Muhammad and Marjani N. Jones.

Absent: Derrick L. Samuels, Crystal G. Booker

Other's Present:

Tyshammie L. Cooper, EOPA Executive Director

Michele J. Perrotta, Attorney-McManimon, Scotland, and Baumann

No City Council report was provided.

Public Portion: No one from the public participated.

Minutes: A motion to table the July 19, 2023 meeting minutes was made by Commissioner Jones and a 2nd by Commissioner Boston with no nays or abstentions, Commissioners Booker and Samuels were absent for the vote.

New Business:

Executive Director's Report – included an overview of daily operations, permit sales for overnight parking, lot permits and coin collections from meters. The report also provided an overview of the need to install missing meters on Central Ave, 4th Avenue, and Evergreen Place. The report provided an overview of revenue generated and expenses for the month of August 2023. The Director noted the increase in the organization's insurance policies as discussed at the July board meeting. Several Commissioners asked questions regarding operations, revenue and expenses.

The **motion** to approve the August 2023 Director Report and operating expenses was made by Commissioner Boston with a 2nd by Commissioner Jones with no nays or abstentions, Commissioners Booker and Samuels was absent for the vote.

Resolution Awarding Insurance Contracts for 2023-2024: following up on the July 2023 meeting, after researching procurement laws, it was determined that the organization needed to award the contracts via resolution. The motion to adopt the resolution was made by Commissioner Boston with a 2nd by Commissioner Jones with no nays or abstentions, Commissioners Booker and Samuels were absent for the vote.

Old Business: The Board requested a status update on the Miller Pipeline contract and William Street, both contracts were given to the parties for attorney review, we are awaiting a response back. Miller Pipeline requested a site visit, which will take place within the next week after the meeting. The Board requested additional information from the Planning Board regarding the parking requirements for the William Street license agreement.

*August
2023*

Public Comment Session:

The initial public comment session had closed, and at the end of the meeting, a member of the public indicated that he would like to provide comment. Commissioner Muhammad reopened the public comment session.

Sameed Monk made comments about parking on various streets in and around South Harrison Street, specifically Berwyn, Webster and Hampton Terrace. Mr. Monk is working with the Department of Public Works (DPW) to clean the streets and notify residents about the parking rules, enforcement, and permits. Mr. Monk stated that the streets in the area need markings to highlight the city's boundaries.

A motion to adjourn the meeting was made by Commissioner Booker with a 2nd by Commissioner Boston. The meeting adjourned at 8:04 pm.

July
2023

The **motion** to approve the Executive Director's report and the July 2023 operating expenses was made by Commissioner Boston with a 2nd by Commissioner Booker with no nays or abstentions, Commissioner Samuels was absent for the vote.

Resolution(s):

The **Boot Resolution** policy was adopted at the June 2023 Board meeting, this item simply provides a revised final copy.

The **Mileage/Gas Resolution** was discussed during the June 2023 meeting and the approval to draft the policy was moved by the board. The Director stated that she was under the impression based on last month's meeting that the policy would be drafted based upon the United States Postal Service's (USPS) Drive Out Program. The policy requires additional research. The Board voted to table the Resolution pending additional information. The **motion** to table the resolution was made by Commissioner Boston with a 2- by Commissioner Booker with no nays or abstentions., Commissioner Samuels was absent for the vote.

Reorganization – The Board discussed the options to hold elections or hold current positions over and for setting the time and place of the Reorganization Meeting. as July 19, 2023 were made by Commissioner Boston with a 2- by Commissioner Jones with no nays or abstentions.

The Board had extensive discussions regarding the current bylaws and the need to update the bylaws. The Board desires to amend the bylaws in the Fall.

General Counsel Perrotta will distribute the current bylaws to all members. The Director suggested that the Board review other Parking Authorities' bylaws to model the EOPA's bylaws after.

A **motion** to hold over the current officers' positions until January 2024 was made by Commissioner Boston with a 2- by Commissioner Jones with no nays or abstentions, Commissioner Samuels was absent.

Miscellaneous:

Commissioner Jones asked about 250 Prospect Street regarding the status of the parking deck. According to Commissioner Jones, the owner has not started any construction or repairs in the parking deck. Commissioner Jones is concerned about the increase in cars parked on the street in that area and the cars that are parked too close to the corner, creating safety and driving hazards. The Director suggested that the Board consider drafting a letter to the Mayor and City Council regarding the buildings with parking deck issues. Commissioner Jones also asked about the state of the EOPA managing the parking permit process for the new parking structure at the ShopRite Plaza. The Director will follow up with the Mayor's Office for a update.

The Director reported that the City is currently doing a study to look at changing Lenox Ave to a one-way in response to the parking demand in that area.

July
2023

New Business:

The Board moved to the New Business section of the meeting to receive the Executive Director's report. The report provided an overview of activities that the EOPA engaged in during the past 30 days. The Director discussed the volume of tickets and the impact on the office. The average number of tickets per person that people are disputing is 12. The EOPA is participating in the City's Summer work program. Five student summer interns were assigned to the office. Holland responded to the Office's request to address the financial system and QuickBooks system setup. The Director is disputing the bills received from Holland because the scope of work that was completed is unclear. The Director requested a detailed invoice and/or contract to support the invoices received. The Director provided an overview of the authority's meeting with ParkMobile, which included the design of the overnight parking feature to replace the scratch off visitor's tag and the continuous issues related to enforcement stemming from the authority's equipment. The ParkMobile representative suggested that the EOPA use 5G cell phones and acquire phones with better processors to minimize technical issues. The Director provided an overview of the new insurance quotes for 2023 to 2024, noting the substantial increase for auto coverage prices. The comparison for cell phone costs was presented as requested by the Board. The authority completed the 4th Avenue business survey and finalized the cost for re-installing meters. The issues related to the PSEG bills were resolved, and the accounts are updated. The Main Street pay stations under the City's project were not ordered, and the 2 parking pay stations for Cityhall and the Library are still delayed. The Director provided an overview of the number of meters citywide, and the areas where they're missing. Central Avenue is missing 33 meters, and Evergreen Place is missing 8 meters. The Director worked with Glenco to design and install new signs in several lots. The authority is working to design and place 3x3 foot signs in all lots and is working with Glenco, the City's sign vendor.

The Director provided an overview of the ticket revenue for the last six months and the payment request that was submitted to the City. Finally, the Director provided an overview of permit sales, revenue, and expenses for the month. The Director also noted that the City's Code Enforcement office called in reference to dumping and litter in various lots.

Several Commissioners asked questions about the report. Commissioner Chairperson Muhammad asked that the Director look at the prices of refurbished phones on Best Buy. Commissioner Chairperson Muhammad asked the Director to look up the timeline for when the increased fees were to take effect because she recalls a 6-month timeline. The Board discussed the price increase and implementation dates. The Board directed the Director to notify the East Orange Police Department (EOPD) that the EOPA will sell overnight permits for the spaces at East Orange Cityhall. The Commissioner Chairperson recalled that the City's Chief of Staff, Tony Jackson agreed to forgive the expenses related to the lot cleaning in exchange for the EOPA forgoing receipt of ticket funds. The insurance issues need to be researched by counsel and the Executive Director to determine if we need to vote on a separate contract or just the billing.

July 2023

**East Orange Parking Authority
Board of Commissioner's Meeting
July 19, 2023**

The meeting was called to order at 6:15 pm by Chairwoman Medinah E. Muhammad, and the Sunshine Act statement was read. The meeting was held in person with the following Commissioners present:

Appiffanny A. Boston, Crystal G. Booker, Medinah E. Muhammad, and Marjani N. Jones (6:20 pm)

Absent: Derrick L. Samuels

Other's Present:

Tyshammie L. Cooper, East Orange Parking Authority (EOPA) Executive Director

Michele J. Perrotta, Attorney-McManimon, Scotland, and Baumann

Public Comment: During the initial public comment section of the meeting, there were no members of the public present.

City Council Report: No report was provided to the Board.

Summary: The approval of June 21, 2023, EOPA Board meeting minutes was tabled by Commissioner Booker and with a 2nd from Commissioner Boston with no nays and or abstentions. ~~Commissioners Jones and Samuels were absent from the vote.~~

The June 21, 2023 meeting minutes were adopted with the amendments noted with a motion by Commissioner Boston, and a 2nd by Commissioner Booker, with no nays and or abstentions. Commissioners Jones and Samuels were absent from the vote

Old Business:

The Board moved to the Old Business section of the meeting to discuss the pending agreement with Miller Pipeline. Prior to this, the Board discussed the status of the William Street license agreement, no new information was received. The 60 Parkway Drive building was discussed, there were 2 issues during last month's meeting, the parking garage at the building and the street cleaning. The Board went into Executive Sessions with a motion from Commissioner Booker and a 2nd by Commissioner Boston to discuss the Miller Pipeline Agreement. The session started at 6:20 pm Commissioner Samuels was absent for the vote and discussion. The Executive Session ended at 6:26 pm with a motion by Commissioner Booker and a 2nd by Commissioner Boston, Commissioner Samuels was absent for the vote and discussion.

The Executive Director provided an update to the Board regarding street cleaning around 60 Parkway Drive. According to the Director's conversation with the Mayor's Chief of Staff, Tony Jackson, the 60 Parkway Drive maintenance staff agreed to clean around the outside as a courtesy since the City suspended street cleaning in this area. to allow the residents of 60 Parkway Drive to Park.

Executive Director's Report - included discussions regarding the need to correct salaries/wages for several positions in the office. The EOPA hired two new members, a bilingual Office Manager and a day PEO to replace a person that will resign and/or modify their work schedule. The new parking pay stations are delayed due to parts; the expected delivery date is moved to late June or early July. The Director also provided an overview of the permits sold, revenue collected, and expenses for the month of May 2023.

The **motion** to approve the May 2023 operating expenses was made by Commissioner Boston with a 2nd by Commissioner Jones with no nays or abstentions., Commissioners Booker and Samuels were absent from the vote.

Resolution Establishing Salaries & Wages for Various Positions: the motion to adopt the resolution and make retroactive salary adjustments to January 1, 2023, to all employees that earned less than \$15.00 per hour was made by Commissioner Boston with a 2nd by Commissioner Jones. There were no nays or abstentions. Commissioners Booker and Samuels were absent from the vote.

Old Business: The Board requested a status update on the Miller Pipeline contract and William Street contracts. Both contracts were given to the parties for attorney review and are awaiting responses back.

Miscellaneous: Commissioner Chairwoman Muhammad expressed the need for the EOPA and the City to hold regular meetings to address various issues related to parking. She contacted the Mayor's Office and talked to Chief of Staff Tony Jackson to arrange a meeting.

The meeting adjourned at 7:15pm with a motion from Commissioner Boston and a 2nd from Commissioner Jones.

June
2023

**East Orange Parking Authority
Board of Commissioner's Meeting
June 21, 2023**

The meeting was called to order at 6:09pm by Chairwoman Medinah E. Muhammad, and the Sunshine Act statement was read. The meeting was held in person with the following Commissioners present:

Appiffanny A. Boston, Crystal G. Booker, Medinah E. Muhammad and Derrick L. Samuels (6:17pm via phone) and Marjani N. Jones (6:19pm)

Absent: none

Other's Present:

Tyshammie L. Cooper, EOPA Executive Director

Michele J. Perrotta, Attorney-McManimon, Scotland, and Baumann

Public Portion: No one from the public participated.

City Council Report: No report was provided to the Board.

Minutes: The minutes from the May 17, 2023 meeting were adopted with the amendments noted with a motion by Commissioner Boston, and a 2nd by Commissioner Booker, with no nays and or abstentions. Commissioners Jones and Samuels were absent from the vote.

New Business:

Reorganization – The Chairwoman discussed the bylaws and the reorganization where officers should be selected; the meeting was not held in January 2023. The Chairwoman called for a discussion to solicit input from the Commissioners. Commissioner Boston pointed out the proposed changes vs the current process stated in the bylaws. She also asked for the Board to consider holding a meeting in the future to review and update the bylaws, she specifically wanted to look at attendance. Commissioner Booker asked to confirm the current officers and history of terms. The current term of officers is one (1) year or until a successor is elected.

Michele J. Perrotta, Attorney-McManimon, Scotland, and Baumann offer two (2) suggestions to the Board, take a motion at the reorganization meeting to hold everyone over since the consensus was to keep the same Officers in place or simply re-elect the same Officers at the reorganization meeting in July 2023. He also suggested a future meeting to update the bylaws to include a seamless process for the reorganization. He also stated that the contracts for legal and audit services were typically done. A draft reorganization resolution was read to the Board.

The **motion** to approve the May 2023 operating expenses was made by Commissioner Boston with a 2nd by Commissioner Jones with no nays or abstentions., Commissioners Booker and Samuels were absent from the vote.

Miscellaneous: Commissioner Chairwoman Muhammad expressed the need for the EOPA and the City to hold regular meetings to address various issues related to parking. She contacted the Mayor's Office and talked to Chief of Staff Tony Jackson to arrange a meeting.

The meeting adjourned at 7:15pm with a motion from Commissioner Boston and a 2nd from Commissioner Jones.

Mary
2023

**East Orange Parking Authority
Board of Commissioner's Meeting
May 17, 2023**

The meeting was called to order at 6:11pm by Chairwoman Medinah E. Muhammad, and the Sunshine Act statement was read. The meeting was held in person with the following Commissioners present:

Appiffanny A. Boston, Medinah E. Muhammad, and Marjani N. Jones.

Absent: Derrick L. Samuels, Crystal G. Booker

Other's Present:

Tyshammie L. Cooper, EOPA Executive Director

Michele J. Perrotta, Attorney-McManimon, Scotland, and Baumann

Public Portion: No one from the public participated.

Minutes: The minutes from the April 24, 2023 meeting were adopted with the amendments noted with a motion by Commissioner Boston, and a 2nd by Commissioner Jones, with no nays and or abstentions. Commissioners Booker and Samuels were absent from the vote.

New Business:

Executive Director's Report - included discussions regarding the need to correct salaries/wages for several positions in the office. The EOPA hired two new members, a bilingual Office Manager and a day PEO to replace a person that will resign and/or modify their work schedule. The new parking pay stations are delayed due to parts; the expected delivery date is moved to late June or early July. The Director also provided an overview of the permits sold, revenue collected, and expenses for the month of May 2023.

The **motion** to approve the May 2023 operating expenses was made by Commissioner Boston with a 2nd by Commissioner Jones with no nays or abstentions., Commissioners Booker and Samuels were absent from the vote.

Resolution Establishing Salaries & Wages for Various Positions: the motion to adopt the resolution and make retroactive salary adjustments to January 1, 2023, to all employees that earned less than \$15.00 per hour was made by Commissioner Boston with a 2nd by Commissioner Jones. There were no nays or abstentions. Commissioners Booker and Samuels were absent from the vote.

Old Business: The Board requested a status update on the Miller Pipeline contract and William Street contracts. Both contracts were given to the parties for attorney review and are awaiting responses back.

floors installation. Commissioners asked various questions about the operations, permit sales and expenses as highlighted within the report.

Chairwoman Muhammad asked for a motion to rescind the previously adopted minutes for the March 2023 board meeting; was made by Commissioner Boston and a 2nd from Commissioner Samuels, changes that were made prior to the adoption of the minutes.

The **motion** to approve Executive Director's Report and the April 2023 operating expenses was made by Commissioner Jones ls with a 2nd by Commissioner Booker with no nays or abstentions.

Resolution for Miller Pipeline Lease Agreement: The resolution authorizes EOPA to enter into an agreement with EOPA. The **motion** to approve resolution was made by Commissioner Boston with a 2nd by Commissioner Jones with no nays or abstentions. Commissioner Booker was absent for the vote.

Resolution to enter into a License Agreement with 502 William Street: leasing 13 spaces for the apartment building for a period of five (5) to ten (10) years. An administrative fee and escalation fee structure will be added to be consistent with other parking fees. The Commissioners also discussed the distant between the building location and parking lot and other issues related to upselling the spaces. The **motion** to approve the resolution was made by Commissioner Samuels with a 2nd by Commissioner Boston. During the vote all voted yes except for Chairwoman Muhammad, she voted no, there were no abstentions. Commissioner Booker was absent for the vote. The final agreement with be presented to the Board for final review prior to execution.

Old Business: None.

The Board went into Executive Session to discuss various personnel items, a motion was made by Commissioner Boston with a 2nd from Commissioner Jones, the session started at 6:52pm. The Board ended its session at 7:21pm with a motion from Commissioner Boston and a 2nd from Commissioner Jones. Commissioner Booker was absent for session and the vote. The Director will consult with McManimon, Scotland, and Baumann and the City's Human Resources Department for an HR manual & procedure policy and for guidance related to disciplinary procedures.

The meeting adjourned at 7:21pm with a motion from Commissioner Boston and a 2nd from Commissioner Samuels.

**East Orange Parking Authority
Board of Commissioner's Meeting
April 24, 2023**

The meeting was called to order at 6:06pm by Chairwoman Medinah E. Muhammad and the Sunshine Act statement was read. The meeting was held in person with the following Commissioners present:

Appiffanny A. Boston, Medinah E. Muhammad, Derrick L. Samuels (arrived at 6:17pm), Crystal G. Booker (via phone) and Marjani N. Jones (arrived 6:08pm).

Absent: None

Other's Present:

Tyshammie L. Cooper, EOPA Executive Director

Michele J. Perrotta, Attorney-McManimon, Scotland, and Baumann

Public Portion: No one from the public participated.

East Orange City Council Report: No report was provided.

Minutes: The minutes from the March 22, 2023 meeting ^{were} adopted with a motion by Commissioner Boston and a 2nd by Commissioner Booker with no nays or abstentions, Commissioner Jones and Commissioner Samuels was absent for the vote.

2nd Vote: The Board revoted on the March 22, 2023 meeting minutes with the amendments with a motion from Commissioner Boston and a 2nd by Commissioner Samuels, Commissioner Jones abstained and Commissioner Booker was absent for the vote.

New Business:

Executive Director's Report - included discussions regarding the 1st and 5th ward enforcement wherein the PEO started with a 3 week period of just distributing warnings only to remind residents of the parking rules and new stickers will be ordered and installed on all meters to communicate the parking requirements for handicap rules and broken meters. The new equipment for the new parking pay stations was received. The report also included a discussion of the office operations, expenses and the leasing of EOPA lot to Miller Pipeline and 502 William Street to support their apartment rentals and parking issues related to 60 Parkway Drive. The report also provided an overview of the permits sold for the past 30 days and the deposits in the bank accounts from various vendors. Finally, the office is scheduled for painting and new

The **motion** to approve the March 2023 operating expenses was made by Commissioner Samuels with a 2nd by Commissioner Booker with no nays or abstentions. Commissioner Jones was absent for the vote.

Old Business: The Board voted to remove the Food Truck Survey from the agenda because the topic was resolved and most of the food truck have relocated to lower Central Avenue per the Mayor's Office directive, the motion to remove the item was made by Commissioner Book and 2nd by Commissioner Samuels. Commissioner Jones was absent for the vote.

The Board went into Executive Session to discuss negotiations with Miller Pipeline and 502 William Street, a motion was made by Commissioner Booker with a 2nd from Commissioner Boston, the session started at 7:00pm. During the discussions, Commissioner Muhammad recused herself and left the meeting once discussions included programs and financing at the NJEDA. The Board ended its session at 7:36pm with a motion from Commissioner Samuels. Commissioner Jones was absent for the vote.

The meeting adjourned at 7:37pm with a motion from Commissioner Booker and a 2nd from Commissioner Boston.

**East Orange Parking Authority
Board of Commissioner's Meeting
March 22, 2023**

The meeting was called to order at 6:07pm by Chairwoman Medinah E. Muhammad and the Sunshine Act statement was read. The meeting was held in person with the following Commissioners present:

Appiffanny A. Boston (via phone), Medinah E. Muhammad, Derrick L. Samuels (arrived at 6:18pm), and Crystal G. Booker.

Absent: Marjani N. Jones

Other's Present:

Tyshammie L. Cooper, EOPA Executive Director

Michele J. Perrotta, Attorney-McManimon, Scotland, and Baumann

Public Portion: No one from the public participated.

East Orange City Council Report: Councilwoman Brittany Claybrooks will provide reports and/or updates from the City Council, she was not in attendance at the March meeting. The Director provided an overview of her conversation with Councilwoman Claybrooks which included a status of the EOPA's operations, enforcement, equipment and capital needs and the status of the ordinances from 2022 that were changed to clarify the parking violations for ticketing purposes. No written documents were provided by Councilwoman Claybrooks.

Minutes: The minutes from the February 22, 2023 meeting was adopted with a motion by Commissioner Booker and a 2nd by Commissioner Boston with no nays or abstentions, Commissioner Jones was absent for the vote.

New Business:

Executive Director's Report - included discussions regarding the parking pay stations status, the office operations, expenses and the leasing of EOPA lot to Miller Pipeline and 502 William Street to support their apartment rentals and parking issues related to 60 Parkway Drive. The report also provided an overview of the permits sold for the past 30 days and the deposits in the bank accounts from various vendors. Commissioners asked various questions about the operations, permit sales and expenses as highlighted within the report.

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**East Orange Parking Authority
Board of Commissioner's Meeting
February 22, 2023**

The meeting was called to order at 6:04pm by Chairwoman Medinah E. Muhammad and the Sunshine Act statement was read. The meeting was held in person with the following Commissioners present:

Appiffanny A. Boston, Medinah E. Muhammad, Crystal G. Booker (arrived at 6:07pm via telephone) and Marjani N. Jones.

Absent: Derrick L. Samuels

Other's Present:

Tyshammie L. Cooper, EOPA Executive Director

Michele J. Perrotta, Attorney-McManimon, Scotland, and Baumann

Public Portion: An email was read into the record from EO resident Jennie Thompson, her email was submitted related to the lack of parking options for EO residents commuters which resulted in her receiving parking tickets; the email is attached and was provided to all Commissioners.

Minutes: The minutes from the January 25, 2023 meeting were adopted with amendments noted with a motion by Commissioner Boston and a 2nd by Commissioner Jones with no nays or abstentions. Commissioner Samuels was absent for the vote.

New Business:

Executive Director's Report - included discussions with the hiring of two (2) new PEO, one (1) for overnight 12am to 6am shift and the other during the am shift; equipment issues and a need for maintenance for the EOPA's vehicle, quote will be solicited for repairs and routine maintenance. The report included a breakdown of the bank accounts, ending in 1027 is used for park mobile deposits via credit cards, 3596 is for payroll, 1195 is general operations and 9303 is a money market savings account. New computers and phones were fully installed throughout the office and is able to answer the phones through out the office; a new phone carrier was selected based upon cost and equipment. The new pay stations were ordered with a anticipated delivery date of early April. We discussed an overview of the total number of permits that were sold in 2022 and 2023 to date. The signage for the lots is almost complete and the EOPA will migrate to a new website and all documents and signage will reflect same. The report provided an overview of tickets issued, lot permits sold, operating bills and tickets paid by customers. The Director requested an assessment by PSEG to review all of the lots and status of the bills. Commissioners asked questions about various areas of the report such as operations, increasing pay rates for staff, and the operating bills for February.

presented for approval. The Board had in-depth discussions regarding the bank accounts, their history, deposits, and monthly activity. The Board asked questions regarding the various vendors.

Request- The Board requested that McManimon, Scotland, and Baumann prepare the resolution for the website vendor and the resolution to govern the working relationship with the City. The Board members requested copies of all bank statements. The Board members will communicate the date when they will visit the office to review them upon confirmation from the Executive Director.

The meeting adjourned at 8:35pm.

Jan 2023

**East Orange Parking Authority
Board of Commissioner's Meeting
January 25, 2023**

The meeting was called to order at 6:05pm by Chairwoman Medinah E. Muhammad and the Sunshine Act statement was read. The meeting was held in person with the following Commissioners present:

Appiffanny A. Boston, Medinah E. Muhammad, Derrick L. Samuels, Crystal G. Booker (arrived at 6:11pm) and Marjani N. Jones.

Absent: none

Other's Present:

Tyshammie L. Cooper, EOPA Executive Director

Michele J. Perrotta, Attorney-McManimon, Scotland, and Baumann

Public Portion: No one from the public participated.

Minutes: The minutes from the December 21, 2022, meeting were adopted with amendments noted with a motion by Commissioner Boston and a 2nd by Commissioner Jones with no nays or abstentions. Commissioner Booker was absent for the vote.

New Business:

Executive Director's Report - included discussions with the City regarding funding a capital improvement plan to upgrade all EOPA lots, hiring staff and acquiring equipment, and working together with the City, specifically DPW and EOPD, to coordinate enforcement activities. The EOPA will hire an additional night team to perform enforcement immediately; the City will fund the purchase of the parking pay stations on Main Street as part of the capital funding plan. The Director gave an overview of the permits sold, revenue collected, and expenses for the month of January 2023. The Director highlighted the changes in the law that no longer suspend drives license for unpaid parking tickets and the computer/IT quote for services (purchasing new computers, telephone, and service). This includes a monthly service contract at \$200 per month. The Director will research issues with lighting and billing regarding the PSEG bills for the various lots. The Director provided an overview of the IPS fees that are charged to the organization, see handout for the list of fees, customers that purchase permits pay \$4.50, the total fees charged are \$14.15. The Director also discussed the parking pilot program. The locations being evaluated are Evergreen, Main Street, and Central Ave. Finally, the Director discussed her request to the building to paint the office and install new flooring and ceiling tiles.

Questions - Commissioners asked for data comparing surrounding towns' permit pricing for overnight and day permits and hiring more office staff. Does the organization have to go out to bid to hire a website vendor for design? Questions were also asked about the bills and invoices

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