he Executive Director's Report included an overview of daily operations, permit sales for o
arking, lot permits and coin collections from meters. The report provided a proposal for the
raining session; 2 proposals were provided to board members to review and an overview of th
nsurance through the JIFF pursuant to the presentation. The Director provided an overview o
arking pilot program for Woodland Avenue, the citywide parking survey, permit sales and
xpenses. The **motion** to approve the December 2024 Director's Report and operating expens
nade by Commissioner Booker with a 2nd by Commissioner Jones with no nays or abstention
Commissioners Muhammad and Samuels were absent for the vote.

Resolutions:

Resolution: NJIIF Application/Membership – the Board discussed the presentation and the
dditional information that was provided, after discussion, a motion to approve was made by
Commissioner Booker with a 2nd by Commissioner Jones with no nays or abstentions;
Commissioners Muhammad and Samuels were absent for the vote.

Resolution: KAI Strategic Insurance Partners – the Board discussed the presentation and th
dditional information that was provided, after discussion, a motion to approve was made by
ommissioner Booker with a 2nd by Commissioner Jones with no nays or abstentions;
ommissioners Muhammad and Samuels were absent for the vote.

esolution: Board Retreat Contract -vendor TBD - the Board discussed the proposals for th
oard retreat, considering that the members are changing, the Board thought it best to hold the
aining at a later time after the new members start. The members were asked to bring suggest
ates at next month's meeting.

esolution: Board Retreat Contract – the Board discussed the holiday bag program and the
pporting resolution. The Director stated that the resolution was prepared so the Board would
ve to approve the program annually, it grants the Director the authority to install the bags
ginning December 1st going forward. A motion to approve was made by Commissioner Boo
th a 2nd by Commissioner Jones with no nays or abstentions; Commissioners Muhammad an
muels were absent for the vote.

d Business: Malcolm X. Thorpe, Attorney-McManimon, Scotland, and Baumann reminded
oard regarding the open areas of the bylaws, he sent suggestions to the Board after the Octobe
eeting.

e meeting adjourned at 8:31pm with a motion from Commissioner Booker and a 2nd from
mmissioner J...

The East Orange Parking Authority
Board of Commissioners Meeting
December 4, 2024

he meeting was called to order at 6:09pm by Vice Chairwoman Appiffanny A. Boston, followed e Pledge of allegiance and the Sunshine Act statement was read. The meeting was held in perso ith the following Commissioners present:

ppiffanny A. Boston, Medinah E. Muhammad, (phone) Crystal G. Booker (arrived at 6:18pm) ar Iarjani N. Jones (phone) and Derrick L. Samuels (phone).

bsent: none

ther's Present:

yshammie L. Cooper, EOPA Executive Director

Ialcolm X. Thorpe, Attorney-McManimon, Scotland, and Baumann
oseph Wenzel, Friend & Wenzel, LLC (via phone).

ast Orange City Council Report: The Executive Director provided an overview of her iscussions with Councilman Sammed R. Monk and Councilman Pullins, she requested to attend t ity Council Law & Legislation Committee meeting scheduled for December or January.

lew Business:

eter Soriero of KAI Strategic Insurance Partners provided the Board with an overview of the new nsurance policies through the JIFF. The new coverage includes public officials, sexual harassme nd cyber liability, polices that the organization didn't have with the prior policies. The policy is hree (3) years, although $3,000 more, it provides more coverage, the current policy limits are $2 nillion dollars, the new policy limit is $5 million dollars and will be retro- active for 13months of overage back to November 18, 2024. Members asked questions regarding the price, other cities arking authorities currently members in the program and policy limits, the broker provided an dditional handout for the members to review in addition to the JIFF agreement.

xecutive Session:

fter the Presentation, the Board Chairwoman Muhammad stated that the Board needed to go into xecutive session. A motion to go into closed session was made by Commissioner Samuels with a nd from Commissioner Booker. The executive session started at 6:23pm. The session ended at :23pm with a motion from Commissioner Booker and a 2nd from Commissioner Jones.

ublic Portion: Resident Shavone Johnson of Grove Street made comments related to the need to llow overnight parking on Grove Street. She also made comments regarding crime, she was volved in an attempted robbery walking from the teen streets home and lighting in the area of rove, Springdale and the North teen streets.

Iinutes: A motion to adopt the October 29, 2024 meeting minutes was made by Commissioner ooker with a 2nd by Commissioner Jones with no nays or abstentions; Commissioners Muhamma d Samuels were absent for the vote.

The Board discussed various dates for the tentative board retreat, after much discussion, December 15, 2024 was selected as the best date for all. The Director was given potential consultants to contact regarding the retreat to obtain proposals. In addition, the Board discussed leaving the bylaws and the changes to reorganization as the 1st meeting of the year as recommended by legal counsel.

The NJ League Conference will follow the same parameters as last year, all members must provide receipts for meals, hotels and travel cost up to the $1,000 limit.

Joseph Wenzel of Friend & Wenzel, LLC presented the Board with the draft personnel policy manual for their review. He discussed the various areas and compared the prior document and legal updates that were missing from the previous document. The Board was asked to review the document and provide feedback and suggestions.

Old Business: Malcolm X. Thorpe, Attorney-McManimon, Scotland, and Baumann provided the Board with an update of the open areas within the bylaws. The Board discussed the open areas and discussed their various concerns and viewpoints regarding the open areas. Malcolm will draft language to present to the Board for review and approval.

The Director has drafted the resident survey and is comparing platforms for distribution and has started drafting the Facebook social media page for EOPA.

The Board went into an executive session to discuss personnel and legal matters at 8:10pm with a motion from Commissioner Boston with a 2nd by Commissioner Booker with no nays or abstentions. The session ended at 8:40pm.

The meeting adjourned at 8:40pm with a motion from Commissioner Boston and a 2nd from Commissioner Booker.

East Orange Parking Authority
Board of Commissioners Meeting
October 29, 2024

The meeting was called to order at 6:17pm by Chairwoman Medinah E. Muhammad, the Sunshine Act statement was read, followed by the Pledge of allegiance. The meeting was held in person with the following Commissioners present:

Appiffanny A. Boston (phone), Medinah E. Muhammad, Crystal G. Booker (phone then arrived at 640pm in person) and Marjani N. Jones (phone).

Absent: Derrick L. Samuels

Other's Present:

Tyshammie L. Cooper, EOPA Executive Director

Malcolm X. Thorpe, Attorney-McManimon, Scotland, and Baumann
Joseph Wenzel, Friend & Wenzel, LLC

Public Portion: No one from the public participated.

East Orange City Council Report: The Executive Director provided an overview of her discussions with Councilman Sammed R. Monk and Councilman Pullins. A tentative meeting will be scheduled for the week after the election to discuss the proposed changes.

Minutes: A motion to adopt the September 18, 2024 meeting minutes was made by Commissioner Jones with a 2nd by Commissioner Boston 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 provided a proposal to upgrade the lights in the various lots using a lighting tax credit program for poles that aren't owned by PSEG. The Director provided an overview of the different office spaces with pros/cons with each location, ticket revenue from the City for the last quarter – May to August and other operational and staffing items such as performance reviews, insurance policy issues, meter/pay station activity and the audit status. The Director also discussed the ticket revenue for the last quarter, permit sales and the expenses for the month of October 2024.

The Board engaged in a detailed discussion regarding the report. Board members asked questions regarding the staff evaluations, Park Avanue enforcement, permit sales, revenue and expenses. The Board gave additional areas for the Director to research for potential meter installation in the future, these areas were lower Ventral by the hospital, Hoffman Blvd, Grove Street along with researching the current ordinance that established the meter enforcement times to see if we can create an opened ended program to avoid the EOPA needed to seek City Council approval with each adjustment. The **motion** to approve the October 2024 Director's Report and operating expenses was made by Commissioner Boston with a 2nd by Commissioner Booker with no nays or abstentions.

October 2024 minutes

Jm

The Board engaged in a detailed discussion regarding the report. Board members asked questions regarding the meter costs, the camera system, permit sales, revenue and expenses. The **motion** to approve the September 2023 Director's Report and operating expenses was made by Commissioner Boston with a 2nd by Commissioner Jones with no nays or abstentions.

Old Business: The Board tabled the Bylaws discussion with a motion from Commissioner Boston and a 2nd by Commissioner Jones with no nays or abstentions. The Reorganization meeting will be finalized with a date as part of the bylaws amendments. The Board members discussed November 16th as a potential date for the board retreat. Due to changing schedules, that date may not work; therefore, additional dates were suggested, including: October 13th, 14th, 20th, 27th, and November 11th.

The Board went into an executive session to discuss personnel and legal matters at 6:42pm with a motion from Commissioner Boston with a 2nd by Commissioner Jones with no nays or abstentions. The session ended at 6:49pm with a motion from Commissioner Boston with a 2nd by Commissioner Jones with no nays or abstentions.

Miscellaneous:

Commissioner Jones asked the Director to research parking options for out of towners for long term parking. Chairwoman Muhammad requested an update on the personnel handbook, parking application creation, non-resident parking options, parking survey, and outreach methods by the next board meeting.

The meeting adjourned at 6:54pm with a motion from Commissioner Boston and a 2nd from Commissioner Jones.

September 2024
minutes

V

East Orange Parking Authority
Board of Commissioners Meeting
September 18, 2024

The meeting was called to order at 6:10pm by Chairwoman Medinah E. Muhammad, the Sunshine Act statement was read, followed by the Pledge of allegiance. The meeting was held in person with the following Commissioners present:

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

Absent: Derrick L. Samuels and Crystal G. Booker

Other's Present:

Tyshammie L. Cooper, EOPA Executive Director

Malcolm X. Thorpe, Attorney-McManimon, Scotland, and Baumann

Public Portion: No one from the public participated.

East Orange City Council Report: The Executive Director provided an overview of her discussions with Councilman Sammed R. Monk. The update included proposed changes to some of the various ordinances drafted and submitted to the proper committee for review and discussion. The Director anticipates attending the committee meeting to discuss the proposed changes.

Minutes: A motion to adopt the August 21, 2024 meeting minutes was made by Commissioner Boston with a 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 report provided an overview of the 2nd vehicle that the Board approved with an increased cost of $1,155.00. The Director identified potential office space on Dodd Street, Bedford Street, Amherst and North Park Street that she will review and provide feedback to the Board if any are viable locations. Day time street sweeping enforcement started on Park Avenue in concert with the East Orange Police Department (EOPD), and EOPA has continued to perform the day time street sweeping enforcement of certain designated streets. There was one resignation from the night staff. Therefore, recruitment is underway for a replacement and to fill the open position for the 5th ward. All of the locks on the safe room door and the locking mechanism for the safe itself were changed, and a new pin and video cameras were installed in the office. The Director also discussed the ticket revenue for the last quarter, permit sales, cost to replace 50 meters with the credit card feature versus digital meters and the expenses for the month of September 2024.

September 2024 minutes

Klein with the necessary letter to get started. The goal was to initially have a draft at the August meeting however with the new unforeseen issues, the timeline may be October or November.

Tabled: No items were discussed.

Executive Session: The Board made a motion to go into an executive session to discuss personnel items and legal matters. The motion to go into closed session was made by Commissioner Jones with a 2nd by Commissioner Boston, the closed session started at 7:25pm. The session ended at 8:11pm with a motion from Commissioner Samuel and a 2nd by Commissioner Jones.

Public Portion: No one from the public participated.

Miscellaneous: Malcolm Thorpe of McManimon, Scotland, and Baumann provided a memo outlining the Open Public Records Act (OPRA) changes that will impact the authority at the request of the Board Chairperson. He also provided an update on reforming the bylaws. A summary will be distributed to the Board during the next meeting. Commissioner Jones voiced concerns regarding parking on Prospect Street, and she requested enforcement for the non-permit holders.

The meeting adjourned at 8:14pm with a motion from Commissioner Booker and a 2nd from Commissioner Jones.

August 2024
minutes

vehicles are gassed up. The Director will compile all the suggestions and provide an update to the Board.

The **motion** to approve the Executive Director's Report and the August bills was made by Commissioner Boston and 2nd by Commissioner Booker, with no nays or abstentions.

The **motion** to approve the resident survey was made by Commissioner Boston, and 2nd by Commissioner Booker, with no nays or abstentions.

Resolution:
The Board passed a motion related to Health Benefits cost for the Executive Director, the motion to adopt Resolution was made by Commissioner Boston with a 2nd by Commissioner Booker, with no nays or abstentions.

Board Retreat: The Board discussed various dates and times, the consensus centered on November, no dates were selected.

Public Comment(s): The Chair relaxed the order of the meeting and moved public comment session, two residents attended the meeting to offer comments related to parking concerns. Levern Maison lives at 93 North 16th Street, East Orange and attended the meeting to express her concerns related to a new neighbor that placed no parking signs around his house and was placing notes on cars telling people not to park in front of his house. The next resident, Shanik Austin lives at 250 Prospect Street, East Orange, her concerns were related to the number of handicap signs posted on the street given the number of residents. Ms. Austin stated that her building had moved them from the parking deck due to issues and now she and others are parking on the street. She asked about the handicap sign process and asked that no more be placed there while so many new cars are struggling to park on prospect street.

Old Business:

Bylaws: Malcolm from MS&B provided an overview of the summary that he provided regarding the bylaws meeting that took place on ___________, 2024. He highlighted the specific areas that had disagreement among the Board members. Members were asked to review the document and provide feedback at the next meeting.

Reorganization: The Board revisited the need to have a reorganization meeting in conjunction with the bylaws however, the current bylaws and the proposed bylaws that they are working on, have two different structures for the reorganization time period. No specific dates or timelines were discussed. The consensus was to have the reorganization match to the bylaw changes if possible.

Audit Update: The Director has started compiling and sending the documents requested by Samuel Klein for the audit. Going through this process has revealed that some additional work is needed for bank reconciliations that exceed the capacity of the recently hired accountant if we want to get the audit done by the October meeting. The Director may need to hire additional staff to complete the reconciliations for 2022 and 2023 to complete the audit. provided Samuel

August 2024 Minutes

East Orange Parking Authority
Board of Commissioners Meeting
August 21, 2024

The meeting was called to order at 6:11pm by Chairwoman Medinah E. Muhammad and the Sunshine Act statement was read followed by the Pledge of Allegiance. The meeting was held in person with the following Commissioners present: Appiffanny A. Boston (via phone), Medinah E. Muhammad, Derrick L. Samuels (via phone), Marjani N. Jones (via phone & later join in person), and Crystal G. Booker (6:17pm).
Absent: none
Other's Present:
Tyshammie L. Cooper, EOPA Executive Director
Kevin McManimon and Malcolm X. Thorpe, Attorney-McManimon, Scotland, and Baumann
Councilman Sammed R. Monk, East Orange City Council Liaison (via phone)

Public Portion: No one from the public participated.

East Orange City Council Report: Councilman Monk provided a verbal report, which contained an overview and update of the proposed changes related to ordinance changes for certain streets to allow overnight parking. He will meet with the Mayor's Office to communicate the proposed changes; a priority is changing the code to recognize protections for the PEO while on duty. He suggested that we train all PEO to use mace in the vent it's need to protect themselves while performing their duties.

Minutes: A motion to adopt the June 26, 2024 minutes was made by Commissioner Boston with a 2nd by Commissioner Booker, with no nays or abstentions.

A motion to adopt the July 24, 2024 minutes was made by Commissioner Boston with a 2nd by Commissioner Booker, with no nays or abstentions.

New Business:
The Executive Director's Report included an overview of daily operations, permit sales for overnight parking permits & EOPA lots, expenses revenue and coin collections from meters. The Executive Director provided an update of the office space that she reviewed within the current building and discussion regarding potential rent for the space and a reminder regarding the issues with the storage space on the 2nd floor. She provided an overview of her biweekly meetings with the Mayor's office and the initiative to clean and perform parking enforcement on Park Avenue starting August 27th. She provided a status of the night-time staff recruitment and various issues with the meters and pay stations. The report also included an overview of the resident survey, revenue generated, payments received and expenses for the month of August. Finally, the Director gave an overview of the missing cash lock box that was reported by an employee on Tuesday, August 13, 2024. The Board discussed the expenses and asked questions about Lukeoil and several new expenses listed such as Essex Locksmiths, Champion Tires, Buywise and employee expenses listed. The Board engaged in a discussion regarding the resident survey and offered suggestions for additional questions and outlets to post the survey for resident participation. The Board also suggested that the Director research different gas options for the vehicles and/or obtain gas cards based upon some of the concerns regarding the way

August 2024
minutes