

FORT LEE PARKING AUTHORITY
MEETING MINUTES
June 13, 2023 @ 4:00 P.M.

I. Salute to the Flag:

II. Call to Order:

The regular meeting of the Fort Lee Parking Authority scheduled for Tuesday, June 13, 2023 at 4:00 p.m. The meeting was convened at 4:05 p.m. at 231 Main Street 2nd Fl., at the Fort Lee Parking Authority Conference Room as advertised in the Record, Jersey Journal, Municipal Building Bulletin Board, and the Parking Authority Website on December 27, 2022.

III. Statement of Compliance:

Pursuant to the Open Public Meeting Act, Chapter 231, Laws of 1975 noting adequate notice of the meeting has been as follows: “At least 48 hours prior to this meeting to be: A) permanently posted on the board’s officially designated public bulletin board in the Borough Hall, and in the entrance hall of the Parking Authority located at the rear of 309 Main Street, Middle Bldg; B) delivered to The Record, The Jersey Journal and the Board’s official newspaper; C) filed with the Clerk of the Borough of Fort Lee, and; D) mailed to all persons, if any, who have requested said notice, pursuant to section 14 Chapter 231, Laws of 1975”.

IV. Roll Call of Commissioners:

Neil Grant	Present
Michael Klein	Present
Marc Macri	Present
J Richard Radoian	Present
Patricia Rumi	Present (via teleconference)

V. Roll Call of Professionals:

Legal Counsel Neil Marotta (arrived at 4:17pm), Council Liaison Harvey Sohmer, Council Liaison Paul Yoon, and Executive Director Hernani Goncalves (via teleconference).

VI. Public Comment:

Jason Tavole, Matthew Seckler, Matthew Weiss, and James Weiss

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VII. Closed Session:

Mr. Grant requested the board to go into closed session to discuss personal matters.

Motion to go into closed session at 4:30 p.m.

Motion by: Marc Macri **Second by:** Michael Klein
Approved UNANIMOUSLY.

Present: Mr. Grant, Mr. Macri, Mr. Klein and Mr. Radoian
Also in attendance were Mr. Marotta and Mr. Goncalves.

A motion was made to go back into open session at 4:37 p.m.

Motion by: Marc Macri **Second by:** Michael Klein
Approved UNANIMOUSLY.

VIII. Consent Agenda:

- Approval of Minutes: May 9, 2023
- Approval of Voucher numbers: 015141 – 015178
- Financial Statement: May 2023

A discussion was held on this matter.

Motion by: Marc Macri **Second by:** Michael Klein
Approved UNANIMOUSLY

IX. Resolutions:

2023-35 **Whereas**, the Fort Lee Parking Authority provides transit services to its residents and the residents of Cliffside Park, utilizing buses provided by the DOT through a grant program; and

Whereas, to comply with the Omnibus Transportation Employee Testing Act of 1991 and the rules mandated by the DOT and relevant federal agencies, the Parking Authority is required to adopt a Drug and Alcohol Policy for safety sensitive employees in Transit,

Now, Therefore, Be It Resolved, that the Commissioners of the Fort Lee Parking Authority hereby adopt the Fort Lee Parking Authority Drug and Alcohol Policy for Safety Sensitive Employees in Transit, effective July 1, 2023, which is incorporated herein by reference.

Mr. Goncalves discussed the resolution.

Motion by: Patricia Rumi **Second by:** Marc Macri
Approved UNANIMOUSLY

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- 2023-36** **Be It Resolved**, by the Commissioners of the Fort Lee Parking Authority that Hernani Goncalves is hereby designated as the Employer Representative (DER) and Evelyn Lassalle and Marleny Pereyra are hereby designated as the Assistant Employer Representatives (DER) of the NJ Transit Safety-Sensitive Employees in Transit Program.
Mr. Goncalves discussed the resolution.
Motion by: Marc Macri **Second by:** Richard Radoian
Approved UNANIMOUSLY
- 2023-37** **Be It Resolved** by the Commissioners of the Parking Authority of the Borough of Fort Lee that Evelyn Lassalle, FLPA Assistant Director, is hereby designated as an additional Open Public Records Act Custodian for the Parking Authority of the Borough of Fort Lee, effective May 1, 2023 through December 31, 2023.
Mr. Goncalves discussed the resolution.
Motion by: Michael Klein **Second by:** Marc Macri
Approved UNANIMOUSLY
- 2023-38** **Whereas**, the Parking Authority implemented a key control system by its agreement with KeyTrak Inc., through a grant from the Federal Government; and

Whereas, the Parking Authority desires to enter into a maintenance agreement, with KeyTrak Inc.,

Now, Therefore, Be It Resolved, by the Commissioners of the Parking Authority of the Borough of Fort Lee, that the Executive Director is hereby authorized to enter into a maintenance agreement with KeyTrak Inc., for the key control system services, in accordance with their proposal, incorporated herein by reference, in a sum not to exceed \$1,063 per year, subject to review by General Counsel and certification that funds are available.
Mr. Goncalves discussed the resolution.
Motion by: Richard Radoian **Second by:** Michael Klein
Approved UNANIMOUSLY
- 2023-39** **Be It Resolved**, by the Commissioners of the Fort Lee Parking Authority, that Brandon Brito, is hereby hired as a seasonal maintenance employee, on a temporary basis, from June 19, 2023 thru August 31, 2023, at a salary of \$18.00 per hour, not to exceed 29 hours per week, to serve at the will of the Commissioners.
Mr. Goncalves discussed the resolution.
Motion by: Marc Macri **Second by:** Patricia Rumi
Approved UNANIMOUSLY

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2023-40 **Be It Resolved**, by the Commissioners of the Fort Lee Parking Authority, that Keizo Katayama, is hereby hired as a seasonal maintenance employee, on a temporary basis, from July 31, 2023 thru August 25, 2023, at a salary of \$18.00 per hour, not to exceed 29 hours per week, to serve at the will of the Commissioners. Mr. Goncalves discussed the resolution.

Motion by: Marc Macri **Second by:** Patricia Rumi
Approved UNANIMOUSLY

2023-41 **BE IT RESOLVED**, by the Commissioners of the Fort Lee Parking Authority, that Edward Koh is hereby hired as a seasonal maintenance employee, on a temporary basis, from July 31, 2023 thru August 25, 2023, at a salary of \$18.00 per hour, not to exceed 29 hours per week, to serve at the will of the Commissioners. Mr. Goncalves discussed the resolution.

Motion by: Marc Macri **Second by:** Patricia Rumi
Approved UNANIMOUSLY

2023-42 **Be It Resolved**, by the Commissioners of the Fort Lee Parking Authority, that Michelle Kim is hereby hired as a seasonal maintenance employee, on a temporary basis, from June 19, 2023 thru August 4, 2023, at a salary of \$18.00 per hour, not to exceed 24 hours per week, to serve at the will of the Commissioners. Mr. Goncalves discussed the resolution.

Motion by: Marc Macri **Second by:** Patricia Rumi
Approved UNANIMOUSLY

2023-43 **Whereas**, the position of Executive Director of the Fort Lee Parking Authority requires that the Executive Director be on-call on a 24-hour basis; and

Whereas, the availability of a vehicle to the Executive Director, on a 24-hour basis, would decrease response time to situations as they arise within the Borough,

Now, Therefore, Be It Resolved, by the Commissioners of the Fort Lee Parking Authority, that the Executive Director, Hernani Goncalves, is hereby authorized to utilize the assigned vehicle, on a 24-hour basis, not to be removed from the tri-state area, unless utilized outside the tri-state area for work purposes.

Mr. Goncalves discussed the resolution.

Motion by: Marc Macri **Second by:** Michael Klein
Approved UNANIMOUSLY

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- X. Documentation:**
None
- XI. Old Business:**
None
- XII. New Business:**
None
- XIII. Attorney's Report:**
• Lupino check
- XIV. Executive Director's Report:**
- Pay increase, retro, and bonus
 - NJ Transit PASS Training
 - Abbott Street project
 - EV chargers
 - File room (files for destruction)
 - September 7th presentation
 - Employee wellness
 - Legal Municipalities Attendance
 - IPMI award
- XV. Commissioner's Comments:**
None
- XVI. Chairperson's Comments:**
None
- XVII. Public Comment:**
None
- XVIII. Closed Session:**
Mr. Marotta requested the board to go into closed session to discuss personal matters.

Motion to go into closed session at 4:43 p.m.

Motion by: Marc Macri **Second by:** Richard Radoian
Approved UNANIMOUSLY.

Present: Mr. Grant, Mr. Macri, Mr. Klein and Mr. Radoian
Also in attendance were Mr. Marotta and Mr. Goncalves.

A motion was made to go back into open session at 4:47 p.m.

Motion by: Marc Macri **Second by:** Michael Klein
Approved UNANIMOUSLY

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XIX. Adjournment:

Motion to adjourn the meeting was made at 5:03 p.m.

Motion by: Marc Macri **Second by:** Michael Klein

Approved UNANIMOUSLY

EL, Recording Secretary