

FORT LEE PARKING AUTHORITY
MEETING MINUTES
August 8, 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, August 8, 2023 at 4:00 p.m. The meeting was convened at 4:06 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 at 4:13pm
J Richard Radoian	Absent
Patricia Rumi	Present

V. Roll Call of Professionals:

Legal Counsel Kathleen Marotta, Council Liaison Harvey Sohmer, Council Liaison Paul Yoon, and Executive Director Hernani Goncalves.

VI. Public Comment:

No public present

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VII. Consent Agenda:

- Approval of Minutes: July 11, 2023

A discussion was held on this matter.

Motion by: Patricia Rumi **Second by:** Neil Grant

The above was approved on the following roll call:

Yes: Ms. Rumi and Mr. Grant

Abstain: Mr. Klein

- Approval of Voucher numbers: 015213 – 015239

A discussion was held on this matter.

Motion by: Michael Klein **Second by:** Patricia Rumi

Approved UNANIMOUSLY

VIII. Resolutions:

2023-50 **Be It Resolved**, by the Commissioners of the Fort Lee Parking Authority that Joseph Albistur is hereby hired as a Maintenance Worker/Bus Driver, effective September 5, 2023, to work full-time, at the rate of \$24.15 per hour, to serve at the will of the Commissioners.

Mr. Goncalves discussed the resolution.

Motion by: Patricia Rumi **Second by:** Mickael Klein

Approved UNANIMOUSLY

2023-51 **Be It Resolved**, by the Commissioners of the Fort Lee Parking Authority that Jesse Holowacz is hereby hired as a Maintenance Worker/Bus Driver, effective immediately to work as needed, at the rate of \$24.00 per hour, to serve at the will of the Commissioners.

Mr. Goncalves discussed the resolution.

Motion by: Michael Klein **Second by:** Patricia Rumi

Approved UNANIMOUSLY

2023-52 **Be It Resolved**, by the Commissioners of the Fort Lee Parking Authority that Baker Obaid, currently serving as Driver/PEO, for the Fort Lee Parking Authority, is hereby appointed to the position of Lead of Fleet Operations including current duties as Driver/PEO, on a full-time basis, effective September 1, 2023, at an hourly rate of \$25.00, to serve at the will of the Commissioners.

Mr. Goncalves discussed the resolution.

Motion by: Patricia Rumi **Second by:** Michael Klein

The above was approved on the following roll call:

Yes: Ms. Rumi, Mr. Klein and Mr. Grant

Abstain: Mr. Macri

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2023-53 **Be It Resolved**, by the Commissioners of the Fort Lee Parking Authority that Mary Ann Martucci, currently serving as Bookkeeper, for the Fort Lee Parking Authority, is hereby appointed to the position of Lead of Financial Operations and Office Staff for the Fort Lee Parking Authority, on a full-time basis, effective September 1, 2023, at an hourly rate of \$29.00, to serve at the will of the Commissioners.

Mr. Goncalves discussed the resolution.

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

Approved UNANIMOUSLY

2023-54 **Be It Resolved**, by the Commissioners of the Fort Lee Parking Authority, that the transfer of funds, in the sum of \$5,000 from the Guntzer account to the Savings account is hereby authorized; and

Be It Further Resolved, that the aforementioned account be closed effective the date of transfer.

Mr. Goncalves discussed the resolution.

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

Approved UNANIMOUSLY

2023-55 **Be It Resolved**, by the Commissioners of the Fort Lee Parking Authority, that the transfer of funds, in the sum of \$625.34 from the CD account to the Lot account is hereby authorized.

Be It Further Resolved, that the aforementioned account be closed effective the date of transfer.

Mr. Goncalves discussed the resolution.

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

Approved UNANIMOUSLY

2023-56 **Whereas**, the Commissioners of the Fort Lee Parking Authority recognize that the employees of the Parking Authority interact daily with members of the public, in various capacities, including but not limited to, transporting members of the public, regulation and repair of parking meters and enforcement of parking rules and regulations in the Borough of Fort Lee; and

Whereas, although the interaction between the Parking Authority employees and the public is generally positive, there are times where the interaction between the employees and the public could lead to a verbal or non-verbal conflict; and

Whereas, to assist in promoting safety, performance and accountability, the Commissioners of the Fort Lee Parking Authority authorized installation of video/audio recording equipment in its vehicles and hereby desire to adopt a Mobil Video/Audio Camera Policy (MVR), for regulation of same;

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Now, Therefore, Be It Resolved, that the Commissioners of the Fort Lee Parking Authority hereby adopt the Fort Lee Parking Authority MVR Policy, which is incorporated herein by reference.

Mr. Goncalves discussed the resolution.

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

Approved UNANIMOUSLY

2023-57

Whereas, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and

Whereas, the annual audit report for the fiscal year ended December 31, 2022 has been completed and filed with the Director of the Division of Local Government Services pursuant to N.J.S.A. 40A:5A-15, and

Whereas, N.J.A.S. 40A:5A-17 requires the governing body of each Authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments and Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

Whereas, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments and Recommendations" in accordance with N.J.S.A. 40A:5A-17,

Now, Therefore, Be It Resolved, that the governing body of the Parking Authority of the Borough of Fort Lee hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended December 31, 2022, and specifically has reviewed the sections of the audit report entitled "General Comments and Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

Be It Further Resolved, that the Secretary of the Authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

Mr. Goncalves discussed the resolution.

Motion by: Patricia Rumi **Second by:** Michael Klein

Approved UNANIMOUSLY

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- IX. Documentation:**
None
- X. Attorney's Report:**
None
- XI. Executive Director's Report:**
- \$50,000 check for Palisade Avenue
 - \$200,000 check received will be placed into a CD account
 - NY State Parking Association
 - EV chargers on Abbott Blvd.
- XII. Commissioner's Comments:**
- Council Liaison Harvey Sohmer – commended the FLPA for only having one recommendation on the audit.
- XIII. Chairperson's Comments:**
None
- XIV. Public Comment:**
No public present
- XV. Closed Session:**
None
- XVI. Adjournment:**
Motion to adjourn the meeting was made at 4:25 p.m.
Motion by: Marc Macri **Second by:** Michael Klein
Approved UNANIMOUSLY

EL, Recording Secretary