

**FORT LEE PARKING AUTHORITY**  
**MEETING MINUTES**  
**October 10, 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, October 10, 2023 at 4:00 p.m. The meeting was convened at 4:01 p.m. at 231 Main Street 2<sup>nd</sup> 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 at 4:07pm, Council Liaison Harvey Sohmer, Council Liaison Paul Yoon and Executive Director Hernani Goncalves.

**VI. Public Comment:**

No public present

**VII. Consent Agenda:**

- Approval of Minutes: September 12, 2023  
A discussion was held on this matter.  
**Motion by:** Richard Radoian                      **Second by:** Michael Klein  
Approved UNANIMOUSLY
  
- Approval of Voucher numbers: 015272 – 015316  
A discussion was held on this matter.  
**Motion by:** Marc Macri                              **Second by:** Michael Klein  
Approved UNANIMOUSLY

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**VIII. Resolutions:**

**2023-64**      **Whereas**, the Fort Lee Parking Authority’s 2023 Operating Budget was adopted on the **8<sup>th</sup>** day of **December 2022**; and

**Whereas**, N.J.A.C. 5:31-2.8, provides that all amendments to the Authority’s Operating Budget shall be approved and adopted by resolution of the Authority, passed by not less than a majority of the full membership; and

**Whereas**, the Authority’s Administration has reviewed the status of its 2023 operations and determined that it is desirous and necessary to expend for any of the purposes specified in the budget an amount in excess of the respective sums appropriated during the fiscal year; and

**Now, Therefore Be It Resolved**, by the Commissioners of the Fort Lee Parking Authority the following amendments be made to the Operating Budget of the Fort Lee Parking Authority for its year ending December 31, 2023.

Mr. Goncalves discussed the resolution.

**Motion by:** Richard Radoian                      **Second by:** Patricia Rumi

Approved UNANIMOUSLY

<u>Operating Revenues</u>	<u>From</u>	<u>To</u>
Meters	\$ 1,350,000	\$ 1,700,000
Permits	\$ 715,000	\$ 900,000
<u>Appropriations</u>		
Administrative – Other Legal/Accounting	\$ 55,000	\$ 125,000
Administrative – Other Office	\$ 30,000	\$ 153,051
Cost of Providing Services Salaries & Wages	\$ 758,051	\$ 1,100,000
	\$ 2,908,051	\$ 3,950,000

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**2023-65**

**Whereas**, the annual Budget for Fort Lee Parking Authority for the fiscal year beginning January 01, 204 and ending December 31, 204 has been presented before the governing body of the Fort Lee Parking Authority at its open public meeting on October 10, 2023; and

**Whereas**, the Annual Budget as introduced reflects Total Revenues of \$4,031,511.00, Total Appropriations including any Accumulated Deficit, if any, of \$4,031,511.00, and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0.00; and

**Whereas**, the Capital Budget as introduced reflects Total Capital Appropriations of \$95,000.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$95,000; and

**Whereas**, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

**Whereas**, the Capital Budget/Program pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

**Now, Therefore Be It Resolved**, by the governing body of the Fort Lee Parking Authority, at an open public meeting held on October 10, 2023 that the Annual Budget, including all related schedules, and the Capital Budget/program of the Fort Lee Parking Authority for the fiscal year beginning January 01, 2024 and ending December 31, 2024, is hereby approved; and

**Be It Further Resolved**, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

**Be It Further Resolved**, that the governing body of the Fort Lee Parking Authority will consider the Annual Budget and Capital Budget/Program for Adoption on October 30, 2023.

Mr. Goncalves discussed the resolution.

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

Approved UNANIMOUSLY

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**2023-66**      **Whereas**, the Fort Lee Parking Authority instituted a passenger shuttle service to transport residents of the Borough to and from the Hudson River ferry station, which service is conducted as part of a Pilot program; and

**Whereas**, in 2008, the Borough of Cliffside Park and the Parking Authority entered into an Interlocal Services Agreement whereby the Parking Authority added a stop in Cliffside Park, to transport residents of the Borough of Cliffside Park, as part of the shuttle service; and

**Whereas**, the parties desire to renew the interlocal services agreement in accordance with the Interlocal Services Act, N.J.S.A. 40:8A-1 et seq., and Local Public Contract Law, N.J.S.A. 40A:11-5(2),

**Now Therefore Be It Resolved**, by the Commissioners of the Fort Lee Parking Authority, that the Executive Director is hereby authorized to execute the agreement, for a term of one (1) year, at a fee of \$40,000.00 per year, which agreement is incorporated herein, by reference.

Mr. Goncalves discussed the resolution.

**Motion by:** Michael Klein                      **Second by:** Richard Radoian

Approved UNANIMOUSLY

**2023-67**      **Whereas**, the Parking Authority instituted a commuter bus service to transport residents of the Borough to and from the Edgewater Ferry Terminal, which service is conducted as part of a Pilot program; and

**Whereas**, the Borough has requested the Parking Authority to add a stop in Cliffside Park located at Lafayette and Palisade Avenue, so as to provide said commuter bus service to residents of the Borough and desire to enter into an Interlocal Service Agreement with the Parking Authority for said service;

**Whereas**, the parties are capable and desirous of entering into an Agreement so as to provide transportation services to the residents of the Borough of Cliffside Park; and

**Whereas**, said Agreement may be entered into without competitive bidding pursuant to the Interlocal Services Act, N.J.S.A. 40:8A-1 et seq., and Local Public Contract Law, N.J.S.A. 40A:11-5(2),

**Whereas**, it is appropriate that agreements and understandings between the parties be reduced to written form:

**Now, Therefore**, in mutual consideration the parties herein agree, as follows:

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1. **Length of Contract.**  
This Agreement is for a term of one year, commencing \_\_\_\_\_, 2023 and terminating \_\_\_\_\_, 2024, unless sooner terminated by either party, with or without cause, upon thirty (30) days written notice to the other party.
2. **Payment.**  
The Borough shall pay to the Parking Authority the sum of \$40,000.00 per year, payable on the first of the month, three thousand three hundred thirty-three (\$3,333.33) dollars per month.
3. **Services Provided.**
  - a. The Parking Authority shall, as part of its ferry bus schedule, to the Edgewater Ferry Terminal, add one stop to its route in the Borough for transportation of Borough residents. Borough residents must show proof of residency, upon request. The bus stop shall be located at Lafayette and Palisade Avenue, in the Borough.
  - b. Fort Lee residents shall have first priority on a first come basis.
  - c. The Parking Authority shall not be responsible to any residents for delays or lack of capacity.
  - d. The Parking Authority will use its best efforts to advise the Borough of any interruption in service or suspension of same and to the extent the Parking Authority publishes its ferry bus schedule or provides notices relative to the ferry bus schedule, such notices shall also be provided to the Borough so that the Borough may take measures to keep its own residents apprised of the ferry bus schedule as well as any interruption or suspension of service.
4. **Insurance.** The Parking Authority shall at all times have in place commercial bus and transportation insurance through either a premium based commercial insurance company or the municipal joint insurance fund and excess liability fund and which shall cover any loss to property or person occasioned by the Parking Authority's operation of its transportation system and which shall also cover the Borough as an additional insured. Upon the Borough's request the parking authority shall provide the Borough with adequate proof of the existence of this insurance.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed by their duly authorized officials.

Mr. Goncalves discussed the resolution.

**Motion by:** Richard Radoian                      **Second by:** Michael Klein

Approved UNANIMOUSLY

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- IX. Documentation:**  
None
- X. Old Business:**  
None
- XI. New Business:**  
None
- XII. Attorney's Report:**
- PSE&G
  - Agreement with new entity
- XIII. Executive Director's Report:**
- Employee Uniforms
  - Holiday Luncheon – December 8<sup>th</sup>
  - EV Chargers with billboard ads
  - EV Chargers – upgrades
  - NJ Transit Grant
  - NJ Transit COVID relief Grant
  - NJ Transit meeting
- XIV. Commissioner's Comments:**
- Mr. Macri: Phenomenal job Hernani! This comes on the heels of being told that we weren't eligible for the grant.
  - Mr. Klein: Great job with Senior picnic
- XV. Chairperson's Comments:**
- None
- XVI. Public Comment:**
- No Public Present
- XVII. Closed Session:**
- None
- XVIII. Adjournment:**  
Motion to adjourn the meeting was made at 4:24 p.m.  
**Motion by:** Marc Macri      **Second by:** Michael Klein  
Approved UNANIMOUSLY

EL, Recording Secretary