SUMMARY STATEMENT

ITEM NO.: PATCO-14-008
SUBJECT: In Kind Support of 2014 Community Initiatives

COMMITTEE: New Business

COMMITTEE MEETING DATE: N/A

BOARD ACTION DATE: February 19, 2014

PROPOSAL: That the Board authorizes staff to provide in-kind services to support several community initiatives. These programs are held annually. In each case, an appropriate Right of Entry Agreement including proof of insurance coverage and indemnification of the Authority will be required.

PURPOSE: To allow community organizations to continue to use DRPA/PATCO facilities to collect donations.

BACKGROUND: For years PATCO has allowed several non-profit community organizations to collect donations and to sell items at its facilities. These initiatives have involved very little expense on the part of DRPA/PATCO.

Boy / Cub Scouts - PATCO has received requests from Boy Scouts and Cub Scouts for the opportunity to sell popcorn, peanuts, and candy at PATCO stations. The cost to PATCO/DRPA consists only of staff time to produce and execute a Right of Entry Agreement, to ensure appropriate insurance coverage and indemnification, and alerts to staff that the Scouts would be on our property.

Camden AHEC - During the summers, the Camden Area Health Education Center operates a weekly farmer’s market adjacent to the PATCO Broadway West Station on City of Camden property. Vehicles that deliver the goods park on other Camden City property. Although this weekly event is not held on DRPA/PATCO property, an Agreement must be prepared each year to allow Camden AHEC to move their products and equipment across DRPA property, specifically, the walkway in front of the station. The Right of Entry Agreement sets limits on Camden AHEC’s use of the walkway and requires Camden AHEC to indemnify the Authority and provide adequate insurance.

Collingswood Farmer’s Market - For more than a decade, the Borough of Collingswood and DRPA have executed an Addendum to their
Agreement regarding the use of DRPA property under the viaduct for the weekly Collingswood Farmer’s Market. PATCO has no practical use for this property. The Addendum limits the use of the site to Saturdays and makes the Borough responsible for any and all expenses incurred in connection with the Farmer’s Market. The Borough is required to indemnify DRPA for any claims associated with this use of the property.

**Food Bank** - For over 20 years, during the week of Valentine’s Day PATCO has held a Valentine’s Day Food Drive. PATCO posts notices in the stations to alert passengers and employees to the opportunity to contribute non-perishable foods in red barrels in all New Jersey stations during the morning rush. PATCO’s staff assembles all the donations at one station, from which a representative of the South Jersey Food Bank picks up hundreds of pounds of donated food. The cost to PATCO/DRPA consists of staff time to produce and execute a Right of Entry Agreement, to ensure appropriate insurance coverage and indemnification, and to consolidate donations in one location.

**Girl Scouts** - The Girl Scouts rely on the sale of cookies to support their programs. Over several weeks in January/February, various troops have sold Girl Scout cookies in PATCO stations. The cost to PATCO/DRPA consists only of staff time to produce and execute a Right of Entry Agreement, to ensure appropriate insurance coverage and indemnification, and alerts to staff that the Girl Scouts would be on our property.

**Haddonfield Parking Lot** – Through an Agreement with DRPA, the Borough of Haddonfield has been permitted to utilize Haddonfield Station Parking Lots N-2 and N-3 for the purpose of providing its residents and visitors with access to the Borough’s shopping and commercial center. At its own expense, the Borough had installed a special gate in the back of the parking lot, and the Borough opens that gate during specific weekend hours when ample parking is available for PATCO customers and no parking fees are collected at pay lots. This arrangement has no impact on PATCO revenues. The cost to PATCO/DRPA consists only of staff time to produce and execute a Right of Entry Agreement, to ensure appropriate insurance coverage and indemnification.

**Haddonfield Y’s Men** – For over 20 years, in late November and December, the Haddonfield Y’s Men have sold Christmas Trees from
DRPA property that is located east of but not adjacent to Haddonfield Station. This property is small and has no other use for PATCO, other than snow disposal. The cost to PATCO/DRPA consists only of staff time to produce and execute a Right of Entry Agreement, to ensure appropriate insurance coverage and indemnification.

**Lions Club** - The Haddonfield Lions Club’s annual “white cane” fundraiser enables the Lions to serve the community and disadvantaged citizens. The cost to PATCO/DRPA consists only of staff time to produce and execute a Right of Entry Agreement, to ensure appropriate insurance coverage and indemnification, and to alert staff that the Lions would be on DRPA property.

**Philabundance** - Throughout the year, Philabundance distributes fresh food at the Lindenwold Station on Saturdays when lots are empty. The cost to PATCO/DRPA consists only of staff time to produce and execute a Right of Entry Agreement to ensure appropriate insurance coverage and indemnification.

**Variety’s Old Newsboys’ Day** - The Variety’s Old Newsboys’ Day is an annual fundraiser to support the organization’s children’s charity, to which interested PATCO riders may donate. The cost to PATCO/DRPA consists of staff time to produce and execute a Right of Entry Agreement, to ensure appropriate insurance coverage and indemnification, and to alert Transit Unit and Passenger Services for security and logistical support on the day of the event.

Other organizations who have seen such fund-raising events have requested access to customers at PATCO stations. In the spirit of fairness, we propose to allow such access under the following conditions:

- Organization provides proof of its 501(c)(3) status or registration with the State of New Jersey as a charitable organization.
- Organization provides an approved Certificate of Insurance.
- Presence in stations must not occur within the same week as any other previously arranged community initiative.
- Requests will be handled on a first-come, first-served basis.
- A Right of Entry Agreement has been executed.
- An organization may schedule more than one visit to a PATCO station only if the organization has recognized sub-groups. For example, the Boy Scouts or Girl Scouts include many different troops from various communities. In the interest of efficiency,
one Right of Entry Agreement and submission of a Certificate of Insurance can cover the efforts of multiple groups.

- Only prepackaged and sealed containers of food with USDA or FDA certification may be offered for sale or distribution. Sale or distribution of liquids is prohibited.

It is recommended that the Board authorize PATCO to support these ongoing community initiatives for the 2014 calendar year through in-kind support as described above.

SUMMARY:
Capital Project #: N.A.
Operating Budget: In-kind services – General Fund
Master Plan Status: N/A
Other Fund Sources: N/A
Duration of Contract: N/A
Other Parties Involved: N/A
RESOLUTION

RESOLVED: That the Board authorizes PATCO to continue to support the community initiatives listed in the Summary Statement for the 2014 calendar year through in-kind services.

SUMMARY:

- Capital Project #: N.A.
- Operating Budget: In-kind services – General Fund
- Master Plan Status: N/A
- Other Fund Sources: N/A
- Duration of Contract: N/A
- Other Parties Involved: N/A