

## SUMMARY STATEMENT

ITEM NO.: PATCO-16-032

SUBJECT: In Kind Support of  
2017 Community Initiatives

COMMITTEE:

Operations & Maintenance

COMMITTEE MEETING DATE:

November 1, 2016

BOARD ACTION DATE:

November 16, 2016

**PROPOSAL:** That the Board authorizes staff to provide in-kind services to support several annual community initiatives. 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 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 to alert staff that the Scouts would be on our property.

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, 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.

**Food Bank of South Jersey and the White Horse Rotary Club** – In 2015 the Food Bank of South Jersey and the White Horse Rotary Club initiated a monthly food distribution program at our Lindenwold Station parking lot, as approved by the Board via PATCO-15-002. Meat, rice, pasta, juice and many other basic foods are available to approximately 200 needy local families through this program. 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.

**Girl Scouts** - The Girl Scouts rely on the sale of cookies to support their programs. Over several weeks starting in January, 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 to alert 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 to provide 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 does not affect 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 Service Club** – For over 20 years, in late November and December, the Haddonfield Y’s Service Club has 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.

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.

The comparable 2016 initiative had been approved by the Board via PATCO-15-035.

It is recommended that the Board authorize PATCO to support these ongoing community initiatives for the 2017 calendar year through in-kind support as described above.

<b>SUMMARY:</b>	<b>Amount:</b>	<b>\$0</b>
	<b>Capital Project #:</b>	<b>N/A</b>
	<b>Operating Budget:</b>	<b>N/A</b>
	<b>Master Plan Status:</b>	<b>N/A</b>
	<b>Other Fund Sources:</b>	<b>N/A</b>
	<b>Duration of Contract:</b>	<b>N/A</b>
	<b>Other Parties Involved:</b>	<b>N/A</b>

**PATCO-16-032**  
**Operations & Maintenance: November 1, 2016**  
**Board Date: November 16, 2016**  
**In-Kind Support of 2017 Community Initiatives**

**RESOLUTION**

**RESOLVED:** That the Board authorizes PATCO to continue to support the community initiatives listed in the Summary Statement for the 2017 calendar year through in-kind services.

**SUMMARY:**

<b>Amount:</b>	<b>\$0</b>
<b>Capital Project #:</b>	<b>N/A</b>
<b>Operating Budget:</b>	<b>N/A</b>
<b>Master Plan Status:</b>	<b>N/A</b>
<b>Other Fund Sources:</b>	<b>N/A</b>
<b>Duration of Contract:</b>	<b>N/A</b>
<b>Other Parties Involved:</b>	<b>N/A</b>