

WESTWOOD PARKING AUTHORITY

Minutes of Meeting
Held on November 30, 2010

The meeting was called to order at 7:05 p.m. pursuant to the open public meeting laws of the State of New Jersey. The roll was taken. In attendance were the following members:

- Francis Costello
- John Oberg
- Sue Bahng
- Matt Foley
- Joseph Green

The following individuals, serving in various official capacities, were also present:

- Jack Sauer, Administrator
- Thomas Garrity, Assistant Administrator
- Michael Pellegrino, Esq., Attorney for Parking Authority
- Robert Miller, Council Liaison

COMMITTEE REPORTS:

FINANCIAL REPORT:

Tom Garrity distributed a financial report and reported the following:

- November was a good month for collections
- Two collections in December left
- Had a problem with the master meter on Fairview which is why the collection is light for that lot
- Had a request from the State for a group Affidavit form which would certify that the Trustees are familiar with the Audit and its recommendations
- We need to include in our Minutes a list of each employee and their hourly wage. This can be done at the Re-organization meeting

ADMINISTRATOR'S REPORT:

Jack Sauer reported the following:

- Received invoice from McKay for new meters
- Made a list of all meters and listed problems with each

- Met with Bill from Meter Products and decided to put our old single heads back onto Westwood Avenue.

Chairman Costello discusses the problems with the installation of the new meters. Mr. Pellegrino is consulted for advice and suggests that a list of repairs be submitted to McKay and we should request that repairs be made prior to payment being tendered.

Chairman Costello further discusses the new meters. He stated that the decorative sleeves once on Westwood Avenue, approximately 60, have been installed at other locations and new, thinner sleeves have been placed on Westwood Avenue. The preference would be to move them back and options were discussed as to how to do this effectively.

It was suggested that we order 5 additional meters to be used during repairs and as spares.

LEGAL REPORT:

Mr. Pellegrino discussed the following:

- A check was received from the attorney representing CVS Pharmacy, on behalf of his client, in the sum of \$6,000 as agreed. This check should be deposited into the account as restricted income and it is to be used toward landscaping the Center Avenue South lot.

OLD BUSINESS:

A Motion was made by John Oberg, seconded by Matt Foley to approve disbursements of check numbers 1930 through 1944. A roll call vote was taken as follows:

Francis Costello	Aye
John Oberg	Aye
Sue Bahng	Aye
Matt Foley	Aye
Joseph Green	Aye

A Motion was made by John Oberg, seconded by Sue Bahng and unanimously approved to approve the Minutes of the meeting held on October 19, 2010, with a correction regarding the holiday lighting bid. A roll call vote was taken as follows:

Francis Costello	Aye
John Oberg	Aye
Sue Bahng	Aye
Matt Foley	Aye
Joseph Green	Aye

NEW BUSINESS:

Chairman Costello advises that Police Chief Frank Regino requested that the Parking Authority amend the Pedestrian Signs to reflect the new law. There are 12 signs which were originally purchased by the Parking Authority. These signs can be re-surfaced reflecting the change and also new bases should be purchased as well. The cost from Highway Traffic Supply would be \$1,615.16.

A Motion was made by Matt Foley, seconded by Joseph Green and unanimously approved to order the re-surfacing of 12 signs and new bases at a cost of \$1,615.16. A roll call vote was taken as follows:

Francis Costello	Aye
John Oberg	Aye
Sue Bahng	Aye
Matt Foley	Aye
Joseph Green	Aye

A Motion was made by Matt Foley, seconded by Joseph Green and unanimously approved to approve the purchase of five additional two-hour meters. A roll call vote was taken as follows:

Francis Costello	Aye
John Oberg	Aye
Sue Bahng	Aye
Matt Foley	Aye
Joseph Green	Aye

A Motion was made by Joseph Green, seconded by Sue Bahng and unanimously approved to adopt the FY 2011 Budget. A roll call vote was taken as follows:

Francis Costello	Aye
John Oberg	Aye
Sue Bahng	Aye
Matt Foley	Aye
Joseph Green	Aye

PUBLIC FORUM

No one from the Public was present.

There being no further new business, a Motion was made by Sue Bahng, seconded by John Oberg, and unanimously approved to adjourn the meeting.

At 7:59 p.m. the meeting was adjourned.

Date: 1/20/10



Sue Bahng, Secretary