

# WESTWOOD PARKING AUTHORITY

Minutes of Meeting  
Held on November 18, 2014

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
- Ray Arroyo, Council Liaison

## COMMITTEE REPORTS:

### ADMINISTRATOR'S REPORT:

Jack Sauer reported the following:

- Checked into shelters for the Master Meters.
  - There is a company in Queens that has one that is similar to that of a bus shelter. It requires about an hour to install and would require a concrete slab and four cylinders. The cost ranges from \$2,200 - \$2,500.
  - Bruce Meisel from the public (former attorney to the WPA) suggests that if we can get a good design, perhaps a business or entity would donate it.
  - This was budgeted as a capital improvement
- Holiday lighting will be lit the night after Thanksgiving
- Bond payment to the Borough is approaching
- The WPA van did not pass inspection.
  - The repair would cost more than the van is worth. An exact cost will be obtained and we will also begin shopping for a used van.

- Did some research to find appropriate carts to transport coins.
  - The cost is approximately \$1,000.00
  - The cart is locked and coins are not exposed until they are ready to be counted.

**FINANCIAL REPORT:**

Tom Garrity reported the following:

- The bond payment of \$45,000 is a big expense which is coming up
- Revenue is still down due to the construction around town. It appears to be picking up a bit and hopefully we will see an upswing again.
- 3% below last year's income and below budget target
- A 10 month comparison shows a pattern of decline in revenue since last year when the construction began
- \$4,700.00 below last year
- Summonses are down intentionally in an effort to give shoppers a break during this construction period

**LEGAL REPORT:**

Mr. Pellegrino discussed the following:

- Received claim forms for the Utility Company.

Bruce Meisel advised that Bill Volz requested that the environmental company finalize their findings for the Center Avenue South Lot.

Liaison Arroyo indicated that the Council is aware of the pending bond for Center Avenue South and will follow-up on same.

Chairman Costello received correspondence from a firm that acts as bond counsel. Suggested that Mr. Pellegrino keep this letter on file should we need to refer to such counsel.

**OLD BUSINESS:**

A Motion was made by Matt Foley, seconded by John Oberg to approve disbursements of check numbers 2401 through 2410 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 Sue Bahng, seconded by Matt Foley and unanimously approved to approve the Minutes of the meeting held on October 7, 2014. A roll call vote was taken as follows:

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

**NEW BUSINESS:**

A Motion was made by John Oberg, seconded by Sue Bahng and unanimously approved to adopt the FY 2015 Budget. A roll call vote was taken as follows:

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

Thomas Garrity reported that prior PEO's are working to assist in collections when needed. These PEO's should be board approved and be paid through the Borough and not by WPA voucher system. Emergency shoveling can be paid by voucher system.

A Motion was made by Matt Foley, seconded by Joseph Green and unanimously approved to permit former PEO's Joseph Creadon and Jim Carmelich to aid in the meter collection and be paid through the Borough of Westwood. A roll call vote was taken as follows:

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

Chairman Costello discusses the recent meter replacement at the 301 Center Avenue Lot which is a private parking lot where the property owner permits the WPA to collect revenue from approximately 54 spaces. Bruce Meisel, property owner, indicated that parking lot was reconfigured to provide Westwood Ophthalmology with additional parking. The number of meters has remained the same and none of the work caused any out of pocket expense for the WPA.

Liaison Arroyo indicated that there was some discourse between the Library and the Municipality with regard to parking. The striping and partitions on Park Avenue was not what Council agreed to but has since been rectified.

Chairman Costello indicated that he was contacted by Brian Barthalomew who had prepared the WPA parking study in 2008.

- Wants to update that study
- Economics were different then
- Study revolved around parking: rate, capacity, utilization and employee parking
- Quote was requested
- If we stay with Mr. Barthalomew he has all prior material
- \$7,500 to update. The original cost was \$25,000
- Don't feel that the new study has to encompass the time studies as in the prior report. They do "drive-bys" and note time and condition in general terms on Wednesdays and Fridays.

Liaison Arroyo discusses the following with regard to parking study:

- Mayor believes that it is time to look at the CBD and maybe WPA can go into R zones as well
- It was suggested that the residents who live in areas that are in flood zones should have stickers so that they can move their cars to higher ground when need be.

Chairman Costello indicated that we do not have enough expertise to make decisions with regard to parking. The WPA could get Walker to look at residential parking areas and Borough could pay for the additional work.

He further explained that the scope of the study was basically for everything: Rates, employee parking, utilization of parking, etc. We will look to discuss and finalize in January.

Chairman Costello advised the following:

- Center Avenue South lot was landscaped
- \$6,000 of the cost of landscaping was paid by the CVS developer
- The total cost of landscaping was \$7,500. The difference of \$1,500 was paid by Jefferson Realty Group, LLC of which Bruce M. Meisel is the Managing Member
- The WPA will do a public thank you to Mr. Meisel in the spring.

## PUBLIC FORUM

Members of the Public present were:

Bruce M. Meisel – Former attorney of WPA  
Maryanne Basset – owner of Harmony Tea Room  
Rayna Pine – co-owner of Canteen  
Jim Leggete – Reporter for Community Life  
Neil Volant – Property Owner

Mr. Meisel discusses parking issues:

- Suggested that Walker should come to an open meeting to do a presentation with regard to parking. This should be open to the Chamber, Mayor and Council and Westwood Taxpayers Alliance.
- The meter rates affect merchants and unfortunately, the construction that had been ongoing in the CBC has already adversely affected the merchants

Chairman Costello indicated that the parking study would only be used as a guideline. Mr. Meisel is afraid that the WPA will be shown in a negative light if the public does not have an opportunity to attend presentation.

Liaison Arroyo indicated that if it is an update then, that is OK, but before the scope of work is decided a meeting to see what people are interested in would be in order.

Maryann Basset was representing the Chamber and stated the following:

- Owns a business on Fairview Avenue
- Discusses the importance of proper employee parking
- Would like to see an incentive program delineated such as reward and punishment program
- Perhaps an employee sticker for any 9 hour meter
- Would like to see commuters moved out of the Fairview Avenue lot
- It is very difficult to police your neighbors

Rayna Pine owner of Canteen stated:

- Has spoken to PEO's about parking issue
- Need to free up Fairview Avenue
- Employees would be happy to pay for parking permits
- Something has to come back to the retailers. It is time to take care of the people that work in Westwood and help to make this shopping area what it is
- Fairview Avenue lot is filled by 10:00 a.m.

Maryann Basset states:

- It takes a long time to get a customer and takes no time at all to lose them
- Hears from customers that "they" should do something about parking

Chairman Costello indicated:

- The WPA Board is comprised of volunteers
- WPA has a limited knowledge base for new policies
- Both Maryann Basset and Rayna Pine bring up very valid points
- First step is to come down on the "meter feeders"
- Feeding the meter is a \$17.00 ticket

Mr. Meisel states that he has over 250 spaces and patrols his own lots. If PEO's targeted an area over and over, people would tire of getting tickets.

Rayna Pine indicates that employees need spaces and they can't wait for a study. She further states that:

- Employees and store owners are parking on in front of their stores and utilizing the parking that should be for shoppers
- Retailers have had a difficult time for the past year with ongoing construction and sales are down
- Many merchants are very passionate for what is going on.

Chairman Costello suggests that the WPA should draft a letter and deliver to all merchants with regard to parking.

Maryann Basset stated the following:

- People may not know where long term parking is
- Suggested that there be directional signs indicating where businesses are located
  - Plaques could be billed to merchants at a cost of \$200.
  - Especially for side streets
  - Perhaps the WPA and Chamber could work together to accomplish this

Liaison Arroyo suggests that we set priorities. Feels that many things can be prioritized.

Neil Volant indicated:

- A PEO has to get up early and ticket the commuters in the lot a few times per week
- Someone has to check for repeat offenders each day

Chairman Costello suggested:

- If a resident or business has a problem with someone meter feeding or improper parking they should call: 201-664-7100 x121
- We will begin to work to address the parking issues

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

At 8:35 p.m. the meeting was adjourned.

Date:

  
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Sue Bahng, Secretary