

WESTWOOD PARKING AUTHORITY

October 7, 2014

7:00 P.M.

**Borough Administration Building
101 Washington Avenue
Westwood, N.J.**

AGENDA

- Notice of Publication of meeting pursuant to N.J. "Sunshine Laws."
- Roll Call
- Committee Reports
 - Administrative – Jack Sauer
 - Financial – Tom Garrity
 - Legal – Michael Pellegrino, Esq.
- Old Business:
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 - Approval of Minutes of prior meeting
 - Discussion of holiday lighting
 - Discussion of Lantern repairs
- New Business:
 - Approval of vouchers/disbursements
 - Any other new business
- Public Forum
- Adjournment

WESTWOOD PARKING AUTHORITY

Minutes of Meeting
Held on October 7, 2012

The meeting was called to order at 7:01 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
- Matt Foley
- Sue Bahng

Absent:

- Joseph Green
- Carol L. Knubel, Secretary to Authority

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

- Jack Sauer, Administrator
- Tom Garrity, Assistant Administrator
- Michael Pellegrino, Esq., Attorney for Parking Authority
- Ray Arroyo, Council Liaison

COMMITTEE REPORTS:

Administrator's Report:

Mr. Sauer reported the following:

- The new hire, Jim Carmelich has resigned.
- Hired Vincent Corizzi to fill open spot.
- Received bids for Holiday lighting from:
 - Johnston Brothers Electric: \$8,692.00
 - Newman Electric: \$10,750
 - Ed Schaffner: Not available to do lighting

FINANICAL REPORT:

Thomas Garrity reviewed the Profit and Loss Statement.

Mr. Garrity reports:

- Collections are down significantly due to road construction
- Road work should be completed by 10/13/14
- PEO's have been working diligently
- Summonses are down too
- Circulated draft budget. Revenue targeted at \$188,000. Expects higher charge from Lerch Vinci due to regulatory changes; Replace van and computer; Install canopy over meter

LEGAL REPORT:

Mr. Pellegrino indicated the following:

- He sent letter to the zoning officer regarding illegally parked truck behind All Points store. Jack stated that the problem has been abated.
- Ray Arroyo suggested that Mr. Pellegrino look into making a claim against PSEG for lost income due to the road work.

OLD BUSINESS:

Mr. Garrity reported that the lantern repairs have been completed. There was discussion regarding whether these repairs should have been the responsibility of the Municipality rather than the WPA.

Chairman Costello and Ray Arroyo discussed the need for the WPA to clearly delineate its role and responsibilities to increase transparency regarding the intended use of its funds. Costello stated that he would draft a list for discussion at the next meeting.

Chairman Costello advised that he and Mr. Garrity drafted written procedures for the handling of coins. The draft will be refined and distributed for discussion at the next meeting. Jack Sauer will research and obtain quotes for locking carts for collection and transporting coins.

A Motion was made by Sue Bahng seconded by Matt Foley and unanimously approved to approve the Minutes of the meeting held on June 12, 2014. A roll call vote was taken as follows:

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

A Motion was made by John Oberg, seconded by Matt Foley to accept the Holiday Lighting bid from Johnson Brothers Electric for \$8,692. The lighting will go up as soon

as possible and stay up though daylight savings time change. A roll call vote was taken as follows:

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

A Motion was made by Matt Foley, seconded by Sue Bahng to approve the disbursements outlined, check number 2353 through 2400. A roll call vote was taken as follows:

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

NEW BUSINESS:

A Motion was made by Sue Bahng and seconded by Matt Foley and unanimously approved the introduction of the Budget for FY 2014.

A roll call vote was taken as follows:

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

PUBLIC FORUM

None.

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

At 8:06 p.m. the meeting was adjourned.

Date: 10/18/14

Minutes prepared by Michael Pellegrino, Esq.


