

WESTWOOD PARKING AUTHORITY

Minutes of Reorganization Meeting
Held on January 14, 2014

The meeting was called to order at 7:10 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
- Joseph Green - Absent

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

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

NEW BUSINESS:

- Election of Officers:

The following individuals were nominated by Secretary, Sue Bahng and a Motion was made by Matt Foley, seconded by John Oberg and there being no further nominations, unanimously approved to serve in the capacities listed next to each for FY 2014;

- | | |
|--------------------|---------------------|
| • Francis Costello | Chairman |
| • Matt Foley | Vice Chairman |
| • Sue Bahng | Secretary |
| • John Oberg | Treasurer |
| • Joseph Green | Assistant Treasurer |

A Motion was made by Sue Bahng, seconded by Matt Foley, and unanimously approved to approve the balance of the Consent Agenda attached hereto, including designation of professionals as well as approved paid publications, bank depositories, and schedule of meeting dates.

A roll call vote was taken and recorded as follows:

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

A Motion was made by John Oberg, seconded by Matt Foley, and unanimously approved to approve a two percent (2%) increase for Patrol Enforcement Officers as well as hourly and salaried employees. A roll call vote was taken and recorded as follows:

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

COMMITTEE REPORTS:

Administrator's Report:

Jack Sauer reported the following:

- RE/MAX completed their parking lot
- Received two bids for master meter at Fairview Avenue lot
 - Phillips \$9,700
 - Metric \$9,900 which includes installation
- A count of trees was conducted including Third Avenue, Iron Horse, Broadway, Irvington Street, Jefferson Avenue, Westwood Avenue, Fairview Avenue and part of Kinderkamack Road. This was completed to inform and discuss a maintenance program of the trees with various companies
- There is a broken lantern by Bat Barry's. They have been notified and a request was made for them to repair same.
- Received a notice from a tenant residing in the CBD who inquired if there was any approved non-metered parking for daytime hours.

FINANCIAL REPORT:

Mr. Garrity reviewed the P&L Statement and indicated the following:

- Collection has been down due to inclement weather

- PEO's have been covering their own shifts when there is a scheduling problem
- Maintenance hours have been down approximately 20%
- Administration hours down as well.

Chairman Costello requested a few of the past year-end reports so that he could conduct an analysis.

LEGAL REPORT:

Mr. Pellegrino reported:

- A letter was sent to Bat Barry's with regard to the damaged lantern
- Landscaping at Center Avenue South lot should be done this year.

NEW BUSINESS:

A Motion was made by Matt Foley, seconded by Sue Bahng and unanimously approved to approve the disbursements, checks 2279 through 2290. A roll call vote was taken and recorded as follows:

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

Chairman Costello discussed the replacement of the master meters in various locations. He suggested in an effort to keep the lots consistent we should consider using Metric for the Washington Avenue lot and Phillips for the Fairview Avenue lot.

A Motion was made by Sue Bahng, seconded by John Oberg and unanimously approved to approve and authorize the replacement of the master meter at the Fairview Avenue by Phillips and the replacement of the master meter at the Washington Avenue lot by Metric. . A roll call vote was taken and recorded as follows:

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

There was a discussion with regard to constructing canopies over the master meters. Chairman Costello will speak to William Martin, Architect to discuss what would be required and if lighting would be possible.

With regard to the WPA logo, after a discussion, it was suggested that perhaps we can ask the High School if they have any interested students that would like to submit a logo design.

Public

No one from the public appeared.

Upon Motion made by John Oberg, seconded by Sue Bahng and unanimously approved, the meeting was adjourned at 8:02 p.m.



Sue Bahng
Secretary

Dated: 3/25/14

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- Sue Bahng
- John Oberg
- Matt Foley

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

The following individuals were absent:

Joseph Green

OLD BUSINESS:

A Motion was made by Sue Bahng seconded by Matt Foley and unanimously approved to approve the Minutes of the meeting held on November 26, 2013.

NEW BUSINESS:

None

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

At 7:10 p.m. the meeting was adjourned.

Date: 3/25/14



Sue Bahng, Secretary