

# WESTWOOD PARKING AUTHORITY

## Minutes of Reorganization Meeting Held on January 24, 2013

The meeting was called to order at 7:04 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

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

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

### **NEW BUSINESS:**

#### NEW BUSINESS:

- Election of Officers:

The following individuals were nominated by Sue Bahng, seconded by John Oberg and unanimously approved to serve in the capacities listed next to each for FY 2013

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

Chairman Costello discusses and reviews the Consent Agenda.

A discussion was had with regard to compensation of officers, specifically the percentage of the increase. Last year, a 3% increase was approved.

## **COMMITTEE REPORTS:**

### **Administrator's Report:**

Jack Sauer reported the following:

- Bibi's Lounge sent in their check.
- It would be prudent find someone for Mario to train.
- The PEO's are currently working 5 hour shifts

## **FINANCIAL REPORT:**

Mr. Garrity stated the following:

- The WPA budgeted for two master meters of approximately \$10,000 each and pergolas at a cost of approximately \$3,000.00 each.
- Reviewed financial statements.

## **LEGAL REPORT:**

Mr. Pellegrino gives a report with regard to the Arrow Stationary Property:

- Indicated the closing took place
- New Owner would like to finalize the License Agreement
- Would like a 3 year License Agreement, however, WPA that a one year Agreement would be given
- A payment of \$1,000 per year would be tendered for two parking spaces

Chairman Costello indicated that his understanding was that the old garage would be demolished in two weeks.

## **NEW BUSINESS:**

Chairman Costello:

- Welcomed Peter Grefrath as our Council Liaison.
- Indicated that the finances of the WPA are not in a bad place, however, we are going to have to carefully watch our labor costs as they seem to be escalating.
- Our savings are decreasing
- Indicated we are still holding the sum of \$6,000 for the landscaping of the CVS lot.
- Requests that Mr. Sauer contact Township of Cranford to inquire what their meter pricing is.
- Wants to contact William Martin, Architect to discuss ideas for the Pergolas

- Indicates that we have parking issues on Westwood Avenue wherein the traffic backs up
- Our meters are under-priced and that leads to over utilization which forces consumers to drive around looking for a space
- Believes that we should have a defining area between Irvington and Bergen Streets with demand pricing on street (not in parking lots) as per consultants report
- Would need to address commuter parking rates
- Talks about minting a token for discount to merchants
- Would need to address commuter parking
- The rate structure of the meters has not changed since the inception of the WPA

Matt Foley inquires as to how the WPA would go about raising the meter rates. Chairman Costello indicates that there would have to be formal communication with the Mayor and Council to change the ordinance. We would first introduce the WPA's plan and then it would have to be voted on.

Chairman Costello handed out 2010 Parking Fine and Meter Rate Survey. He states that we should come up with a comprehensive plan as we do not want to be on the high end of the market but should increase the following:

- Commuter lot
- Hourly rates

Liaison Graefrath indicated that he will speak to the Mayor and Council to advise of the potential increase to the meter rates.

A Motion was made by Matt Foley, seconded by John Oberg and unanimously approved to approve the Consent Agenda as attached hereto and made a part hereof. 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 Sue Bahng and unanimously approved to approve a 2% increase for non-exempt 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

A Motion was made by Matt Foley, seconded by Sue Bahng and unanimously approved to approve the disbursements, checks 2165 through 2174. A roll call vote was taken and recorded as follows:

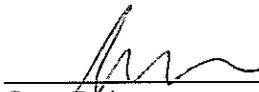
Francis Costello – Aye  
Matt Foley - Aye  
John Oberg – Aye  
Sue Bahng– Aye  
Joseph Green – Absent

A Motion was made by Sue Bahng, seconded by Matt Foley and unanimously approved to host the handi guide for a sum of \$2,500. 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

Upon Motion made by Matt Foley seconded by John Oberg and unanimously approved, the meeting was adjourned at 8:25 p.m.

Dated: 3/26/13

  
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Sue Bahng  
Secretary

## WESTWOOD PARKING AUTHORITY

Minutes of Meeting  
Held on January 24, 2013

The meeting was called to order at 7:02 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
- 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  
Council Liaison Peter Gregrath

### **OLD BUSINESS:**

A Motion was made by John Oberg seconded by Matt Foley and unanimously approved to approve the Minutes of the meeting held on December 11, 2012.

### **NEW BUSINESS:**

None

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

At 7:04 p.m. the meeting was adjourned.

Date: 3/26/13

  
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Sue Bahng, Secretary