

WESTWOOD PARKING AUTHORITY

Minutes of Meeting
Held on April 28, 2015

The meeting was called to order at 7:03 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
- Maryann Bassett
- Matt Foley

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

- Jack Sauer, Administrator
- Thomas Garrity, Assistant Administrator
- Colin Quinn, Attorney for Parking Authority
- Ray Arroyo, Council Liaison

ABSENT:

Joseph Green

Chairman Costello welcomes Maryann from Harmony Tea Room to the WPA.

COMMITTEE REPORTS:

ADMINISTRATOR'S REPORT:

Jack Sauer reported the following:

- Has been working with Joe Abou-Doud with regard to parking issues between 7:00 am and 8:30 am. The WPA has been diligently checking vehicles for violations and has been giving out notices and summonses.
- There is a missing meter in the Center Lot North lot. It looks as though someone cut it off at the post.
- A driver hit a parking meter in the Center Square lot.
- Public Service was called with regard to the consistent work that was being performed in the CBD last year and it was asked if there was any recourse for loss of revenue. We were told that usually, there is not much recourse for these situations.

Council liaison inquired as to what the cost would be for a single head meter. Mr. Sauer indicated that it would be approximately \$150 plus housing and labor.

FINANCIAL REPORT:

Tom Garrity reported the following:

- Collections are looking a bit better and the master meters are working well now.
 - The revenue by location is not consistent. Some lots are up and some are down but overall, we are doing well.
- The payroll looks a bit askew, however, we have one additional PEO (5 total) which accounts for the difference in payroll from last year to this year.
- The vans have required quite a few repairs. To date, the sum of \$3,800 has been spent.
 - The van needs some maintenance and it also needs to be driven more than 10 MPH every now and again.
- The Adopted Budget has to be changed to reflect the fact that the original number that reflected the total unrestricted net position was \$21,000 and should have been 0.

LEGAL REPORT:

Mr. Quinn discussed the following:

- Inquired if there were any personal injuries associated with the meter that was hit by the car.
 - Advised that if now or in the future there are any police reports associated with any accidents or property damage that it should be forwarded to him.
 - He will write a letter to the woman who hit the meter advising the cost of repairs.

OLD BUSINESS:

A Motion was made by Matt Foley, seconded by John Oberg to approve disbursements of check numbers 2454 through 2475. A roll call vote was taken as follows:

Francis Costello	Aye
John Oberg	Aye
Maryann Bassett	Aye
Matt Foley	Aye
Joseph Green	Absent

A Motion was made by John Oberg, seconded by Matt Foley and unanimously approved to approve the Re-Organization Minutes of the meeting held on February 9, 2015. A roll call vote was taken as follows:

Francis Costello	Aye
John Oberg	Aye
Maryann Bassett	Abstain
Matt Foley	Aye
Joseph Green	Absent

A Motion was made by John Oberg, seconded by Matt Foley and unanimously approved to approve the Minutes of the meeting held on February 9, 2015. A roll call vote was taken as follows:

Francis Costello	Aye
John Oberg	Aye
Maryann Bassett	Abstain
Matt Foley	Aye
Joseph Green	Absent

NEW BUSINESS:

A Motion was made by John Oberg, seconded by Matt Foley and unanimously approved to amend the language of the adopted FY 2015 Budget to reflect total capital appropriations that were previously listed at \$21,000 to \$0:

A roll call vote was taken as follows:

Francis Costello	Aye
John Oberg	Aye
Maryann Bassett	Aye
Matt Foley	Aye
Joseph Green	Absent

Chairman Costello indicates:

- The cost to replace a decorative lantern is approximately \$2,500
- This would require 25,000 meter hours to replace one lantern
- There are five lanterns that require replacement

Liaison Arroyo stated that he will discuss the lantern replacement at the work session of the Mayor and Council. He inquired who was responsible for the repairs of the meters and was told that that was the responsibility of the WPA.

Carol Knubel, secretary to the WPA had an opportunity to speak to Charlie Johnston of Johnston Brothers Contracting who suggested that the WPA may want to consider putting LED bulbs in the decorative lanterns. This would eliminate the need for ballasts and prolong the life of bulbs for approximately 8 years and would drastically reduce energy costs. Chairman Costello suggested that we try a test area to see how these bulbs would look.

PUBLIC FORUM

Members of the Public present were:

Bruce M. Meisel – Former attorney of WPA
Neil Volant
Rosa D'Ambra

Rosa D'Ambra of Washington Township appeared before the WPA to advocate for the disabled and elderly. She indicated that she was surprised to see that there are only two handicapped parking spaces behind the old CVS. She said that it is very difficult for the handicapped to find parking. She also mentioned the Center Square lot. Bruce M. Meisel, managing member of First Westwood Realty, LLC who owns the property at Center Square lot indicated that the handicapped spaces were created as required.

The question arose as to whether the meters are checked for the handicapped spaces. Mr. Garrity said that if there is a handicapped placard that the vehicle would not get ticketed.

Chairman Costello requested that Mr. Sauer take a look at the spaces in the old CVS lot and see if perhaps there was another handicapped space at one time.

Roger Gross, the contract purchaser of the old CVS building advised the following:

- The building will be re-faced
- Building will be divided for four approved uses. Two fronting on Westwood Avenue and two fronting on Center Avenue

Mr. Gross also requested the following:

- That a space be vacated to provide egress and ingress to a new rear door to be installed on the north side of the building

Chairman Costello indicated that we have a precedent for those matters, most recently RE/MAX and also Bibi's Lounge. There is a monthly fee for the use of the spaces. The WPA would not object if the Mayor and Council and Planning Board signs off on improvements to be performed by 90 Center, LLC to the apron between the Center Avenue North lot and the north facade of the old CVS building..

Bruce M. Meisel, property owner and former Attorney to the WPA spoke about the following:

- He and his son have been policing the parking lots between 8:00 a.m. and 10:00 a.m.
 - Fairview Avenue North of Westwood Avenue seems to be the equivalent of a private parking area for the Westwood Post Office. Approximately 10 spaces north of the Center Square entrance and another 8 south of the entrance are used for the Post Office. If they were 2 hour meters we would have a turn-over.
 - There are 26 commuters in the Center Avenue North lot. 46-50 spaces are occupied by 9:30 a.m. by commuters and employees.
 - The Ordinance should be checked
 - There are 15 9 hour meters
 - Center Square lot has no long-term violators because lot is patrolled regularly.
 - CVS is a private lot and has 60 spaces. Commuters occupy 20 spaces.

Mr. Meisel requests that the WPA write a letter to the Zoning Board indicating that there is a problem and that it affects revenue.

Mr. Quinn states that the WPA will wait for the updated parking study and then decide how to proceed. He further indicated that the Zoning Board accepts applications, not letters.

Chairman Costello requested that Mr. Garrity get the prior years' information.

Neil Volant commented that:

- He came before the WPA 1 year ago on this very subject (CVS lot) and that to date, no action has been taken
- There are vehicles parked in the CVS lot all day while the theatre lot is not full
- Chairman of the Zoning Board had indicated that the Board would entertain clarifying the present language of the Resolution because it falls under the zoning purview. This would be done so that proper signage could get erected.

Liaison Arroyo indicated that he felt the Zoning Board should entertain an application for interpretation to clarify its prior Resolution.

Mr. Meisel indicates:

- Anyone can ask the Zoning Board for an interpretation of an Ordinance.
- Anyone can ask for clarification of a Resolution

Chairman Costello requests that Mr. Meisel submit his findings so that this information can be brought to the attention of the company doing the parking study.

Maryann Basset asks when the parking study will begin and she also indicates that the Fairview Avenue lot is full prior to 9:00 a.m.

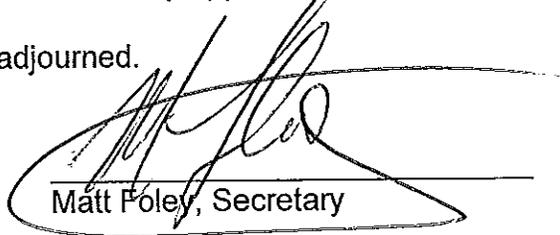
Mr. Meisel requested that the parking study be circulated in advance so that another expert could review same.

Mr. Quinn will take this request under advisement and bring the study to the meeting when completed.

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

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

Date:



Matt Foley, Secretary