

WESTWOOD PARKING AUTHORITY

Minutes of Meeting
Held on June 12, 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
- Matt Foley
- Sue Bahng

Absent:

- 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:

- Master Meter was installed in the Fairview Avenue lot
- Financial Disclosures must be completed by tomorrow, June 13, 2014
- A new PEO has been hired and is in training. He should be fully trained by next week

Chairman Costello indicated contractors should not be parking on Westwood Avenue long term while on a job. They should be in long-term parking or behind the building they are working on where applicable.

FINANCIAL REPORT:

Thomas Garrity reviewed the Profit and Loss Statement and advised as followings:

- Indicated that our cash position is in reasonably good shape considering all of the construction and road closures in town this year
- Third Avenue meters have not been re-installed to date. These meters were good producers and should be installed as soon as possible
- PEO's are doing well in terms of their hours. All PEO's filled in for Joe Creadon's shifts after he resigned
- A lot of money is being spent on batteries. This is more than likely due to the cold winter we had. We should get price comparisons.
- Is not able to do a true comparison of income from lot to lot because of the constant construction all over town.
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Chairman Costello indicated that the WPA has lost approximately two weeks of revenue in the Fairview Avenue lot due to the fact that the software was incorrect and had to trouble shoot. New software was required. He further indicated that Third Avenue was to be measured for meters.

LEGAL REPORT:

No legal report

OLD BUSINESS:

A Motion was made by Sue Bahng seconded by Matt Foley and unanimously approved to approve the Minutes of March 25, 2014 with the correction of adding Sue Bahng to the roll call votes.

Chairman Costello indicates that he has not yet met with Bruce Meisel's tree company.

Jack Sauer indicated that a tree company that worked on his street also shaved the roots of trees and unfortunately, during a storm, most of these trees were lost, presumably due to the shaving of the roots.

Chairman Costello spoke with regard to the numerous lantern repairs as well as the lanterns that require replacement. He indicated that we do not own the lanterns, but we have been maintaining them. Therefore, it is not our responsibility to replace them. There are 16 lanterns that are need of repair and Johnson Brothers has given us an estimate of approximately \$150.00 per lantern.

Liaison Arroyo stated that he does not know of a document that clearly delineates which governing body is responsible for the maintenance and or replacement of the lanterns.

NEW BUSINESS:

A Motion was made by John Oberg and seconded by Matt Foley to approve check numbers 2323 through 2352 as set forth on journal report annexed to and made a part of these minutes. A roll call vote was taken as follows:

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

A Motion was made by Matt Foley and seconded by Sue Bahng to approve the repair of sixteen (16) lanterns at \$150.00 per lantern. A roll call vote was taken as follows:

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

Tom Garrity indicated that a Financial Disclosure has to be filed by all Trustees.

The WPA also has to file a Corrective Action Plan for the use of non-PEO's as Collection Assistants and the Governing Body Certification of the Annual Audit will need to be approved.

- Anthony Griffin and Joseph Creadon are both prior PEO's who assist in meter collections at a rate of \$12.50 per hour

A Motion was made by John Oberg and seconded by Matt Foley to approve the Corrective Action Plan and Governing Body Certification. A roll call vote was taken as follows:

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

PUBLIC:

No one from the public appeared.

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

At 7:50 p.m. the meeting was adjourned.

Date: 10/7/14



Sue Bahng