

WESTWOOD PARKING AUTHORITY

Minutes of Meeting Held on February 27, 2018

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:

- John Oberg
- Timothy Hampton
- Mary Ann Bassett
- Joseph Letizia

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

- Jack Sauer, Administrator
- Colin Quinn, Esq., Attorney for Parking Authority
- Council Liaison Arroyo

COMMITTEE REPORTS:

Administrator's Report:

Mr. Sauer indicated the following:

- 1099's have been sent out
- DPW has completed enclosing the WPA office at the DPW
 - Cost was \$1,400
 - Electric heat was put in last week
- Has received resume's to fill the position of Assistant Administrator
 - Interviewed two candidates by phone but there was no interest
 - Spoke to another candidate that sounded hopeful
- We presently have 3 PEOs
 - They are back-up for each other
 - Have enforcement and repair personnel

Chairman Hampton indicated that he has received a copy of the By-Laws and:

- WPA does not have to go through Mayor and Council to hire employees
- WPA usually recommends a Trustee to the Mayor and Council

A discussion ensued as to whether or not we need an Assistant Administrator and what the job description entails. Mr. Garrity prepared the Budget and also worked with Lerch, Vinci & Higgins was in preparing the audit. Mr. Sauer explains that Mr. Garrity was his back-up as well.

Chairman Hampton suggests that we evaluate job descriptions so that we can ascertain the positions that we need to fill to run efficiently.

LEGAL REPORT:

Mr. Quinn indicated:

- \$17,500 or over must go through the public bid process
- Exempt for qualified contractors and extraordinary non-specifiable

Joseph Letizia advises that the phone apps being reviewed fall under this threshold

Liaison Arroyo indicates that we need to solicit 3 vendors even if under the \$17,500 threshold.

OLD BUSINESS

A Motion was made by Joseph Letizia and seconded by MaryAnn Bassett to approve the Reorganization Minutes and the January 31, 2018 minutes. A roll call vote was taken as follows:

John Oberg	Aye
Timothy Hampton	Aye
Mary Ann Bassett	Aye
Joseph Letizia	Aye

NEW BUSINESS

A Motion was made by John Oberg and seconded by Joseph Letizia to approve checks numbers 2834-2843 as set forth on Journal Report. A roll call vote was taken as follows:

John Oberg	Aye
Timothy Hampton	Aye
Mary Ann Bassett	Aye
Joseph Letizia	Aye

A Motion was made by John Oberg and seconded by Joseph Letizia to approve the hire of Bill Reilly as an Assistant Administrator at a rate of \$20.00 per hour with a cap of approximating 15-20 hours per week. A roll call vote was taken as follows:

John Oberg	Aye
Timothy Hampton	Aye
Mary Ann Bassett	Aye
Joseph Letizia	Aye

Chairman Hampton requested that we get a map that shows the parking lots, meters and metered spaces. This will help everyone to visualize locations when discussions ensue.

Liaison Arroyo discusses the following:

- There is a petition requesting enforcement of 3 hour limit parking on Roosevelt. This discussion was tabled by the Mayor and Council. The WPA will be asked to enforce when this issue is voted on.
- With regard to the Trustee position on the WPA, the Mayor and Council has a list of residents looking to volunteer for various committees. They will decide on the appointment.

Mr. Sauer indicates that there are 9 hour meters scattered through town:

- 9 meters on Fairview down from the Post Office
- 9 meters are at the bottom of Irvington on Broadway by Feed store which commuters are using

Chairman Hampton discussed that:

- Mostly post office employees are on Fairview Avenue north of Westwood Avenue
- Westwood Avenue by Fireman's Park are blue meters
- Kinderkamack Road toward Hillsdale there are seven 9 hour meters
- Forty-five 9 hour meters in total

He further suggested that we should decide where we want commuters and employees to go. We need employee parking for the medical building and Iron Horse. On Fourth Avenue adjacent to the Borough Hall lot, we could put 5 meters for employee parking.

Joseph Letizia discussed the master meter parking app and indicated that he would prefer to wait until we can assess our needs vs. the various applications. He would prefer to go with software as opposed to hardware.

A Motion was made by Joseph Letizia and seconded by MaryAnn Basset to change 5 meters along 4th Avenue from 2 hour meters to employee designated parking. A roll call vote was taken as follows:

John Oberg	Aye
Timothy Hampton	Aye
Mary Ann Bassett	Aye
Joseph Letizia	Aye

This Motion must be submitted go to Mayor and Council for approval and ordinance change before we can change signage.

John Oberg suggested that we purchase the Center Avenue South lot. We have spent approximately \$235,000 for rent over the last 18 years. Liaison Arroyo advised:

- That a "no further action" letter must be received before it can be purchased
- Locked into \$325,000 for purchase
- Borough is the only purchaser of the property
- Has to be clean otherwise cannot purchase

Liaison Arroyo discussed that the Senior Advisory Board is requesting senior parking spaces be placed in key location.

PUBLIC

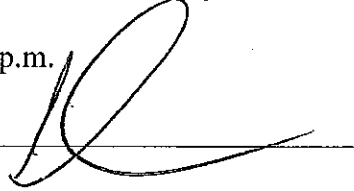
No one from the public appeared

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

Meeting was adjourned at 8:15 p.m.

Date:

4/10/18

A handwritten signature in black ink, appearing to be "J. Letizia", written over a horizontal line.

Westwood Parking Authority
Profit & Loss YTD Comparison

February 1 - 20, 2018

	Feb 1 - 20, 18	Jan 1 - Feb 20, 18
Ordinary Income/Expense		
Income		
Meter Income		
Broadway	522.40	1,597.90
Center Avenue (North)	873.50	2,328.75
Center Avenue (South)	580.20	1,920.10
Center Square	0.00	780.55
Eastside	1,285.10	4,243.80
Fairview Avenue	86.40	266.40
Washington Avenue	1,720.40	4,137.15
Westside	547.30	1,733.10
Westwood Avenue	748.70	2,205.25
Total Meter Income	<u>6,364.00</u>	<u>19,213.00</u>
Total Income	6,364.00	19,213.00
Expense		
Cleaning	72.00	144.00
Bond Payment	0.00	0.00
Electrical	0.00	4,650.00
Equipment Expense	150.00	150.00
Error in Deposit	0.00	130.37
Miscellaneous	141.74	141.74
Office Expense	0.00	25.51
PA Personnel Labor	5,347.33	12,275.33
Postage and Delivery	0.00	12.75
Professional Fees		
Legal Fees	0.00	1,125.00
Total Professional Fees	0.00	1,125.00
Rent	1,000.00	2,000.00
Repairs	0.00	0.00
Supplies	110.89	178.50
supplies - Meter	0.00	1,298.00
Utilities		
Gas and Electric	184.47	184.47
Utilities - Other	108.54	192.19
Total Utilities	<u>293.01</u>	<u>376.66</u>
Total Expense	<u>7,114.97</u>	<u>22,507.86</u>
Net Ordinary Income	-750.97	-3,294.86
Net Income	<u>-750.97</u>	<u>-3,294.86</u>

Westwood Parking Authority
Transaction Detail by Account
January 1 through February 20, 2018

Type	Date	Num	Name	Memo	Clr	Split	Debit	Credit	Balance
Pasack Community Bank									
Check	01/05/18	2824	WV Properties, ...	116th	X	Rent		1,000.00	-1,000.00
Check	01/05/18	2825	Borough of We...		X	-SPLIT-		6,928.00	-7,928.00
Check	01/05/18	2826	Colin M. Quinn...	4th quarter	X	Legal Fees		1,125.00	-9,053.00
Check	01/05/18	2827	Thomas Garity	supplies	X	-SPLIT-		38.26	-9,091.26
Check	01/05/18	2828	Post Maintenance...	inv. 62660	X	Cleaning		72.00	-9,163.26
Check	01/05/18	2829	Marsala Hardw...	inv. 29197	X	Supplies		21.98	-9,185.24
Check	01/05/18	2830	Take a Powder...	inv. 6757, ...	X	-SPLIT-		1,298.00	-10,483.24
Check	01/05/18	2831	PSE&G		X	-SPLIT-		83.65	-10,566.89
Check	01/05/18	2832	North Jersey M...	account 1...	X	Supplies		45.63	-10,612.52
Deposit	01/09/18		Pasack Commi...	Deposit	X	-SPLIT-	5,110.00		-5,502.52
Check	01/10/18		Pasack Commi...	shortage i...	X	Error in De...		130.37	-5,632.89
Deposit	01/23/18		Johnston Broth...	Deposit	X	-SPLIT-	7,739.00		2,106.11
Check	01/25/18	2833	Johnston Broth...	final paym...	X	Electrical		4,650.00	-2,543.89
Deposit	02/06/18		WV Properties, ...	Deposit	X	-SPLIT-	6,364.00		3,820.11
Check	02/07/18	2834	Borough of We...	227th		Rent		1,000.00	2,820.11
Check	02/07/18	2835	Jack Sauer			-SPLIT-		5,347.33	-2,527.22
Check	02/07/18	2836	John Hartman	reimburse...		Miscellane...		51.79	-2,579.01
Check	02/07/18	2837	Tyrrells Flowers...	00072875		Supplies		59.49	-2,638.50
Check	02/07/18	2838	Sign Effects	1/8		Miscellane...		89.95	-2,728.45
Check	02/07/18	2839	Post Maintenance...	inv.62852		Equipment ...		150.00	-2,878.45
Check	02/07/18	2840	North Jersey M...	account 1...		Cleaning		72.00	-2,950.45
Check	02/07/18	2841	PSE&G			Supplies		51.40	-3,001.85
Check	02/07/18	2842	Direct Energy B...			-SPLIT-		108.54	-3,110.39
Check	02/07/18	2843				Gas and El...		184.47	-3,294.86
Total Pasack Community Bank							19,213.00	22,507.86	-3,294.86
Meter Income									
Broadway									
Deposit	01/09/18		Meter Income	12/27/17 - ...		Pasack C...		468.50	-468.50
Deposit	01/23/18		Meter Income	1/9/18 - 1/...		Pasack C...		607.00	-1,075.50
Deposit	02/06/18		Meter Income	1/23/18 - 2...		Pasack C...		522.40	-1,597.90
Total Broadway							0.00	1,597.90	-1,597.90
Center Avenue (North)									
Deposit	01/09/18		Meter Income	Deposit		Pasack C...		642.75	-642.75
Deposit	01/23/18		Meter Income	Deposit		Pasack C...		812.50	-1,455.25
Deposit	02/06/18		Meter Income	Deposit		Pasack C...		873.50	-2,328.75
Total Center Avenue (North)							0.00	2,328.75	-2,328.75
Center Avenue (South)									
Deposit	01/09/18		Meter Income	Deposit		Pasack C...		693.50	-693.50
Deposit	01/23/18		Meter Income	Deposit		Pasack C...		646.40	-1,339.90
Deposit	02/06/18		Meter Income	Deposit		Pasack C...		580.20	-1,920.10
Total Center Avenue (South)							0.00	1,920.10	-1,920.10

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Deposit	02/06/18		Meter Income	Deposit		Pascack C...		580.20	-1,920.10
Total Center Avenue (South)							0.00	1,920.10	-1,920.10