

WESTWOOD PARKING AUTHORITY

Minutes of Meeting
Held on April 10, 2018

The meeting was called to order at 7:00 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
- Joseph Letizia
- Maryann Bassett

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

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

Chairman Hampton introduces Chris Owens as the newly appointed Trustee. Mr. Owens gave the Trustees some background:

- Has been a resident of Westwood all of his life
- Is a former Councilman
- Has read the last 3 years of WPA minutes and is up to speed

Colin Quinn, Esq. swears in Mr. Owens.

Assistant Administrator Bill Reilly was also introduced to the Trustees. He also gave the Trustees some background:

- He is a 40 year resident of Westwood
- He is a Certified Public Accountant
- ~~Has worked for Hess, MetLife and Prudential~~

COMMITTEE REPORTS:

Administrator's Report:

Mr. Sauer indicated the following:

- PEO Todd Sagui is out on medical leave
 - Has another applicant
- The master meter in the Fairview lot has to be updated to reflect 3 hour parking
 - This was not done because we were contemplating moving to the Borough Hall lot
- Will look for the map of CBD and surrounding areas
 - Maryann Bassett indicated that Neil Volant and Mary Alice Farella have maps

Chairman Hampton suggested that Mr. Sauer interview the applicant as we will need coverage until Mr. Sagui returns. Even when Mr. Sagui returns, we always need additional shift coverage..

Liaison Arroyo indicated that the scope of patrol has expanded so even when Mr. Sagui returns, there will be need for more enforcement.

A Motion was made by Joseph Letizia and seconded by Chris Owens and unanimously approved to hire an additional PEO at an hourly rate of \$15.00 per hour. A roll call vote was taken as follows:

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

Chairman Hampton discusses that we are down one PEO and our revenue is also down for first quarter.

Mr. Sauer indicated that the Fairview Avenue lot had slightly increased revenue this past month.

FINANCIAL REPORT:

Bill Reilly reported the following:

- Has recreated what was previously done by Mr. Garrity
- Had Carol Knubel run financial reports for summaries
- 10% decrease in overall income
- Indicated that 34% of summonses are down

- 60% more repairs were made.
- This month there was an extra collection

PEO Ed Brady explains to Mr. Owens that:

- 800 meters over all
- Repairs include batteries and meter repairs

Chairman Hampton thanked Mr. Reilly for the comprehensive reports. Reports on maintenance and hours spent are very useful.

LEGAL REPORT:

Mr. Quinn indicated that the Borough's Agreement and the WPA By-Laws concur for hiring.

Liaison Arroyo asked Mr. Quinn if there was a pay structure for a new employee. Mr. Quinn indicated that the WPA operates under the same structure as the Mayor and Council structure.

OLD BUSINESS:

A Motion was made by Joseph Letizia and seconded by Maryann Bassett and unanimously approved to approve the minutes of February 27, 2018.

NEW BUSINESS:

A Motion was made by Joseph Letizia and seconded by John Oberg to approve check numbers 2844 through 2869 as set forth on journal report annexed to and made a part of these minutes. A roll call vote was taken as follows:

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

PEO Brady advised that he patrolled Roosevelt and Bergen to Harrington and put notices on the cars advising that it is now 3 hour parking. Signage should be going up in the next few days.

Liaison Arroyo advised that Karen Hughes had received more requests for employee stickers.

Joseph Letizia indicated that we are now in a position to take bids for parking apps. We are under the thresholds, so we can make the decisions.

Chairman Hampton inquires:

- What is the cost?
- Will the benefit vs. cost benefit doing this?
- Will it change our income?
- Will it be an enhancement to our meters?

Joseph Letizia will do a presentation at the next meeting.

Liaison Arroyo feels that if it is revenue neutral that it is beneficial.

Chairman Hampton indicates that our cost would be in the switching of the master meters from the Borough Hall lot to Fairview Lot.

Larson Arroyo discussed the fact that there are classes at the Community Center and that it was requested that the meters along Jefferson Avenue be changed to 3 hour meters. Mr. Sauer indicated that he did not think that the meters could accommodate that change.

Chairman Hampton indicated that he thought that 2 hour meters move people along for promote shopping. 3 hour meters might be appropriate if we are able to re-program meters.

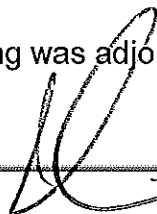
- PUBLIC:

No one from the public appeared.

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

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

Date:

 6/12/18

WESTWOOD PARKING AUTHORITY

CASH SUMMARY

JAN. 31, 2018

OPERATING ACCOUNT

BALANCE	1-Jan		\$12,974.60
COLLECTIONS:			
JAN 09		5,110.00	
JAN 24		7,739.00	
			<u>12,849.00</u>
CHECKS:			
WV PROPERTIES LLC	2824	1,000.00	
BOROUGH OF WESTWOOD	2825	6,928.00	
COLIN M. QUINN, ESQ.	2826	1,125.00	
THOMAS GARRITY	2827	38.26	
POST MAINTENANCE, LLC	2828	72.00	
MARSALA HARDWARE	2829	21.98	
TAKE A POWDER INC.	2830	1,298.00	
PSE&G	2831	83.65	
NORTH JERSEY MEDIA GROUP	2832	45.63	
JOHNSTON BROTHERS	2833	4,650.00	
MISCELLANEOUS DEPOSIT ADJUSTMENT	MISC ADJUSTMENT	130.37	<u>-15,392.89</u>
BALANCE - OPER.ACCT	31-Jan		<u>10,430.71</u>
BALANCE- SAVINGS A/C	31-Jan		<u>38,088.43</u>
TOTAL CASH	31-Jan		<u>48,519.14</u>

WESTWOOD PARKING AUTHORITY
 CASH SUMMARY
 FEB28, 2018

OPERATING ACCOUNT

BALANCE	1-Feb		\$10,430.71
COLLECTIONS:			
FEB 06		6,364.00	
FEB 21		7,813.00	
		14,177.00	
CHECKS:			
	2/12/2018	85.19	
	2/22/2018	40.68	
WV PROPERTIES LLC	2834	1,000.00	
BOROUGH OF WESTWOOD	2835	5,347.33	
JACK SAUER	2836	51.79	
JOHN HARTMAN	2837	59.49	
TYRELLS FLOWERS AND GIFTS	2838	89.95	
SIGN EFFECTS	2839	150.00	
POST MAINTENANCE LLC	2840	72.00	
NORTH JERSEY MEDIA GROUP	2841	51.40	
PSE&G	2842	108.54	
DIRECT ENERGY BUSINESS	2843	184.47	
			-7,240.84
BALANCE - OPER.ACCT	28-Feb		17,366.87
BALANCE- SAVINGS A/C	28-Feb		38,088.43
TOTAL CASH	28-Feb		55,455.30

WESTWOOD PARKING AUTHORITY
CASH SUMMARY
MARCH 31, 2018

OPERATING ACCOUNT

BALANCE	1-Mar		\$17,366.87
COLLECTIONS:			
MAR 06		6,516.00	
MAR 20		<u>7,299.00</u>	
			13,815.00
CHECKS:			
KUIKEN BROTHERS	2844	1,457.87	
WV PROPERTIES	2845	1,000.00	
BOROUGH OF WESTWOOD	2846	6,517.40	
JACK SAUER	2847	346.68	
ED BRADY	2848	475.80	
LERCH, VINCI & HIGGINS	2849	2,000.00	
JOHNSTON BROTHERS	2850	1,350.00	
ADVANCED MONEY SYSTEMS	2851	110.00	
VOID	2852	----	
PSE&G	2853	110.54	
DIRECT ENERGY	2854	191.29	
NORTH JERSEY MEDIA	2855	44.80	
CAROL L KNUBEL	2856	1,075.00	
POST MAINTENANCE	2857	72.00	
			<u>-14,751.38</u>
BALANCE - OPER.ACCT	31-Mar		<u>16,430.49</u>
BALANCE- SAVINGS A/C	31-Mar		<u>38,093.18</u>
TOTAL CASH	31-Mar		<u>54,523.67</u>

WESTWOOD PARKING AUTHORITY
 REVENUES BY LOCATION BY MONTH
 JANUARY - MARCH 31, 2018

LOCATION:	MONTHS			TOTAL YTD 3/31/18
	Jan-18	Feb-18	Mar-18	
BROADWAY	\$ 1,075.50	\$ 1,131.80	\$ 1,090.30	\$ 3,297.60
CENTER AVE (N)	1,455.25	1,679.80	1,588.70	4,723.75
CENTER AVE (S)	1,339.90	1,282.30	1,219.55	3,841.75
CENTER SQ.	780.55	698.80	907.80	2,387.15
EASTSIDE	2,958.70	2,884.60	2,996.70	8,840.00
FAIRVIEW LOT	180.00	194.60	194.20	568.80
WASH AVE LOTS	2,416.75	3,517.30	3,157.10	9,091.15
WESTSIDE	1,185.80	1,159.45	1,066.80	3,412.05
WESTWOOD AVE	1,456.55	1,628.35	1,593.85	4,678.75
TOTAL	<u>\$ 12,849.00</u>	<u>\$ 14,177.00</u>	<u>\$ 13,815.00</u>	<u>\$ 40,841.00</u>

WESTWOOD PARKING AUTHORITY
REVENUES BY LOCATION BY MONTH
JANUARY - MARCH 31, 2018

LOCATION:	TOTAL YTD		INCREASE/(DECREASE)	
	3/31/18	3/31/17	AMOUNT	%
BROADWAY	\$ 3,297.60	\$ 3,403.55	\$ (105.95)	-3.1%
CENTER AVE (N)	4,723.75	4,917.30	(193.55)	-3.9%
CENTER AVE (S)	3,841.75	4,044.85	(203.10)	-5.0%
CENTER SQ.	2,387.15	2,446.70	(59.55)	-2.4%
EASTSIDE	8,840.00	9,085.30	(245.30)	-2.7%
FAIRVIEW LOT	568.80	608.95	(40.15)	-6.6%
WASH AVE LOTS	9,091.15	12,498.80	(3,407.65)	-27.3%
WESTSIDE	3,412.05	4,037.65	(625.60)	-15.5%
WESTWOOD AVE	4,678.75	4,735.90	(57.15)	-1.2%
TOTAL	<u>\$ 40,841.00</u>	<u>\$ 45,779.00</u>	<u>\$ (4,938.00)</u>	<u>-10.8%</u>

WESTWOOD PARKING AUTHORITY
SUMMARY OF HOURS, SUMMONS AND
REPAIRS
JANUARY - MARCH 2018

<u>HOURS BY FUNCTION</u>	<u>MONTH</u>			<u>YEAR TO DATE</u>		<u>INCREASE/(DECREASE)</u>	
	<u>Jan-18</u>	<u>Feb-18</u>	<u>Mar-18</u>	<u>3/31/2018</u>	<u>3/31/2017</u>	<u>HOURS</u>	<u>%</u>
PATROL	75	134	184	393	362	31	8.4%
COLLECTION	29	47	65	141	127	14	11.0%
MAINTENANCE	54	45	83	182	218	(36)	-16.5%
ADMINISTRATION	94	90	133	317	387	(70)	-18.1%
TOTAL	252	316	465	1033	1094	(62)	-5.6%

<u>SUMMONS WRITTEN</u>	<u>MONTH</u>			<u>YEAR TO DATE</u>		<u>INCREASE/(DECREASE)</u>	
	<u>Jan-18</u>	<u>Feb-18</u>	<u>Mar-18</u>	<u>3/31/2018</u>	<u>3/31/2017</u>	<u>#</u>	<u>%</u>
	64	237	283	584	891	(307)	-34.5%

<u>REPAIRS MADE</u>	<u>MONTH</u>			<u>YEAR TO DATE</u>		<u>INCREASE/(DECREASE)</u>	
	<u>Jan-18</u>	<u>Feb-18</u>	<u>Mar-18</u>	<u>3/31/2018</u>	<u>3/31/2017</u>	<u>#</u>	<u>%</u>
	73	85	41	199	124	75	60.5%