

## WESTWOOD PARKING AUTHORITY

Minutes of Meeting  
Held on April 12, 2022

The meeting was called to order at 7:04 pursuant to the open public meeting laws of the State of New Jersey. The roll was taken. In attendance were the following members:

- Timothy Hampton
- Joseph Letizia
- Gary Dragona

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

- Carol Knubel, Acting Administrator
- Lt. Richard Antonacci, Police Liaison
- Cheryl Hodges, Council Liaison

### **Absent:**

- Christopher Owens
- MaryAnn Bassett

### **COMMITTEE REPORTS:**

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

Carol Knubel indicated the following:

- Merchant letter and hand-out is almost ready to roll out. Everyone received a copy in their meeting packet
- The blue van was put up for auction
- The DPW has been assessing our vehicles and making repairs as needed
- Rodney Alexander is our new hire.
  - Mayor and Council have to approve his hire at their next meeting
  - Will have some afternoon shifts 3-6 and Saturdays
- Received an email from the owner of the Melting Pot who would like to re-instate the loading zone in front of his restaurant.

- There was previously a License Agreement which made mention to a Resolution.
  - Trying to locate a copy of the Resolution to see if it is required that we re-instate the loading zone
    - They would essentially be the only ones using it and some of the trucks would protrude into the parking lot and obstruct traffic.
- Had our first PEO staff meeting which went very well. It was a long meeting but there was a lot of valuable information given.
  - Lt. Antonacci attended the meeting and spoke to the PEO's and answered many questions about ticketing, patrol, diffusing a situation and other pertinent information
  - Rick Woods also attended the meeting and we discussed the areas that the DPW and WPA work together
- The owner of the former All Points (459 Broadway Realty, LLC) stopped by the WPA office as asked if they could lease 4-5 parking spaces for their construction vehicles when they expand their property.
  - This way, all of their vehicles are close to where they are working and there is less wear and tear on the parking lot.

A discussion ensued and it was agreed that a license agreement should be created and include the following information.

  - Parking for Contractors only
  - No overnight parking
  - No 18 Wheelers
  - Can't obstruct the flow of traffic
  - Will draft something for review by an attorney. (Perhaps ask Borough Attorney for assistance)

## **FINANCIAL REPORT:**

Carol Knubel discusses the following:

- Collections are increasing
  - More people are using ParkMobile
  - Commuter lots are filling up again
    - Many days the lot by the train station is close to capacity.

## **LEGAL REPORT:**

No legal report.

## **POLICE REPORT:**

Lt. Antonacci reported the following:

- Attended the PEO staff meeting and felt it went very well
  - Told the PEO's that if the WPA ever had an issue that dispatch should be notified and someone would be sent over
- There may be new ordinances that will pertain to the WPA and he will keep the WPA advised

## **OLD BUSINESS:**

Council Liaison Hodges gave an update on the electric charging stations. She advised the following:

- She is working with John O'Sullivan and they are working to get a grant for the installation of the charging stations
  - PSE&G has a program Make Ready
  - Waiting for installation proposal
  - Eligible for \$7,500 per charger for 4 chargers per lot
  - Up to \$10,000 for utility costs
  - Double headed stations are available
  - There will be a fee to charge
- The company that we are using for the charging stations is Blink. They are a reputable company with stellar reviews
- Any electric vehicle can park in the space whether charging or not but still has to pay the meter
  - Will monitor the usage
- Will be installing 12 meters, 4 in each lot

Timothy Hampton added that he thought that the charging stations were a great draw for the town.

## **NEW BUSINESS**

A Motion was made by Timothy Hampton and seconded by Joseph Letizia to approve check numbers 3332 through 33352 as set forth on journal report annexed hereto and made a part of these minutes. A roll call vote was taken as follows:

|                   |        |
|-------------------|--------|
| Timothy Hampton   | Aye    |
| Gary Dragona      | Aye    |
| Mary Ann Bassett  | Absent |
| Joseph Letizia    | Aye    |
| Christopher Owens | Absent |

A Motion was made by Joseph Letizia and seconded by Timothy Hampton to approve the new hire, Rodney Alexander at a rate of \$17.00 an hour for approximately 10-15 hours per week.

|                   |        |
|-------------------|--------|
| Timothy Hampton   | Aye    |
| Gary Dragona      | Aye    |
| Mary Ann Bassett  | Absent |
| Joseph Letizia    | Aye    |
| Christopher Owens | Absent |

A Motion was made by Joseph Letizia, seconded by Timothy Hampton and unanimously agreed to extend the hourly employment of Carol Knubel until August 15, 2022. A roll call vote was taken as follows:

|                   |        |
|-------------------|--------|
| Timothy Hampton   | Aye    |
| Gary Dragona      | Aye    |
| Mary Ann Bassett  | Absent |
| Joseph Letizia    | Aye    |
| Christopher Owens | Absent |

Timothy Hampton opened up a discussion about the WPA becoming a Utility. Joseph Letizia added that the WPA and the Borough have always had a good working relationship with each other. Mr. Letizia also indicated the following:

- Many Parking Authorities are a big operation
- The revenue was used to pay for the lots
  - Believes we can still purchase Volz lot (Center Avenue South)
- Would provide benefits for Administrator

Liaison Hodges advised that the Board will still have input and that the Mayor and Council will be supportive of our endeavors.

A Motion was made by Joseph Letizia, seconded by Gary Dragona and unanimously agreed that the WPA execute a Resolution authorizing the filing of a Certificate requesting termination of the existence of the Westwood Parking Authority. A roll call vote was taken as follows:

|                   |        |
|-------------------|--------|
| Timothy Hampton   | Aye    |
| Gary Dragona      | Aye    |
| Mary Ann Bassett  | Absent |
| Joseph Letizia    | Aye    |
| Christopher Owens | Absent |

Timothy Hampton brought up some housekeeping issues that should be attended to as follows:

- The DPW has some wood chips that could be spread in our parking lots
- The trees in the Borough Hall lot need trimming
  - The light in the parking lot is hidden by the trees and PSE&G should come and put the light back in working order

**PUBLIC:**

A Motion was made by Timothy Hampton, seconded by Joseph Letizia and unanimously agreed to open the meetings up to the public.

With no public in attendance, a Motion was made by Joseph Letizia, seconded by Gary Dragona and unanimously approved to close the meeting to the public.

A Motion was made by Timothy Hampton, seconded by Joseph Letizia and unanimously approved to adjourn the meeting.

At 8:45 p.m. the meeting was adjourned.

Date: 6/14/2022

Mary Ann Bassett