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 Basset

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:

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<tr>
<th>Name</th>
<th>Vote</th>
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<tbody>
<tr>
<td>Timothy Hampton</td>
<td>Aye</td>
</tr>
<tr>
<td>Gary Dragona</td>
<td>Aye</td>
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<tr>
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<td>Joseph Letizia</td>
<td>Aye</td>
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<td>Christopher Owens</td>
<td>Absent</td>
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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.

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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:

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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 Dragna 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:

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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 Dragna 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

[Signature]