

WESTWOOD PARKING AUTHORITY

Minutes of Meeting
Held on May 10, 2022

The meeting was called to order at 7:05 pursuant to the open public meeting laws of the State of New Jersey. The roll was taken. In attendance were the following members:

- Mary Ann Bassett
- Timothy Hampton
- Christopher Owens
- Gary Dragona

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

- Carol Knubel, Acting Administrator
- Cheryl Hodges, Council Liaison

Absent:

- Lt. Richard Antonacci
- Joseph Letizia

COMMITTEE REPORTS:

Administrator's Report:

Carol Knubel indicated the following:

FINANCIAL REPORT:

Carol Knubel discusses the following:

- Had temporary signage put up on the shelters that read "Pay Here". The signage looked appropriate
 - Waiting for pricing
- Meter replacements
 - We have been informed that they will no longer be producing parts for our meters.

- The new model meters which they have been selling take credit cards only.
- They are no longer producing parts for our master meters
 - Will call our representative and see if I can get more information and perhaps a timeline
- Met with the Vice President of the Chamber and spoke about parking
 - He asked that I attend both upcoming Chamber meetings
- New Hire:
 - Has been training and doing well
 - Is very personable and an excellent fit

LEGAL REPORT:

No legal report.

POLICE REPORT:

No Police report.

OLD BUSINESS:

A Motion was made by Christopher Owens and seconded by MaryAnn Bassett to approve the Minutes of the meeting held on February 22, 2022. A roll call vote was taken as follows:

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

Liaison Hodges gave an update on the electric charging stations:

- The Contracts are out to the Borough Attorney for review
- Blink approved the hybrid model
 - 40/60 split
- PSE&G approved the Grant

NEW BUSINESS

A Motion was made by Christopher Owens and seconded by Timothy Hampton to approve check numbers 3361 through 3372 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	Aye
Joseph Letizia	Absent
Christopher Owens	Aye

There was a discussion with regard to the interim Administrator accumulating vacation days and paid holidays during her employment over the past 9 months. Once we become a utility, she will be able to obtain benefits through the Borough of Westwood.

A Motion was made by Timothy Hampton, seconded by Christopher Owens and unanimously agreed to execute a Resolution authorizing the interim Administrator to receive 5 vacation days and paid holidays until she is employed by the Borough of Westwood. A roll call vote was taken as follows:

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

MaryAnn Bassett discussed the Fairview Avenue parking lot. She indicated that the lot is full every day, but mostly with employees. She believes that this is prime parking for consumers and the rate should be .25 per hour and not .25 for 3 hours. She further discussed with the opening of the brewery parking will be needed and this lot could accommodate the need. A discussion ensued.

A Motion was made by Christopher Owens, seconded by MaryAnn Bassett and unanimously agreed that the Fairview Avenue parking lot meter rate should be changed from .25 for 3 hours to .25 per 1 hour to be consistent with the other CBD parking areas. A roll call vote was taken as follows:

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

PUBLIC:

A Motion was made by Christopher Owens seconded by Timothy Hampton and unanimously agreed to open the meetings up to the public.

With no public in attendance, a Motion was made by Christopher Owens, seconded by Timothy Hampton and unanimously approved to close the meeting to the public.

A Motion was made by Christopher Owens, seconded by MaryAnn Bassett and unanimously approved to adjourn the meeting.

At 8:43 p.m. the meeting was adjourned.

Date: 6/14/2022

MaryAnn Bassett