

WESTWOOD PARKING AUTHORITY

Minutes of Meeting
Held on June 11, 2019

The meeting was called to order at 7:07 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:

- Timothy Hampton
- John Oberg
- Joseph Letizia
- Maryann Bassett
- Christopher Owens

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

- Jack Sauer, Administrator
- William Reilly, Assistant Administrator
- Colin Quinn, Esq., Attorney for Parking Authority
- Council Liaison Arroyo
- Police Department Liaison Sgt. Antonacci - ABSENT

COMMITTEE REPORTS:

Administrator's Report:

Mr. Sauer indicated the following:

- Matt Donahue was requested to check the drainage in the Center Avenue South lot prior to paving
- 14 trees were replaced on Center Avenue.
- Trees on Westwood Avenue were fertilized
- Fairview Avenue lot is reporting more income
- Received check from RE/MAX and Bibiz
- Joseph Green, who was a WPA Trustee for many years passed away. Flowers were sent.
- Van requires approximately \$400 worth of repairs.

Chairman Hampton reports that 14 trees were replaced on Westwood Avenue because the frost hit the trees and with no sun, they froze. It was very difficult to locate healthy trees that were of similar size.

Property owners are asking that the WPA donate \$2,500 toward the tree replacement.

MaryAnn Basset feels that the property owners should pay for the trees. Joseph Letizia feels that we should have been apprised of this ahead of time so that we could have some input.

Chairman Hampton explains that it was somewhat emergent. If they had waited it would have been next year before the trees got put in.

There was a discussion about the van repair. It was stated that:

- The WPA has four vehicles (including van)
 - Honda that used for patrols
 - Toyota Hybrid used for collection
 - Explorer used for maintenance
 - Van used for repairs and to transport heavy items
 - Police Department has a program (1033 program) wherein they can pick up a federal surplus vehicle.

It was decided to make the repairs to the van and look toward the purchase of a new/used van.

Council Liaison Arroyo advised that there will be a new traffic pattern by Berkeley School.

- School has agreed to expand the parking
- Parking will be moved to Sand Road temporarily
- The WPA may be asked to assist in enforcing until they can train Specials to enforce.

FINANCIAL REPORT:

Bill Reilly gave the following report:

- 2018 Audit report was circulated
 - Trustees must approve comments and recommendations of which there were none.
- Lerch, Vinci & Higgins is proposing to charge the WPA \$6,300 for their services.
- 2019 revenue is up 6% higher than 2018. Enforcement has been good

LEGAL REPORT:

Mr. Quinn discussed the following:

- Reviews the Open Public Meeting procedures
 - Circulated a copy of NJ Statute that defines guidelines of how the the WPA should operate
- Reviewed proposed Park Mobile agreement which is for one year
 - It will be distributed to the Mayor and Council

POLICE REPORT:

Srgt. Antonacci was absent.

OLD BUSINESS:

A Motion was made by Joseph Letizia and seconded by MaryAnn Bassett and unanimously approved to approve the minutes of June 11, 2019. A roll call vote was taken as follows:

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

NEW BUSINESS

Chairman Hampton discussed the merits of the HandyGuide which is map of the CBD and surrounding areas that delineates parking and rates as well as the location of merchants and restaurants. It is a project that the WPA had always contributed to. The last few years, the Chamber was unable to spearhead this project. Through the generosity of a Chamber member and Hackensack Meridian Health (Pascack Valley Medical Center) the project was resurrected. The Chamber asked if the WPA would be willing to once again contribute to the production of the HandyGuide. They are hoping that the production could be completed in time for the 125th Anniversary Celebration.

Christopher Owens has proposed changes to the commuter lot at Borough Hall. (A copy is attached here to). This proposal would charge a non-resident more to park in the lot than a resident. Parking would be by permit.

Joseph Letizia indicates that this way commuters don't have to worry about feeding a meter or using an app. The only issue would be raising the out of town parking rate.

John Oberg says that money was spent for the master meter and shelter which would not be used with a permit system.

A Motion was made by Joseph Letizia and seconded by Maryann Bassett to approve check numbers 2975 through 2990 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
Mary Ann Bassett	Aye
Joseph Letizia	Aye
Christopher Owens	Aye

A Motion was made by Christopher Owens and seconded by MaryAnn Bassett to approve the payment of \$2,500.00 to Scott Coughenour representing a contribution toward the replacement of 14 trees on Westwood Avenue. A roll call vote was taken as follows:

Timothy Hampton	Aye
John Oberg	Aye
Mary Ann Bassett	Aye
Joseph Letizia	Abstain
Christopher Owens	Aye

A Motion was made by Joseph Letizia and seconded by Christopher Owens to approve the payment up to \$400.00 for the repair of the van used for maintenance. A roll call vote was taken as follows:

Timothy Hampton	Abstain
John Oberg	Aye
Mary Ann Bassett	Aye
Joseph Letizia	Aye
Christopher Owens	Aye

A Motion was made by John Oberg and seconded by Christopher Owens to approve the Audit report. A roll call vote was taken as follows:

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

A Motion was made by Joseph Letizia and seconded by Christopher Owens to accept the proposal by Lerch, Vinci and Higgins for the preparation of the 2019 audit in the sum of \$6,300.00. A roll call vote was taken as follows:

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

A Motion was made by Joseph Letizia and seconded by MaryAnn Bassett to contribute the sum of \$2,500.00 for the HandyGuide publication. A roll call vote was taken as follows:

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

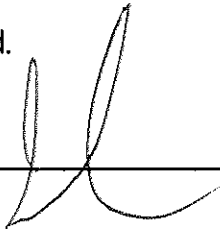
PUBLIC:

No one from the Public appeared

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

At 8:07 p.m. the meeting was adjourned.

Date: 10/22/19



WESTWOOD PARKING AUTHORITY
CASH SUMMARY
April 30 , 2019

BALANCE	31-Mar		\$44,153.76
COLLECTIONS:			
April 2		8,337.00	
April 16		7,650.00	
April 30		8,125.00	
			24,112.00
Miscellaneous Bank Adjustments:			
April 5		24.85	
April 19		(30.30)	
			(5.45)
CHECKS:			
WV Properties, LLC	2975	1,000.00	
Borough of Westwood	2976	10,047.34	
Colin Quinn, Esq.	2977	1,125.00	
Post Maintenance	2978	72.00	
Take A Powder, Inc.	2979	1,030.00	
Safeguard Business Systems	2980	190.26	
PSEG	2981	242.97	
Constellation New Energy, Inc.	2982	98.92	
			<u>(13,806.49)</u>
BALANCE - OPER.ACCT	30-Apr		<u>\$54,453.82</u>
BALANCE- SAVINGS A/C	30-Apr		<u>\$38,112.18</u>
TOTAL CASH	30-Apr		<u>\$92,566.00</u>

WESTWOOD PARKING AUTHORITY

CASH SUMMARY

May 31 , 2019

BALANCE	30-Apr		\$54,453.82
COLLECTIONS:			
May 14		8,165.30	
May 29		8,550.00	
			16,715.30
Rental Income - RE/MAX			1,000.00
CHECKS:			
WV Properties, LLC	2983	1,000.00	
Borough of Westwood	2984	7,171.45	
Post Maintenance	2985	72.00	
Advanced Money Systems	2986	468.90	
North Jersey Media	2987	36.00	
Constellation New Energy, Inc.	2988	54.63	
Timmy's Service Center	2989	229.95	
MacKay Meters	2990	974.50	
			<u>(10,007.43)</u>
BALANCE - OPER.ACCT	31-May		<u>\$62,161.69</u>
BALANCE- SAVINGS A/C	31-May		<u>\$38,112.18</u>
TOTAL CASH	31-May		<u>\$100,273.87</u>