

# WESTWOOD PARKING AUTHORITY

Minutes of Meeting  
Held on September 25, 2019

The meeting was called to order at 7:05 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 Lt. Antonacci

The meeting began with a moment of silence to honor the passing of PEO Edward Brady.

## COMMITTEE REPORTS:

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

Mr. Sauer indicated the following:

- The paving and repairs to the Center Avenue South lot have been completed
- A street lamp was knocked down in the back corner of the Center Avenue South lot
  - Our electrician Charlie Johnston suggested that we put up bollards so that it does not get hit again after replacement
  - A police report was filed but there is no responsible party
  - Council Liaison Arroyo asked for a survey of the commuter lots

- Meter company came to make adjustments to the master meter and indicated that because their company no longer sells meters that support dimes, they can no longer make repairs to our meters. Our meters will have to be sent to Canada.
- The Canadian coins that were collected in the meters over the year were cashed in.

Chairman Hampton asked if there was an ordinance that would have to be changed if meter rates were to increase. The options are:

- Change the rate structure to .25 an hour
- Change the rate structure to .25 an hour for 2 hours  
Mr. Sauer indicated that dimes are not used as much as quarters.
- Our meters cannot be reset after a vehicle leaves the space and therefore we would have to enhance the meters or purchase new ones. Mr. Sauer will look into this

Liaison Arroyo suggested that we order a few new meter heads with the infra-red technology and do a study to see how they work.

Mr. Sauer indicated:

- Only Johnston Brothers Electric bid on the holiday lighting. Cannot find anyone else to bid
- Would like to have two people to do maintenance. Ed Brady was a very good mechanic and the WPA will feel the loss.

Chairman Hampton thinks it is a good idea to have more than one person to be able to do the maintenance and also begin to patrol at different hours.

Council Liaison Arroyo indicated that residents are having problems finding parking spaces in the Borough Hall lot. He questions whether or not we should increase the spots for residents. There are 11 spots now. He further indicated that because NJ Transit gave money for the part of the lot that faces Broadway, it has to be open to everyone, but we could charge different rates. There are 101 spots in total.

Christopher Owens believes:

- that we should increase the spots to 26
- Make one side for commuters
- Meters could be removed for permit parking
- Eventually, the Borough could take the revenue in lieu of the bond payment
- Would like to see the break down of days and revenue

Mr. Sauer suggested the following:

- Take the 5 spaces on the east side of Fourth Avenue which are metered spaces and change them to resident parking spaces.
- Take the 5 employee spaces on the west side of Fourth Avenue and make them metered spaces
- Take 3 metered spaces on Washington Avenue and convert them to employee parking.

#### **FINANCIAL REPORT:**

Bill Reilly gave the following report:

- Reviewed the the P&L year to date comparing 2018 to 2019
  - Total income is up about 4% from 2018
- Reviewed cash summary and cash projection
- Even with paving expenses income will surpass 2018

#### **LEGAL REPORT:**

Mr. Quinn discussed the following:

- Our Agreement with the Borough does not discuss limiting meter increases. We can set our own rates
- State Ordinance reads differently
- Because we are enforced by the Borough, the increase should be approved by the Borough

#### **POLICE REPORT:**

Lt. Antonacci advised the following:

- A vehicle struck a lamppost and he will get us a copy of the report
- Meter repair required at spot 25 in the Center Avenue South lot
- There was a meter issue one morning in the Borough Hall Lot and Police dispatch was able to assist. The master meter would not accept dollar bills.
- Marking tires is not an acceptable practice when checking for overtime meters, however, police are now time stamping with video.
- Parking at Berkeley School seems to have settled into the new parking pattern and everyone is making an effort to adhere to the new pattern.

**OLD BUSINESS:**

A Motion was made by Christopher Owens and seconded by Joseph Letizia 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:**

William Reilly advised that he is preparing the Budget and by the next meeting we will be able to introduce same.

Chairman Hampton suggested that we put a line item in for the tree maintenance. He indicated that we have been paying for the tree maintenance on Westwood Avenue but we should reach out to the company to anticipate the upcoming costs going forward and oversee the work being done. Christopher Owens has volunteered to take on this role

A Motion was made by Joseph Letizia and seconded by Maryann Bassett to approve check numbers 2991 through 3020 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 Joseph Letizia and seconded by Christopher Owens to approve hiring two new PEO's at a rate of \$15.00 per hour. 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 approve taking 5 spots on the East side of Fourth Avenue to convert to resident commuter parking and 5 spots on the West side which are currently employee parking and convert them to 2 hour metered parking. Then move 3 metered parking spaces on the North side of Washington Avenue and convert them to employee parking. . A roll call vote was taken as follows:

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

There was a discussion about giving the Municipal lots a facelift. Many of the signs require painting and the lots require new landscaping.

- The arborvitaes by the Fairview Avenue lot will be trimmed
- The signs are not of a material that can be repainted.
- We have to find something ecological and economical to plant in the lots as they do not have a water source

There was a discussion about holiday lighting:

- The total cost for 2019 would be \$11,200.00
  - The trees on Westwood Avenue have grown
  - Lights were taken down in the Center Avenue South lot in anticipation of taking the trees down
  - John Oberg would like to see if we could get the blue tinted lights on the trees to match the snowflakes
  - It was determined that this discussion be tabled so that a discussion could be had with Johnston Brothers Electric as to alternative lighting options to lower the cost

Christopher Owens suggested that the pavers that were taken out on Westwood Avenue and replaced might still be available, and if so, perhaps we can use them in the parking lots.

There will be a Parklet installed on Center Avenue replacing the bike rack by Downtown Dhaba. If put in this location, no parking spaces will be lost.

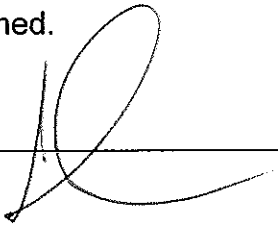
**PUBLIC:**

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

Date: 10/22/19



A handwritten signature in black ink, consisting of a large, stylized 'J' and 'L' intertwined, positioned above a horizontal line that extends to the right.

WESTWOOD PARKING AUTHORITY

CASH SUMMARY

June 30, 2019

BALANCE	31-May		\$62,166.39
COLLECTIONS:			
June 11		7,242.00	
June 26		<u>9,350.00</u>	
			16,592.00
Miscellaneous Bank Adjustment		34.40	
		5.05	
		<u>-44.85</u>	
			(5.40)
Rental Income - BiBiz			1,000.00
CHECKS:			
*****VOID*****	2991	-	
WV Properties	2992	1,000.00	
Borough of Westwood	2993	7,008.14	
Post Maintenance	2994	72.00	
PSE&G	2995	164.07	
North Jersey Media	2996	14.85	
Constellation New Energy	2997	41.98	
Healthy Trees, Inc.	2998	1,320.00	
Carol Lhota Knubel	2999	1,075.00	
Healthy Trees, Inc.	3000	990.00	
Scott Coughenor Landscaping	3001	2,500.00	
Irisdesignhub, LLC	3002	<u>2,500.00</u>	
			<u>(16,686.04)</u>
BALANCE - OPER.ACCT	30-Jun		<u>\$63,066.95</u>
BALANCE- SAVINGS A/C	30-Jun		<u>\$38,170.66</u>
TOTAL CASH	30-Jun		<u>\$101,237.61</u>