

WESTWOOD PARKING AUTHORITY

Minutes of Meeting
Held on September 25, 2018

The meeting was called to order at 7:06 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

Chairman Hampton began with the Public Forum as Lee Tremble, a resident of 68 years was in attendance. Mr. Tremble advised the following:

- The first 2 spots coming from Westbound on Washington Avenue (in front of Twin Borough should be handicap parking;
- On Madison Avenue there are big yellow X's in between some of the parking spaces. He feels that we do not need them and that we can get more parking spaces if we eliminate them;
- Once the pedestrian crosswalk is completed from Tokyo Café to the medical supply store something should be done about the speeding cars so that it does not become a pedestrian hazard;
- Employee parking was a success and would like to see more spaces in the Municipal lot.
- 2 spots in front of Andrew's Liquors have been eliminated and now it has become a turn lane for traffic

Russell Bell of 362 Westwood Avenue also appeared and advised:

- There are parking meters in front of his home and he has now gotten two tickets. He advised that he has 4 vehicles that he tries to jockey them around and wondered if there were any suggestions to avoid being ticketed.

COMMITTEE REPORTS:

Administrator's Report:

Mr. Sauer indicated the following:

- Spoke about holiday lighting
 - We had a 3 year contract with Johnston Brothers Contracting
 - Had an addendum for the additional lots last year which were, Center Avenue North, Center Avenue South and Fairview Avenue.
 - Total cost was \$9,300.

Liaison Arroyo reminded the WPA that they had agreed to purchase addition snowflake lights. He indicated that the additional outlets that were required for the snowflakes were being installed.

- Discussed some of the repairs required in various lots
 - Has an estimate given by KDC for the Center Avenue South Lot in the amount of \$36,500 to repair the cobblestone, drainage, pave, repair catch basins, striping and whatever incidentals along the way.
- Having a difficulty getting an appointment with Bill Phillips from McKay to reprogram meters
 - Will have to find other vendors
 - Will contact other towns to see what vendors they use

Chairman Hampton believes that the Center Avenue South lot is probably the only large expenditure on the horizon.

- Lenses on the meters are fogging up and they are trying a new product to alleviate this problem
- ~~Has created a map of the CBD with outlining the meters~~
- Bill Reilly needs a new computer and suggests that we purchase a laptop for him

Chairman Hampton says that he was approached by the Chamber who requested that the WPA contribute to the fall décor on the avenue this year. The proposal states that there would be a bale of hay, pumpkin and cornstalk along Westwood Avenue.

FINANCIAL REPORT:

Bill Reilly gave the following report:

- Discussed the Profit and Loss Statement
- The WPA's revenue is down approximately 6%
- October will have 3 collections instead of 2

LEGAL REPORT:

Mr. Quinn indicated:

- Various lanterns and lights should be repaired ASAP
- Potholes in parking lots should be repaired
 - May want to consider doing a work session and publish the date to through parking lots
- Parking technology contracts were reviewed and explained
 - We may have to address some issues with whichever company we choose

Joseph Letizia explains that he wants to narrow it down to one company and then negotiate with them. Mr. Quinn indicated that he can help with the language if needed.

Mr. Letizia explains that Parkmobile is a large company.

Passport is a smaller company;

- Can expand
- Better customer support
- More of a start up company

He will once again review Passport and work with them to complete an agreement.

OLD BUSINESS:

A Motion was made by Joseph Letizia and seconded by Chris Owens and unanimously approved to approve the minutes of June 12, 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:

A Motion was made by Joseph Letizia and seconded by John Oberg to approve check numbers 2876 through 2903 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 Chris Owens and seconded by Maryann Bassett to approve a contribution not to exceed \$1,000 to the Chamber of Commerce to decorate 25 lampposts as per invoice. A roll call vote was taken as follows:

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

A Motion was made by John Oberg and seconded by Chris Owens to approve the repairs (pave, stripe, traffic arrows, repair cobblestone curbing, repair catch basin and drainage outlets) to the Center Avenue South Lot not to exceed the cost of \$36,500. 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 John Oberg, to approve the purchase of a laptop computer for the use of Bill Reilly not to exceed \$1,000.00. A roll call vote was taken as follows:

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

Chairman Hampton advised that there were 8-9 trees that died this summer due to the fact that they were not fertilized. Healthy Trees have fertilized and trimmed the trees. The cost is \$850.00. The trees will need to be fertilized again.

A Motion was made by Joseph Letizia and seconded by Chris Owens, to approve fertilization of the trees in the CBD in the sum of \$850.00. A roll call vote was taken as follows:

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

POLICE REPORT:

Sgt. Antonacci advised the following:

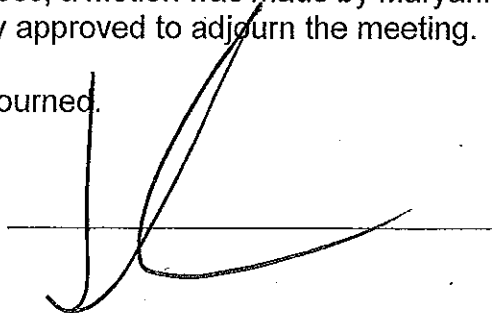
- Senior Citizens want to know if they have to put money in the meter if they have a handicap placard and they are not in a handicapped space.
 - Chairman Hampton advised that they do not have to put money in the meter
- With regard to Mr. Tremble's earlier comments suggesting that handicapped spaces be placed on Washington Avenue in front of Twin Boro physical therapy, the road is sloped and therefore handicapped spaces cannot be placed there.
- With regard to Mr. Tremble's suggestion to remove the X's on Madison Avenue between parking spaces, there would only be approximately 2 spaces to be gained and it doesn't appear to be cost efficient to re-stripe and to move existing meters.
- Commuters are now moving to Fifth Avenue
- The Police Department is always available to the WPA if needed

Chairman Hampton discussed that representatives from the Riley Center requested that we allow them to raffle off a free parking space. The winner would receive a placard to which would enable them to park for free anywhere in Westwood for a period to be set forth. A discussion ensued, and it was determined that this would not be in the best interest of the WPA. It would be setting a precedent for other charities to request this opportunity. Sgt. Antonacci also advised that it could lead to overnight parking as well.

There being no further new business, a Motion was made by Maryann Bassett, seconded by Chris Owens and unanimously approved to adjourn the meeting.

At 9:20 p.m. the meeting was adjourned.

Date:

A handwritten signature in black ink, appearing to be 'J. K.', is written over a horizontal line. The signature is stylized and cursive.

Westwood Parking Authority Profit & Loss YTD Comparison

August 2018

	Jan - Aug 18	Jan - Aug 17	2018 Better (Worse) Than 2017
Ordinary Income/Expense Income			
Fine Revenue	5,582.50	8,514.00	(2,931.50)
Meter Income			
Broadway	10,109.55	8,514.00	1,595.55
Center Avenue (North)	14,563.30	15,155.50	(592.20)
Center Avenue (South)	14,506.70	12,074.35	2,432.35
Center Square	6,746.65	7,055.05	(308.40)
Eastside	27,797.10	28,448.35	(651.25)
Fairview Avenue	1,899.80	8,264.35	(6,364.55)
Washington Avenue	25,162.65	27,722.25	(2,559.60)
Westside	10,153.65	10,164.95	(11.30)
Westwood Avenue	14,353.10	14,475.60	(122.50)
Total Meter Income	125,292.50	133,425.30	(8,132.80)
Parking Lot Rental	2,000.00	74.50	1,925.50
Total Income	132,875.00	142,013.80	(9,138.80)
Expense			
Cleaning	576.00	576.00	-
Administrative	2,150.00	2,150.00	-
Automobile Expense	6.61	27,976.05	27,969.44
Electrical	6,000.00	10,300.00	4,300.00
Equipment Expense	150.00	350.00	200.00
Error in Deposit	1,921.24	125.45	(1,795.79)
landscaping	1,332.81	2,985.00	1,652.19
Miscellaneous	-1,076.58	1,997.81	3,074.39
Office Expense	75.51		(75.51)
PA Personnel Labor	55,213.29	55,505.37	292.08
Postage and Delivery	12.75	20.25	7.50
Professional Fees Legal Fees	3,375.00	3,250.00	(125.00)
Professional Fees - Other	7,700.00	7,500.00	(200.00)
Total Professional Fees	11,075.00	10,750.00	(325.00)
Rent	8,000.00	8,000.00	0.00
Repairs	0.00	1,729.00	1,729.00
Site Improvements		8,385.00	8,385.00
Supplies	3,134.58	3,426.43	291.85
supplies - Meter	1,939.00	1,362.65	(576.35)
Supplies - Office Utilities	19.14		(19.14)
Training		1,095.00	1,095.00
Uniforms		873.40	873.40
Gas and Electric	1,122.28	422.76	(699.52)
Utilities - Other	854.14	753.86	(100.28)
Total Utilities	1,976.42	1,176.62	(799.80)
Total Expense	92,505.77	138,658.58	46,152.81
Net Ordinary Income	40,369.23	3,355.22	37,014.01
Net Income	40,369.23	3,355.22	37,014.01
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WESTWOOD PARKING AUTHORITY
CASH SUMMARY
June 30, 2018

OPERATING ACCOUNT

BALANCE	31-May		\$36,583.66
COLLECTIONS:			
June 12		8,000.00	
June 26		7,897.00	
			15,897.00
OTHER INCOME:			
RE-MAX REALTY RENTAL		1,000.00	
BIBI'S RESTAURANT RENTAL		1,000.00	
			2,000.00
CHECKS:			
VOID	2876	0.00	
WV PROPERTIES	2877	1,000.00	
BOROUGH OF WESTWOOD (PAYROLL)	2878	6,472.20	
CAROL LHOTKA KNUBEL	2879	1,075.00	
DENNIS MEEHAN	2880	180.00	
ADVANCED MONEY SYSTEMS, INC.	2881	260.00	
POST MAINTENANCE, LLC	2882	72.00	
PSE&G	2883	98.14	
DIRECT ENERGY BUSINESS	2884	157.64	
			<u>-9,314.98</u>
BALANCE - OPER.ACCT	30-Jun		<u>45,165.68</u>
BALANCE- SAVINGS A/C	30-Jun		<u>38,097.93</u>
TOTAL CASH	30-Jun		<u>83,263.61</u>

WESTWOOD PARKING AUTHORITY
CASH SUMMARY
July 31, 2018

OPERATING ACCOUNT

BALANCE	30-Jun		\$45,165.68
COLLECTIONS:			
July 10		7,469.00	
July 24		7,416.00	
			14,885.00
OTHER INCOME:			
Fine Income		3,294.50	3,294.50
CHECKS:			
WV Properties	2885	1,000.00	
Borough of Westwood	2886	6,951.99	
Colin M Quinn, Esq.	2887	1,125.00	
Westwood Parking Authority	2888	100.00	
Post Maintenance Inc.	2889	72.00	
Marsala Hardware	2890	32.94	
North Jersey Media Group	2891	295.25	
PSE&G	2892	90.37	
Direct Energy Business	2893	171.07	
Imperial Landscaping	2894	1,332.81	
			<u>-11,171.43</u>
BALANCE - OPER.ACCT	31-Jul		<u>52,173.75</u>
BALANCE- SAVINGS A/C	31-Jul		<u>38,097.93</u>
TOTAL CASH	31-Jul		<u>90,271.68</u>

WESTWOOD PARKING AUTHORITY
CASH SUMMARY
August 31, 2018

OPERATING ACCOUNT

BALANCE	31-Jul		\$52,173.75
COLLECTIONS:			
August 7		8,496.00	
August 21		6,900.00	
			15,396.00
CHECKS:			
Safeguard Business Systems	2895	186.45	
WV Properties, LLC	2896	1,000.00	
Void	2897		
Borough of Westwood	2898	6,987.37	
Post Maintenance, LLC	2899	72.00	
Marsala Hardware	2900	48.17	
Lerch, Vinci & Higgins	2901	5,700.00	
PSE&G	2902	154.70	
Constellation New Energy, Inc.	2903	77.23	
			<u>-14,225.92</u>
BALANCE - OPER.ACCT	31-Aug		<u>53,343.83</u>
BALANCE- SAVINGS A/C	31-Aug		<u>38,097.93</u>
TOTAL CASH	31-Aug		<u>91,441.76</u>