

WESTWOOD PARKING AUTHORITY

Minutes of Meeting
Held on October 23, 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
- 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:

Maryann Bassett

COMMITTEE REPORTS:

Administrator's Report:

Mr. Sauer indicated the following:

- ~~The Fairview Avenue Lot meters have now been programmed to accept coins for a 3 hour period~~
- Jefferson Avenue between Fairview Avenue and Center Avenue have now been programmed to accept coins for a 3 hour period
 - Press release was published to advise the public
- Holiday lighting will be put up by Johnston Brothers Contracting
 - Lights are up in the Center Avenue North lot

- There is a convention in Atlantic City in November and it might be good for some one from the WPA to attend to find new vendors for the parking meters
- 13 meters in Lot F have to be changed to 3 hour meters.
 - May try to do this in the Spring
 - Should revisit and see what the usage and income is first
- Looks like the work in the Center Avenue South lot may not be completed until Spring next year.

FINANCIAL REPORT:

Bill Reilly gave the following report:

- Discussed the Profit and Loss Statement
- Reviewed FY 2019 Budget

Christopher Owens made a suggestion that he would like the WPA to consider. Maybe we should lease a parking spot to commuters each year

- Could have a lottery for reserved spaces that would be numbered
- Maybe there would be 25 spots

LEGAL REPORT:

Mr. Quinn indicated that there was no legal report.

OLD BUSINESS:

A Motion was made by Joseph Letizia and seconded by Christopher Owens and unanimously approved to approve the minutes of September 25, 2018. A roll call vote was taken as follows:

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

NEW BUSINESS:

A Motion was made by Joseph Letizia and seconded by John Oberg to approve check numbers 2904 through 2911 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	Absent
Joseph Letizia	Aye
Christopher Owens	Aye

Joseph Letizia discussed the status of the parking app:

- The vendor that was decided on now requires a \$1,500 fee so we will continue discussions with the other vendor.

Chairman Hampton advised the following with regard to the Borough Hall lot:

- The lights have been repaired
- Trees were blocking the lights and the DPW has now trimmed them
- There is one row of parking where employees park that are consistently bombed with bird excrement. The trees along that row should be trimmed but are too large. Perhaps they should be replaced.
 - Would have to find out who would authorize
 - Liaison Arroyo will find out
- Police Department has the same problem on their side of the lot from birds on the cell tower.

POLICE REPORT:

Sgt. Antonacci advised the following:

- With regard to putting handicap spaces in front of the medical supply building on Washington Avenue, they cannot be placed there because the ground is sloped and handicap spaces cannot be placed on sloped property.
 - A handicap space could be placed in the first parking space on the western side of Madison Avenue
- Cannot remove the "x's" on Madison Avenue. If they are removed only one space would be gained and there would be too much cost involved to re-stripe and move meters.
- He recently worked in a municipality that rented spaces on a quarterly basis. \$195.44 for non-residents and \$97.71 for residents. Maybe the WPA wants to discuss a similar program.

Chairman Hampton indicated the following:

- Third Avenue- we are waiting for PSE&G to put electric to the six light poles.
- Center Avenue South lot – waiting for KDC to give us a timeline of when work can be completed
 - In the spring, we will mulch or put down stone around landscaping

- Center Avenue North lot – will light for the holidays
 - Bushes along Center Avenue have been damaged from snow plowing because there is no place to put the snow
 - DPW will pull them out before the winter
 - In the spring we can plant more shrubs in the lot
- Westwood Avenue – There is a lamppost that is missing on the Westwood Avenue.
 - Johnston Brother Contracting has been contacted to replace
 - There are about 6 total that are missing
 - We need to find out the cost per lantern
- There is a resident with a parking problem
 - Unfortunately, there is nothing that we can do for him as we do not have jurisdiction
- With regard to the Riley Center's request to have a raffle giving away a parking space, we cannot accommodate this request. We are a public entity and so we have to respectfully decline as we cannot give private donations to individuals. We can only expend monies for public purpose.

A Motion was made by John Oberg and seconded by Joseph Letizia and unanimously approved to have the DPW remove the shrubs in the Center Avenue North lot along Center Avenue and to backfill that area. A roll call vote was taken as follows:

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

William Reilly discussed the FY 2019 Budget and advised the following:

- Increased the operating revenue by 2.5%
- Largest increase was for Operations and Maintenance. A bit less than 10%. We are doing more patrol and surveys on the parking trends in town
- Includes a capital budget item of \$35,000 for improvements next year to parking lots

A Motion was made by Joseph Letizia and seconded by Christopher Owens and unanimously approved Introduce the FY 2019 Budget with the correction of the spelling of Christopher Owens name. A roll call vote was taken as follows:

Timothy Hampton	Aye
John Oberg	Aye
Mary Ann Bassett	Absent
Joseph Letizia	Aye

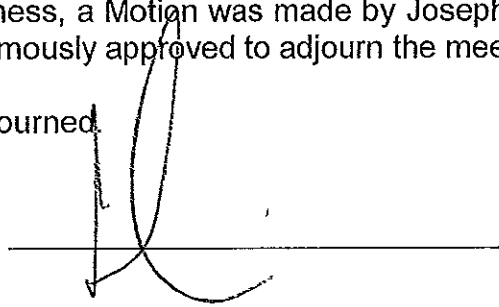
Christopher Owens

Aye

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

At 8:35 p.m. the meeting was adjourned.

Date:

A handwritten signature, possibly 'J. Letizia', is written over a horizontal line. The signature is in black ink and consists of a vertical stroke on the left, a large loop on the right, and a horizontal stroke at the bottom.

Westwood Parking Authority
Profit & Loss YTD Comparison
 September 2018

	Sep 18	Jan - Sep 18
Ordinary Income/Expense		
Income		
Fine Revenue	0.00	5,582.50
Meter Income		
Broadway	1,169.40	11,278.95
Center Avenue (North)	1,672.35	16,235.65
Center Avenue (South)	1,882.65	16,389.35
Center Square	887.00	7,633.65
Eastside	3,221.90	31,019.00
Fairview Avenue	222.85	2,122.65
Washington Avenue	2,384.75	27,547.40
Westside	1,179.40	11,333.05
Westwood Avenue	1,651.70	16,004.80
Total Meter Income	14,272.00	139,564.50
Parking Lot Rental	30.00	2,030.00
Total Income	14,302.00	147,177.00
Expense		
Cleaning	72.00	648.00
Administrative	1,075.00	3,225.00
Automobile Expense	0.00	6.61
Bond Payment	0.00	0.00
Electrical	0.00	6,000.00
Equipment Expense	0.00	150.00
Error in Deposit	0.00	1,921.24
landscaping	0.00	1,332.81
Meter Repairs	765.00	765.00
Miscellaneous	0.00	-1,076.58
Office Expense	0.00	75.51
PA Personnel Labor	10,567.46	65,780.75
Postage and Delivery	0.00	12.75
Professional Fees		
Legal Fees	0.00	3,375.00
Professional Fees - Other	0.00	7,700.00
Total Professional Fees	0.00	11,075.00
Rent	1,000.00	9,000.00
Repairs	0.00	0.00
Supplies	0.00	3,134.58
supplies - Meter	647.70	2,586.70
Supplies - Office	0.00	19.14
Utilities		
Gas and Electric	83.08	1,205.36
Utilities - Other	169.00	1,023.14
Total Utilities	252.08	2,228.50
Total Expense	14,379.24	106,885.01
Net Ordinary Income	-77.24	40,291.99
Net Income	-77.24	40,291.99

Westwood Parking Authority Profit & Loss YTD Comparison

September 2018

	Sep 18	Jan - Sep 18
Ordinary Income/Expense		
Income		
Fine Revenue	0.00	5,582.50
Meter Income		
Broadway	1,169.40	11,278.95
Center Avenue (North)	1,672.35	16,235.65
Center Avenue (South)	1,882.65	16,389.35
Center Square	887.00	7,633.65
Eastside	3,221.90	31,019.00
Fairview Avenue	222.85	2,122.65
Washington Avenue	2,384.75	27,547.40
Westside	1,179.40	11,333.05
Westwood Avenue	1,651.70	16,004.80
Total Meter Income	14,272.00	139,564.50
Parking Lot Rental	30.00	2,030.00
Total Income	14,302.00	147,177.00
Expense		
Cleaning	72.00	648.00
Administrative	1,075.00	3,225.00
Automobile Expense	0.00	6.61
Bond Payment	0.00	0.00
Electrical	0.00	6,000.00
Equipment Expense	0.00	150.00
Error In Deposit	0.00	1,921.24
landscaping	0.00	1,332.81
Meter Repairs	765.00	765.00
Miscellaneous	0.00	-1,076.58
Office Expense	0.00	75.51
PA Personnel Labor	10,567.46	65,780.75
Postage and Delivery	0.00	12.75
Professional Fees		
Legal Fees	0.00	3,375.00
Professional Fees - Other	0.00	7,700.00
Total Professional Fees	0.00	11,075.00
Rent	1,000.00	9,000.00
Repairs	0.00	0.00
Supplies	0.00	3,134.58
supplies - Meter	647.70	2,586.70
Supplies - Office	0.00	19.14
Utilities		
Gas and Electric	83.08	1,205.36
Utilities - Other	169.00	1,023.14
Total Utilities	252.08	2,228.50
Total Expense	14,379.24	106,885.01
Net Ordinary Income	-77.24	40,291.99
Net Income	-77.24	40,291.99

11:33 AM
10/16/18

Westwood Parking Authority Transaction Detail by Account

September 2018

Type	Date	Num	Name	Memo	Clr	Split	Debit	Credit	Balance
Pascack Community Bank									
Deposit	09/04/18			Deposit	X	-SPLIT-	8,045.00		8,045.00
Check	09/10/18	2904	WV Properties, ...	234th	X	Rent		1,000.00	7,045.00
Check	09/10/18	2905	Borough of Wes...		X	-SPLIT-		10,567.46	-3,522.46
Check	09/10/18	2906	Carol L holka Kn...	3rd Quarter	X	Administrative		1,075.00	-4,597.46
Check	09/10/18	2907	Take a Powder, ...	INV. 7053	X			647.70	-5,245.16
Check	09/10/18	2908	Post Maintenanc...	inv. 63789	X	Cleaning		72.00	-5,317.16
Check	09/10/18	2909	Amano McGann...		X	Meter Repairs		765.00	-6,082.16
Check	09/10/18	2910	PSE&G		X	-SPLIT-		169.00	-6,251.16
Check	09/10/18	2911	Constellation Ne...	6983087-29	X	Gas and El...		83.08	-6,334.24
Deposit	09/18/18			Deposit	X	-SPLIT-	6,227.00		-107.24
Deposit	09/18/18			Deposit	X	Parking Lot ...	30.00		-77.24
Total Pascack Community Bank							14,302.00	14,379.24	-77.24
Meter Income									
Broadway									
Deposit	09/04/18		Meter Income	8/23/18 - 9...		Pascack Co...		642.30	-642.30
Deposit	09/18/18		Meter Income	Deposit		Pascack Co...		527.10	-1,169.40
Total Broadway							0.00	1,169.40	-1,169.40
Center Avenue (North)									
Deposit	09/04/18		Meter Income	Deposit		Pascack Co...		894.00	-894.00
Deposit	09/18/18		Meter Income	Deposit		Pascack Co...		778.35	-1,672.35
Total Center Avenue (North)							0.00	1,672.35	-1,672.35
Center Avenue (South)									
Deposit	09/04/18		Meter Income	Deposit		Pascack Co...		995.50	-995.50
Deposit	09/18/18		Meter Income	Deposit		Pascack Co...		887.15	-1,882.65
Total Center Avenue (South)							0.00	1,882.65	-1,882.65
Center Square									
Deposit	09/04/18		Meter Income	Deposit		Pascack Co...		887.00	-887.00
Total Center Square							0.00	887.00	-887.00
Eastside									
Deposit	09/04/18		Meter Income	Deposit		Pascack Co...		1,772.45	-1,772.45
Deposit	09/18/18		Meter Income	Deposit		Pascack Co...		1,449.45	-3,221.90
Total Eastside							0.00	3,221.90	-3,221.90
Fairview Avenue									
Deposit	09/04/18		Meter Income	Deposit		Pascack Co...		118.15	-118.15
Deposit	09/18/18		Meter Income	Deposit		Pascack Co...		104.70	-222.85
Total Fairview Avenue							0.00	222.85	-222.85
Washington Avenue									
Deposit	09/04/18		Meter Income	Deposit		Pascack Co...		1,171.50	-1,171.50
Deposit	09/18/18		Meter Income	Deposit		Pascack Co...		1,213.25	-2,384.75
Total Washington Avenue							0.00	2,384.75	-2,384.75
Westside									
Deposit	09/04/18		Meter Income	Deposit		Pascack Co...		635.50	-635.50
Deposit	09/18/18		Meter Income	Deposit		Pascack Co...		543.90	-1,179.40
Total Westside							0.00	1,179.40	-1,179.40
Westwood Avenue									
Deposit	09/04/18		Meter Income	Deposit		Pascack Co...		928.60	-928.60
Deposit	09/18/18		Meter Income	Deposit		Pascack Co...		723.10	-1,651.70
Total Westwood Avenue							0.00	1,651.70	-1,651.70
Total Meter Income							0.00	14,272.00	-14,272.00
Parking Lot Rental									
Deposit	09/18/18		Iron Horse	Deposit		Pascack Co...		30.00	-30.00
Total Parking Lot Rental							0.00	30.00	-30.00
Cleaning									
Check	09/10/18	2908	Post Maintenanc...	inv. 63789		Pascack Co...	72.00		72.00
Total Cleaning							72.00	0.00	72.00
Administrative									

11:33 AM
10/16/18

Westwood Parking Authority
Transaction Detail by Account
September 2018

Type	Date	Num	Name	Memo	Clr	Split	Debit	Credit	Balance
Check	09/10/18	2906	Carol Lhotka Kn...	3rd Quarter		Pascack Co...	1,075.00		1,075.00
Total Administrative							1,075.00	0.00	1,075.00
Bond Payment									
Check	09/10/18	2905	Borough of Wes...			Pascack Co...			0.00
Total Bond Payment							0.00	0.00	0.00
Meter Repairs									
Check	09/10/18	2909	Amano McGann...			Pascack Co...	765.00		765.00
Total Meter Repairs							765.00	0.00	765.00
PA Personnel Labor									
Check	09/10/18	2905	Borough of Wes...	August 3rd		Pascack Co...	3,439.10		3,439.10
Check	09/10/18	2905	Borough of Wes...	August 17th		Pascack Co...	3,810.71		7,249.81
Check	09/10/18	2905	Borough of Wes...	August 31st		Pascack Co...	3,317.65		10,567.46
Total PA Personnel Labor							10,567.46	0.00	10,567.46
Rent									
Check	09/10/18	2904	WV Properties, ...	234th		Pascack Co...	1,000.00		1,000.00
Total Rent							1,000.00	0.00	1,000.00
Repairs									
Check	09/10/18	2907	Take a Powder, ...	INV. 7053		Pascack Co...			0.00
Total Repairs							0.00	0.00	0.00
supplies - Meter									
Check	09/10/18	2907	Take a Powder, ...	INV. 7053		Pascack Co...	647.70		647.70
Total supplies - Meter							647.70	0.00	647.70
Utilities									
Gas and Electric									
Check	09/10/18	2911	Constellation Ne...	6983087-29		Pascack Co...	83.08		83.08
Total Gas and Electric							83.08	0.00	83.08
Utilities - Other									
Check	09/10/18	2910	PSE&G			Pascack Co...	34.40		34.40
Check	09/10/18	2910	PSE&G			Pascack Co...	55.65		90.05
Check	09/10/18	2910	PSE&G			Pascack Co...	78.95		169.00
Total Utilities - Other							169.00	0.00	169.00
Total Utilities							252.08	0.00	252.08
TOTAL							28,681.24	28,681.24	0.00

WESTWOOD PARKING AUTHORITY

CASH SUMMARY

September 30, 2018

OPERATING ACCOUNT

BALANCE	31-Aug		\$53,343.83
COLLECTIONS:			
Sept 5		8,045.00	
Sept 18		6,227.00	
			14,272.00
Other:			
Cash Receipt (Iron Horse)			30.00
Miscellaneous Bank Balance Correction			332.61
CHECKS:			
WV Properties, LLC	2904	1,000.00	
Borough of Westwood (Payroll)	2905	10,567.46	
Carol Knubel	2906	1,075.00	
Take a Powder Inc.	2907	647.70	
Post Maintenance, LLC	2908	72.00	
Amano McGann	2909	765.00	
PSEG	2910	169.00	
Constellation New Energy Inc.	2911	83.08	
			<u>-14,379.24</u>
BALANCE - OPER.ACCT	30-Sep		<u>53,599.20</u>
BALANCE- SAVINGS A/C	30-Sep		<u>38,102.68</u>
TOTAL CASH	30-Sep		<u>91,701.88</u>

WESTWOOD PARKING AUTHORITY
PROFIT LOSS YTD COMPARISON
SEPTEMBER 2018

	Jan - Sept 2018	Jan-Sept 2017	2018 Better (Worse) Than 2017
Ordinary Income/Expense Income			
Fine Revenue	5,582.50	8,514.00	(2,931.50)
Meter Income			
Broadway	11,278.95	11,123.50	155.45
Center Avenue (North)	16,235.65	17,030.35	(794.70)
Center Avenue (South)	16,389.35	13,396.80	2,992.55
Center Square	7,633.65	7,975.60	(341.95)
Eastside	31,019.00	31,830.85	(811.85)
Fairview Avenue	2,122.65	8,449.35	(6,326.70)
Washington Avenue	27,547.40	30,805.05	(3,257.65)
Westside	11,333.05	11,174.05	159.00
Westwood Avenue	16,004.80	16,068.75	(63.95)
Total Meter Income	139,564.50	147,854.30	(8,289.80)
Miscellaneous Income		-1,585.46	1,585.46
Parking Lot Rental	2,030.00	1,100.00	930.00
Total Income	147,177.00	155,882.84	(8,705.84)
Expense			
Cleaning	648.00	648.00	-
Administrative	3,225.00	3,225.00	-
Automobile Expense	6.61	27,976.05	27,969.44
Bond Payment	0.00	0.00	-
Dues and Subscriptions		60.00	60.00
Electrical	6,000.00	10,300.00	4,300.00
Equipment Expense	150.00	350.00	200.00
Error in Deposit	1921.24	125.45	(1,795.79)
Landscaping	1,332.81	2,985.00	1,652.19
Meter Repairs	765.00	1,421.50	656.50
Miscellaneous	-1076.58	226.90	1,303.48
Office Expense	75.51	0.00	(75.51)
PA Personnel Labor	65,780.75	63,174.76	(2,605.99)
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	9,000.00	9,000.00	-
Repairs	0.00	307.50	307.50
Site Improvements		8,385.00	8,385.00
Supplies	3,134.58	3,520.01	385.43
supplies - Meter	2,586.70	1,362.65	(1,224.05)
Supplies - Office	19.14		(19.14)
Training		1,095.00	1,095.00
Uniforms		873.40	873.40
Utilities			
Gas and Electric	1205.36	476.04	(729.32)
Utilities - Other	1023.14	850.27	(172.87)
Total Utilities	2,228.50	1,326.31	(902.19)
Total Expense	106,885.01	147,132.78	40,247.77
Net Ordinary Income	40,291.99	8,750.06	31,541.93
Net Income	40,291.99	8,750.06	31,541.93