

WESTWOOD PARKING AUTHORITY

Minutes of Meeting
Held on November 27, 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
- Council Liaison Arroyo
- Police Department Liaison Sgt. Antonacci

Absent:

Colin Quinn, Esq.

COMMITTEE REPORTS:

Administrator's Report:

Mr. Sauer indicated the following:

-
- Ordered courtesy cards for the holiday ticketing. During the holiday season, these will be placed on the customer's vehicles that are in violation in lieu of tickets.
 - Perhaps we should look into purchasing bags for meters
 - Can be used for any holiday

- Joseph Letizia's term is up in December and we will have to see if he is re-appointed by the Mayor and Council at their re-organization meeting.
- Check to the Borough of Westwood in the amount of \$45,000. This check will be presented at the Mayor and Council re-organization meeting
 - January 2, 2019 is the proposed date for the Mayor and Council meeting
- He went to the League Municipalities convention in Atlantic City to get brochures for possible vendors

Maryann Bassett suggested that perhaps we should get decorative flags to put on the lamp posts for different holidays. Council Liaison advised that in the past the Planning Board was not in favor of this idea

- Maryann advised that she will to do some research and bring to Mayor and Council for approval.

Council Liaison reminded the WPA that we had approved a check to the Borough for additional snowflakes decorations. He asked if we could the check to the Borough so that they could place the order.

FINANCIAL REPORT:

Bill Reilly gave the following report:

- His laptop was ordered. It was \$950.00 and with MS Office installed it was \$1,079 and was being shipped
- State approved the FY 2019 Budget
 - It must now be adopted
- October had 3 collections plus fine revenue
 - Normal disbursements
 - \$106,000 in assets
 - \$80,000 goes to paving next year
 - \$45,000 goes to bond payment

Timothy Hampton explained that Westwood needs to have good infrastructure to maintain our home values and that the WPA is an important piece of the puzzle.

Council Liaison indicated that the WPA has expanded their role and that it contributes to the fit and feel of the town.

Christopher Owens commented on the Profit and Loss Statement and indicated that he thought that the utility charges were high. He inquired if we could move all of our accounts to a different provider, such as Constellation which appears to give us a better rate.

- Jack Sauer indicated that the invoice is given to us by the Municipality
- We should try to reduce this cost and Jack will look into it.

LEGAL REPORT:

No Legal Report.

POLICE REPORT:

Sgt. Antonacci advised the following:

- 511 4th Avenue resident is concerned about vehicles parking too close to a driveway. He asked if anyone knew the minimum distance that a car can be parked from a private driveway.
 - Looking for applicable ordinance
 - There is a State Statute that you cannot block a driveway

OLD BUSINESS:

A Motion was made by Joseph Letizia and seconded by Chris Owens and unanimously approved to approve the minutes of October 23, 2018. 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 Christopher Owens to approve check numbers 2912 through 2923 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 John Oberg to approve the FY 2019 Budget A roll call vote was taken as follows:

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

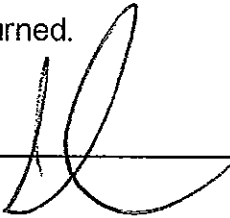
With regard to the trees on the western side of Borough Hall, Council Liaison Arroyo indicated that there is no requirement that states that we cannot remove the trees. It was discussed at the prior meeting that these trees should be removed and replaced with smaller trees. The DPW will be taking them down and they will be replaced in the spring.

Council Liaison Arroyo advised that he has enjoyed being the Liaison for the WPA and indicated that the Board should be proud of what they have accomplished and hope that they continue the forward momentum.

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 8:25 p.m. the meeting was adjourned.

Date:



11:36 AM

10/16/18

Westwood Parking Authority Transaction Detail by Account

October 2018

Type	Date	Num	Name	Memo	Clr	Split	Debit	Credit	Balance
Pascack Community Bank									
Deposit	10/02/18			Deposit		-SPLIT-	8,162.00		8,162.00
Deposit	10/04/18			Deposit		Fine Revenue	3,267.00		11,429.00
Check	10/11/18	2912	WV Properties, ...	235th		Rent		1,000.00	10,429.00
Check	10/11/18	2913	Borough of Wes...			-SPLIT-		6,747.45	3,681.55
Check	10/11/18	2914	Colin M. Quinn, ...	3rd quarter		Legal Fees		1,125.00	2,556.55
Check	10/11/18	2915	Post Maintenanc...	Inv. 64102		Cleaning		72.00	2,484.55
Check	10/11/18	2916	Healthy Trees			landscaping		1,650.00	834.55
Check	10/11/18	2917	Tyrrells Flowers ...	61121		Miscellaneo...		150.00	684.55
Check	10/11/18	2918	Marsala Hardware	inv. 29506		Supplies		10.78	673.77
Check	10/11/18	2919	North Jersey Me...	account 11...		Supplies		295.25	378.52
Check	10/11/18	2920	Take a Powder, ...	inv. 7077		-SPLIT-		250.00	128.52
Check	10/11/18	2921	PSE&G			-SPLIT-		198.46	-69.94
Check	10/11/18	2922	Constellation Ne...	6983087-29		Gas and El...		68.28	-138.22
Check	10/11/18	2923	Westwood Cha...	Autumn De...		Contributions		1,000.00	-1,138.22
Total Pascack Community Bank							11,429.00	12,567.22	-1,138.22
Fine Revenue									
Deposit	10/04/18	48	Borough of Wes...	June, July ...		Pascack Co...		3,267.00	-3,267.00
Total Fine Revenue							0.00	3,267.00	-3,267.00
Meter Income									
Broadway									
Deposit	10/02/18		Meter Income	9/9/18-10/...		Pascack Co...		628.00	-628.00
Total Broadway							0.00	628.00	-628.00
Center Avenue (North)									
Deposit	10/02/18		Meter Income	Deposit		Pascack Co...		814.50	-814.50
Total Center Avenue (North)							0.00	814.50	-814.50
Center Avenue (South)									
Deposit	10/02/18		Meter Income	Deposit		Pascack Co...		1,120.35	-1,120.35
Total Center Avenue (South)							0.00	1,120.35	-1,120.35
Center Square									
Deposit	10/02/18		Meter Income	Deposit		Pascack Co...		727.20	-727.20
Total Center Square							0.00	727.20	-727.20
Eastside									
Deposit	10/02/18		Meter Income	Deposit		Pascack Co...		2,016.05	-2,016.05
Total Eastside							0.00	2,016.05	-2,016.05
Fairview Avenue									
Deposit	10/02/18		Meter Income	Deposit		Pascack Co...		139.40	-139.40
Total Fairview Avenue							0.00	139.40	-139.40
Washington Avenue									
Deposit	10/02/18		Meter Income	Deposit		Pascack Co...		1,411.80	-1,411.80
Total Washington Avenue							0.00	1,411.80	-1,411.80
Westside									
Deposit	10/02/18		Meter Income	Deposit		Pascack Co...		684.30	-684.30
Total Westside							0.00	684.30	-684.30
Westwood Avenue									
Deposit	10/02/18		Meter Income	Deposit		Pascack Co...		620.40	-620.40
Total Westwood Avenue							0.00	620.40	-620.40
Total Meter Income							0.00	8,162.00	-8,162.00
Cleaning									
Check	10/11/18	2915	Post Maintenanc...	inv. 64102		Pascack Co...	72.00		72.00
Total Cleaning							72.00	0.00	72.00
Bond Payment									
Check	10/11/18	2913	Borough of Wes...			Pascack Co...			0.00
Total Bond Payment							0.00	0.00	0.00
Contributions									

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Type	Date	Num	Name	Memo	Clr	Split	Debit	Credit	Balance
Check	10/11/18	2923	Westwood Cha...	autumn de...		Pascack Co...	1,000.00		1,000.00
Total Contributions							1,000.00	0.00	1,000.00
landscaping									
Check	10/11/18	2916	Healthy Trees			Pascack Co...	1,650.00		1,650.00
Total landscaping							1,650.00	0.00	1,650.00
Miscellaneous									
Check	10/11/18	2917	Tyrrells Flowers ...	Garrit		Pascack Co...	150.00		150.00
Total Miscellaneous							150.00	0.00	150.00
PA Personnel Labor									
Check	10/11/18	2913	Borough of Wes...	September...		Pascack Co...	3,217.14		3,217.14
Check	10/11/18	2913	Borough of Wes...	September...		Pascack Co...	3,530.31		6,747.45
Check	10/11/18	2913	Borough of Wes...			Pascack Co...			6,747.45
Total PA Personnel Labor							6,747.45	0.00	6,747.45
Professional Fees									
Legal Fees									
Check	10/11/18	2914	Colin M. Quinn, ...	3rd Quarter		Pascack Co...	1,125.00		1,125.00
Total Legal Fees							1,125.00	0.00	1,125.00
Total Professional Fees							1,125.00	0.00	1,125.00
Rent									
Check	10/11/18	2912	WV Properties, ...	235th		Pascack Co...	1,000.00		1,000.00
Total Rent							1,000.00	0.00	1,000.00
Repairs									
Check	10/11/18	2920	Take a Powder, ...	inv. 7077		Pascack Co...			0.00
Total Repairs							0.00	0.00	0.00
Supplies									
Check	10/11/18	2918	Marsala Hardware	inv. 29506		Pascack Co...	10.78		10.78
Check	10/11/18	2919	North Jersey Me...	Notice		Pascack Co...	295.25		306.03
Total Supplies							306.03	0.00	306.03
supplies - Meter									
Check	10/11/18	2920	Take a Powder, ...	inv. 7077		Pascack Co...	250.00		250.00
Total supplies - Meter							250.00	0.00	250.00
Utilities									
Gas and Electric									
Check	10/11/18	2922	Constellation Ne...	6983087-29		Pascack Co...	68.28		68.28
Total Gas and Electric							68.28	0.00	68.28
Utilities - Other									
Check	10/11/18	2921	PSE&G			Pascack Co...	30.45		30.45
Check	10/11/18	2921	PSE&G			Pascack Co...	51.76		82.21
Check	10/11/18	2921	PSE&G			Pascack Co...	116.25		198.46
Total Utilities - Other							198.46	0.00	198.46
Total Utilities							266.74	0.00	266.74
TOTAL							23,996.22	23,996.22	0.00

WESTWOOD PARKING AUTHORITY
 CASH SUMMARY
 October 31, 2018

OPERATING ACCOUNT

BALANCE 30-Sep \$53,599.20

COLLECTIONS:

Oct 18	8,162.00	
Oct 16	7,385.00	
Oct 30	8,012.00	
		23,559.00

FINE Revenue 3,267.00

Other:

Miscellaneous Bank Balance Correction 8.64

CHECKS:

WV Properties, LLC	2912	1,000.00	
Borough of Westwood (Payroll)	2913	6,747.45	
Colin M. Quinn, Esq.	2914	1,125.00	
Post Maintenance, LLC	2915	72.00	
Healthy Trees, Inc.	2916	1,650.00	
Tyrell's Flowers (Tom Garrity)	2917	152.00	
Marsala Hardware	2918	10.78	
VOID	2919	0.00	
Take A Powder	2920	250.00	
PSEG	2921	198.46	
Constellation New Energy	2922	68.28	
Westwood Chamber of Commerce	2923	1,000.00	
			<u>-12,273.97</u>

BALANCE - OPER.ACCT 31-Oct 68,142.59

BALANCE- SAVINGS A/C 31-Oct 38,102.68

TOTAL CASH 31-Oct 106,245.27