

WESTWOOD PARKING AUTHORITY

Minutes of Meeting
Held on June 8, 2010

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:

- Francis Costello
- John Oberg
- Matt Foley
- Sue Bahng

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

- Jack Sauer, Administrator
- Thomas Garrity, Assistant Administrator
- Michael Pellegrino, Esq., Attorney for Parking Authority
- Robert Miller, Council Liaison

The following members were absent:

Joseph Green

The meeting began with a moment of silence for our PEO, Joe Soto who recently passed away.

COMMITTEE REPORTS:

Administrator's Report:

Jack Sauer indicated that since Joe's passing, everyone has been covering the open hours. He further indicated the following:

- A new PEO has been hired and has begun the training program
- Borough Administrator Hoffman suggested that two solar panels to be placed on each master meter along with a canopy
- The master meter in the Borough parking lot is not working well. Refurbished parts were obtained in an effort to repair same
- A light pole was hit by an automobile operated by an 85 year old woman. A claim has been made with her insurance policy
- There was recently a meter that was missing on Westwood Avenue. A tenant along the Avenue found it and dragged it into his building for safe keeping. It appears that it was a prank and thankfully the meter was recovered

- The DPW was notified and they agreed to repair the existing posts and straighten them out.
- Ticket revenue has increased. Chairman Costello notes that ticket revenue has increased by approximately 1000 tickets per year.

FINANICAL REPORT:

Thomas Garrity reviewed the Profit and Loss Statement and advised the following:

- Trying to budget the income on a monthly basis
- Meter revenue has been consistent
- Eastside lot income has been a bit lower than usual
- 2.6% ahead of last year
- PEO hours have been staggered
- More tickets are being written, however, good will is being shown
- Expenses are on track
- At next meeting, to prepare for the Audit, a list of PEO's should be prepared along with the rate of pay for each and this should be done going forward at each Reorganization meeting
- Synopsis of Audit should be published
- Savings account should be added to Quick Books as per Lerch Vinci & Higgins.

Chairman Costello is hopeful that we will break even after paying Borough Bond.

LEGAL REPORT:

None.

OLD BUSINESS:

A Motion was made by John Oberg, seconded by Matt Foley and unanimously approved to approve the Minutes of the meetings held on March 10, 2010.

Chairman Costello mentioned that he is concerned about retail vacancies along Westwood Avenue. He suggests that a Grant Writer be hired to obtain monies for the improvement of the downtown. Liaison Miller indicated that the Mayor and Council require something more specific in terms of what we would like to see improvements to. If the WPA has a plan, this should be submitted to the Mayor and Council for review.

Chairman Costello reported that the attorney for the Volz property wanted to defer proceeding with the DEP for approximately six months because she felt that new regulations might be forthcoming.

Some changes should be made to the meters with with regard to the courtesy buttons:

- Eastside of Broadway
- Center Avenue from Irvington Street to the Theatre

- Fairview Municipal Lot to Irvington Street
- Broadway from Irvington to Jefferson
- Kinderkamack Road between Irvington and Westwood Avenue.

A Motion was made by John Oberg, seconded by Matt Foley and unanimously approved to make the above changes.

NEW BUSINESS:

Chairman Costello made some opening remarks. He suggested that the WPA note the improvements that have been done to the sidewalks in Emerson as well as addition of flower boxes, etc. as possible avenues for downtown Westwood. A discussion ensued on various topics.

Mr. Foley advised that it is his opinion that the downtown is lacking proper and unified signage and that this should be part of a streetscape project.

Mr. Oberg indicated that in prior years, the WPA came up with a plan of action and presented it to the Mayor and Council to approve so that we could move forward. He thinks that the WPA should enlist someone who is capable of devising a proper plan of action that can be submitted to the Mayor and Council.

Chairman Costello suggested that the WPA change their revenue structure to end the annual \$45,000 annual contribution and replace it with an annual contribution based on excess revenue. This topic was tabled for discussion at a later date.

A Motion was made by Sue Bahng and seconded by Matt Foley requesting that the Mayor and Council make a priority the exploration of a streetscape plan for the downtown.

Francis Costello	Aye
John Oberg	Aye
Matt Foley	Aye
Joseph Green	Absent

A Motion was made by Sue Bahng and seconded by John Oberg to approve check numbers 1879 through 1894 as set forth on journal report annexed to and made a part of these minutes. A roll call vote was taken as follows:

Francis Costello	Aye
John Oberg	Aye
Matt Foley	Aye
Joseph Green	Absent

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

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

Date:

Sue Bahng