

## WESTWOOD PARKING AUTHORITY

Minutes of Meeting  
Held on October 6, 2015

The meeting was called to order at 7:04 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:

- John Oberg
- Francis Costello
- Matt Foley arrived at 7:10
- Mary Ann Bassett

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

- Jack Sauer, Administrator
- Thomas Garrity, Assistant Administrator
- Colin Quinn, Esq., Attorney for Parking Authority
- Council Liaison Arroyo

The following members were absent:

- Joseph Green

### COMMITTEE REPORTS:

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

Jack Sauer indicated the following:

- Shelters for the master meters should be purchased
  - Need 4 shelters
  - During inclement weather the coins and bills get wet and cause the master meters to malfunction
- Two of the PEO's are unable to work due to health issues. PEO John Hartman has been picking up additional hours to fill the void
- Ed Brady has been trained and worked his first shift. He and PEO Hartman will now split the additional hours.

- Oritani Bank which is a prospective tenant in the old CVS building is requesting to lease 5 parking spaces in the Center Avenue North lot to designate as bank parking

**FINANCIAL REPORT:**

Thomas Garrity reviewed the Profit and Loss Statement and advised as followings:

- Income has been the slightest bit ahead of last year
- There have been collection issues on Westwood Avenue due to the sidewalk replacement as well as the tree plantings
- PEO John Hartman has been doing a good job picking up the slack due to two PEO's out with medical issues
- The Center Avenue South master meter is unable to take coins at this time. A new part is required and has been ordered

Chairman Costello requested that a schedule be prepared indicating when each master meter was purchased.

Liaison Arroyo is aware of the fact that there has been numerous repairs made to the WPA van and asked if the WPA had considered leasing a van. Chairman Costello indicates that they are looking into it as an option.

Chairman Costello asked Mr. Garrity what position he thought we would be in by year-end. Mr. Garrity indicated that he felt that the WPA would be able to make the bond payment to the Borough this year.

**LEGAL REPORT:**

Mr. Quinn indicated that there was no legal report at this time.

**OLD BUSINESS:**

Chairman Costello indicated that there was a duplicate paragraph concerning the vote on the check approvals.

A Motion was made by Matt Foley and seconded by Mary Ann Bassett to approve the minutes of June 16, 2015 with the duplicate paragraph reflecting the vote approving check numbers removed. A roll call vote was taken as follows:

Francis Costello	Aye
John Oberg	Aye
Matt Foley	Aye
Mary Ann Bassett	Aye
Joseph Green	Absent

**NEW BUSINESS:**

Tom Garrity indicated that there was a sequence of checks that had not been approved. Chairman Costello suggested that we approve them by Motion. The check numbers are 2444 through 2485.

A Motion was made by John Oberg and seconded by Matt Foley to approve check numbers 2444 through 2485 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
Mary Ann Bassett	Aye
Joseph Green	Absent

A Motion was made by John Oberg seconded by Matt Foley and unanimously approved to approve check numbers 2494 – 2535 as set forth on the 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
Mary Ann Bassett	Aye
Joseph Green	Absent

Thomas Garrity discusses the Budget for FY 2016. He indicates that he is having some difficulty with the State website and updating our workbook. Appropriate documents will be sent to Lerch, Vinci and Higgins and they will update the report for us.

Mr. Garrity further indicates that he has made the changes to the Budget by hand for the WPA to review. He has increased the revenue slightly since we have been running a bit ahead of budget. He hopes that when the streetscape projects are completed that revenue will increase.

Mr. Garrity also indicates that the newer PEO's are at a base salary which is a small savings.

Capital expenses that the WPA will be incurring in FY 2016 are:

- Installing shelters over the master meters
- Leasing or purchasing a new van

A Motion was made by John Oberg seconded by Matt Foley and unanimously approved to approve the introduction of the Budget for FY 2016. A roll call vote was taken as follows:

Francis Costello	Aye
John Oberg	Aye
Matt Foley	Aye
Mary Ann Bassett	Aye
Joseph Green	Absent

Liaison Arroyo advises the WPA that the Mayor and Council are looking for feedback from the WPA with regard to the overnight parking issues. There is no overnight parking on many of the residential streets and for families with multiple vehicles do not have homes that can accommodate multiple vehicles. Liaison Arroyo suggests that the Ordinance may have to be re-visited as the language is confusing.

Chairman Costello discusses Holiday Lighting. Since the trees are smaller this year, the cost is \$4,800.00 and is approximately half of that of previous years. Some branches on each tree will be wrapped and Johnston Brothers will look into the cost of obtaining some decorative lighted features to hang on the lampposts.

A Motion was made by Mary Ann Bassett seconded by Matt Foley and unanimously approved to approve the cost of the Holiday Lighting in the amount of \$4,800 by Johnston Brothers Contracting. A roll call vote was taken as follows:

Francis Costello	Aye
John Oberg	Aye
Matt Foley	Aye
Mary Ann Bassett	Aye
Joseph Green	Absent

Chairman Costello discussed that the draft copy of the Parking Study by Walker Consulting was given to each member so that they could review and make any changes they thought applicable prior to the report being finalized.

Maryann Bassett asked about the mention of a merchant validation program. Chairman Costello indicated that it could be in the form of a token or in the future by payment by smart phone.

Chairman Costello indicated that he had some questions with regard to page 11 and will speak to Walker Consulting about those.

## PUBLIC FORUM:

John Lamb, Esq. representing the Westwood Taxpayers Alliance spoke about the following:

- Has knowledge that the WPA distributed the parking study
- WTA distributed a letter on September 28, 2015 which explains their position with regard to the meter rates.
- Michael Maris also conducted a traffic study on behalf of the WTA
- Requested a copy of the Walker study for the WTA
- Suggests that the final report by Walker would be inclusive of both consultants views before it goes to the Mayor and Council
- Requested that if Walker makes a presentation of the study that it should be open to the public before it is placed before the Mayor and Council. He requested that it include the findings of the report by Michael Maris and the comments of the WTA as well.

The Maris study included the following recommendations:

- Better enforcement for the morning hours when commuter and employees park
- More structured enforcement in certain lots

Chairman Costello states that the report will be made public once it is finalized. The Mayor and Council can review but there are no recommendations being made at the moment.

Mr. Quinn states that the WPA has not reviewed the WTA report yet either.

There will be a public meeting to discuss the Walker study and then it will be considered and deliberated.

Neil Volant hands out the parking study by Michael Maris.

Patricia Grisolia, a Westwood Resident speaks about her concerns with the overnight parking ordinance:

- States that many of the older homes have one small driveway and these driveways cannot always accommodate an adult family. She states that additional overnight parking areas are needed for a few reasons, for example, when college students come home for the summer or when children move back home.
- There is no street parking between 2:30 a.m. and 6:00 a.m.
- Currently, the Police Department must be notified when you have a vehicle parked on the street. She indicates that if you call too many times then

permission is denied. She further indicates that this ordinance is not enforced on all streets as she is out early morning and can see who is ticketed.

- Her suggestions are:
  - Issue stickers for residents
  - Allow parking on sidewalks
  - One side of the street parking

Chairman Costello indicated that we have very little control over un-metered parking. This issue would be one that should be brought to the attention of the Mayor and Council.

Ida Martin from Bibi's Lounge appeared and indicated that she has been paying for two spaces in front of her restaurant that are striped spaces. She believes that they are for legal fire egress and she should not be paying this fee.

Chairman Costello responded by indicating that when Tuscany expanded, in order to get Zoning approval, it was required that they have a license agreement for the two public parking spaces. This has been a policy of the WPA for many years. The WPA cannot waive the license agreement without the approval of the Zoning Board, as there are ADA and Fire Code requirements.

Liaison Arroyo suggested that Ms. Martin go to the Building Department and speak to the Building Inspector to see if they could pull the file so that she would have a better understanding of the situation.

Ms. Martin also indicated that the parking lot timers were not set correctly and need to be adjusted.

Ms. Martin further indicated that she has been considering hiring a valet parking service for the evenings. She indicated that the parking capacity would be increased by approximately 25%.

Chairman Costello questioned whether or not the valet service would be paying the WPA for the use of the metered spaces. He further indicated that the WPA would have to have more information on the valet company's policies.

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

At 8:20 p.m. the meeting was adjourned.

Date:

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Matt Foley