

WESTWOOD PARKING AUTHORITY

Minutes of Reorganization Meeting Held on February 9, 2015

The meeting was called to order at 7:00 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
- Joseph Green

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

- Ray Arroyo, Council Liaison
- Jack Sauer, Administrator
- Thomas Garrity, Assistant Administrator
- Michael Pellegrino, Attorney for Parking Authority
- Colin Quinn, Attorney

OLD BUSINESS:

Minutes November 16, 2014

A Motion was made by Matt Foley, seconded by Joseph Green to adopt the minutes of November 16, 2014. On voice vote, all in favor, the motion carried.

A Motion was made by John Oberg, seconded by Matt Foley to close business for 2014; and adjourn the meeting on voice vote all in favor, the motion carried.

REORGANIZATON:

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- John Oberg
- Matt Foley
- Joseph Green

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

- Ray Arroyo, Council Liaison
- Jack Sauer, Administrator
- Thomas Garrity, Assistant Administrator
- Michael Pellegrino, Attorney for Parking Authority
- Colin Quinn, Attorney

NEW BUSINESS:

Election of Officers:

A Motion was made by John Oberg, seconded by Matt Foley that the Officers nominated in 2014 remain the same for 2015 with the exception of the Office of Secretary who the Board elected as Joseph Green and there being no further nominations, unanimously approved to serve in the capacities listed next to each for FY2015:

- | | |
|--------------------|---------------------------------|
| • Francis Costello | Chairman |
| • Matt Foley | Vice Chairman |
| • John Oberg | Treasurer |
| • Joseph Green | Assistant Treasurer / Secretary |

A Motion was made by Matt Foley, seconded by Joseph Green, and unanimously approved to approve the balance of the Consent Agenda attached hereto, including designation of professionals as well as approved paid publications, bank depositories, and schedule of meeting dates. A roll call vote was taken and recorded as follows:

- Francis Costello – Aye
- Matt Foley – Aye
- John Oberg – Aye
- Joseph Green – Aye

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- Francis Costello
- John Oberg
- Matt Foley
- Joseph Green

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

Jack Sauer, Administrator

Thomas Garrity, Assistant Administrator

Michael Pellegrino, Former Attorney for Parking Authority

Colin Quinn, Attorney for Parking Authority

NEW BUSINESS

Francis Costello introduced Brian Barthulomu to discuss an updated proposal of the 2008 study and information as to what has changed in the area of parking and Westwood policy and procedures.

Brian Barthulomu, Senior Parking Consultant of Walker Parking Consultants introduced himself. In 2008 a comprehensive downtown parking survey was completed. At the time a supply of parking in various areas was identified to include stressed and surplus areas. He reviewed what transpired in 2008 and how the study was conducted to include the CBD and parking lots as well as personnel.

Since then, technology has changed. Some statutes have changed as well. We are looking to review what is occurring downtown based on our knowledge from 7 years ago and changes we observe and changes in the parking industry over the years. From that we will develop a working document for the Parking Authority that can be used for the next 2 or 3 years. We can begin work once the weather cooperates and parking areas return to normal.

Francis Costello recognized Councilman Biccholi and Councilman Owens in the audience and welcomed them.

Mr. Costello opened the meeting for questions of Brian Barthulomu. Council Liaison Ray Arroyo commented that the Governing Body discussed Brian coming in to update a plan.

He added that the Governing Body would like him to also look into the resident sticker program whereas the stickers are sold for \$5.00 for the year. There have been complaints about not being able to find a designated commuter parking spot. The question is should we sell fewer stickers for a higher price, should we limit them per household. Francis Costello commented that there was reference to this parking in 2008 however things have changed. For instance the charge for the sticker used to be \$1.00. There are also property deed restrictions. Council Liaison Arroyo commented on over-night parking, can regulations be changed. Also metered lot sticker program – park there for a higher amount but would not have to feed the meter. Brian responded that would need parking enforcement. Council Liaison Arroyo advised that came up as well to use special officers to write tickets too.

Tom Garrity suggested making it clear when a parking sticker is issued that although you have a sticker, there is a limited amount of parking available.

Francis Costello opened the meeting to the public.

Roger Gross – commented on the need for the study, purpose and objective.

Francis Costello explained the current conditions and the goal of the study being that the original study dates back to 2008. He spoke about employees parking on Fairview Avenue south of Bergen in an effort to help out business owners. Parking is available there. Joe commented on employee parking and what he has seen happening with businesses closing and leaving Westwood.

Joe explained the parking concept for Valentines Day, Saturday February 14. He commented that businesses would sponsor a meter or two in front of their establishment and a sign would be placed on the meter.

Council Liaison Arroyo- just a follow up on something that Joe said one of the merchants who parks on Bergen and walks to the Harmony Tea Room should come to previous meetings and is very interested in the issue with the lot on Fairview she feels that the lot should be for shoppers. People who are coming into town and are not familiar with the town are going to look for a lot and avoid parallel parking at the end. She would like to see a sticker program for employees and business owners and have them park on Bergen. There was an article in the newspaper about a sticker program in Ridgewood. They have a program whereas employees pay \$80.00 a month and they are allowed to park curb side in designated spaces. They also have a program for part time employees for \$25.00 a month they have designated spaces, they still have to feed the meters but do not have to turn over every 2 hours. These are the kinds of things that we would like you to look at and tailor them to our needs here.

Roger Gross – I just wanted to ask about the number of hours people are checking meters. I haven't seen tickets issued in a long time. Jack Sauer – we had the holidays where we were lenient because of the construction and then we got hit with snow. Roger – in terms of revenue it is in the violators not in the meters. Francis – we issued over

1400 tickets in 2013 and about 1000 in 2014 largely due to construction, we deliberately reduced enforcement. Revenue was approximately \$17,000 which is split with the Court and the Parking Authority so it is not main revenue. We rather have people feed the meters; yes I know it is ten cents that is another issue. We don't want to be the town that hits up people \$17.00 as a consumer. Yes, we want to be the one who hits up the employee, owner and commuter who violates.

Joe – commented on the enforcement of the meters.

Francis Costello to Brian – do you envision any change to the proposed pricing. Brian – I will take a look at that.

COMMITTEE REPORTS:

Administrator's Report:

Jack Sauer reported the following:

- Received a resolution from the Mayor and Council regarding changing the 15 minute meters.
- A Parking Authority employee tripped and was out for almost one month – now back to work
- Will discuss shelters for the master meters
- Received a request from the Mayor and Council to suspend meters for Friday February 13 and Saturday February 14.

Joe explained the “adopt-a-meter program” sponsored by local businesses

FINANCIAL REPORT:

Tom Garrity reviewed the report:

- Profit and Loss 2014 statement shows a loss of \$13,265 for the year
- Statement \$784.00
- \$12,481.03 – cash loss
- \$53.00 off
- Restricted income is not part of the operating loss which is about \$6,400 for the year.
- Comparisons year by year and by location are included

Discussion ensued on meter revenue and tickets recorded Francis Costello requested that a report showing the last 5 years of meter revenue be prepared for the next meeting. Mr. Garrity reported on areas that are up and areas that are down. Mr. Costello pointed out that Center Avenue North is up about 10%.

A question came up about recovery from PSE&G for lost revenue due to construction. Attorney Pellegrino provided the procedure and stated that claims need to be specific.

LEGAL REPORT:

Mr. Pellegrino had no report. He is resigning after 10 years of service on the Board. He thanked everyone. Mr. Pellegrino introduced his replacement, Colin Quinn and commented on his experience. The Board thanked Mr. Pellegrino for his years of service. Mr. Quinn provided his qualifications and background. He advised that he is fond of Westwood and has represented municipalities in the past. Mr. Quinn was welcomed by the Board.

NEW BUSINESS

A Motion was made by Joseph Green, seconded by Matt Foley and unanimously approved to approve the disbursements, checks 2414 dated 12/2/2014 through 2443 dated 1/8/2015 and check 2453 payable to Mckay meters for \$599.00. A roll call vote was taken and recorded as follows:

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

Brian Bartholomu will be asked for recommended vendors for three parking shelters.

Annual Pay Increases – the average pay increase for Borough employees is 2%. Francis Costello read for the record current salaries of Parking Authority personnel. A Motion was made by Matt Foley, seconded by Joseph Green to approve a 2% annual increase for Parking Authority personnel. A roll call was taken and recorded as follows:

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

A preliminary quote was received from Walker Parker Consultants to update their study from 2008 for \$7,500.00 plus expenses not to exceed \$500.00. The Mayor and Council asked for additional areas to be considered. Discussion ensued on retaining and updating the study. Francis Costello will ask Brian to bifurcate the proposal for any additional fees outside the scope of the original study that has been contemplated with pricing. Francis Costello would like to entertain a motion to accept the proposal for the base work of \$7,500.00 plus or minus 10% assuming that it falls within the perimeter of the proposal. Any additional work the outside the scope will be discussed at the next meeting. A roll call was taken and recorded as follows:

Francis Costello – Aye
Matt Foley – Aye
John Oberg – Aye
Joseph Green - Aye

Brief discussion on the study.

Upon Motion made by Joseph Green, seconded by John Oberg and unanimously approved, the meeting was adjourned.

Dated: