

WESTWOOD PARKING AUTHORITY

Minutes of Reorganization Meeting Held on January 25, 2022

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:

- Timothy Hampton
- Gary Dragona
- Mary Ann Bassett
- Christopher Owens
- Joseph Letizia

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

- Carol Knubel, Interim Administrator
- Lt. Antonacci – Police Dept. Liason
- Cheryl Hodges –Council Liason

Absent:

- Colin Quinn - Attorney

The meeting began with the introduction of Durene Ayer, Borough Administrator who was in attendance at the request of the Board to discuss how a Borough Utility is run. A discussion ensued with some key points as follows:

- A Utility is on the Municipal Budget
 - Budget preparation would be easier for WPA
 - Would be submitted to the CFO
- Recommendations would be made to the Mayor and Council for approval
- We would not write our own checks
 - Purchase Orders would be prepared and submitted
 - Bookkeeping would be done through the Borough
- Operations would stay basically the same
- We could still maintain our own attorney
- Full time employees would be eligible for Borough benefits
 - If we were to remain a board we would have to reimburse the Borough for the cost of benefits

After the Administrator's departure, a discussion ensued as to the benefits of being a Utility under the Borough of Westwood and this topic will be discussed in more detail at our next meeting.

COMMITTEE REPORTS:

Administrator's Report:

Carol Knubel reported the following:

- Timothy Hampton's commission expires. There is an Oath of Office document that will require execution
- Lakeland Bank
 - There are two signatories that will need to be taken off of the account, Jack Sauer and Steve Auchard
 - There is a bank document that has to be executed so that Carol Knubel can become a signatory
 - Checked with Lakeland to see if there were any higher yield programs for Government Money Market Accounts, which there are not at this time. Lakeland will keep Carol advised
- New Hire quit
- Had pizza retirement party for Jack Sauer with the PEO's
- In the process of learning:
 - collection procedures
 - Reviewing and updating paperwork
- 1099's were filed
- Would like to hold a staff meeting
- Need to hire two new PEO's. One now and one toward the end of the year
- We should look into signage for Shelters so that they are recognized
 - Feedback is that people don't always know where to pay

Financial:

Carol Knubel advised the following:

- December collection was a 3 week collection as opposed to our regular 2 week collection.
- It appears that more people are paying by ParkMobile
- January is always a slow month and collection was a bit light
 - Few vehicles are parking in the Center Avenue South lot. It appears that most people are parking in CVS instead

LEGAL REPORT:

Mr. Quinn was not present at the meeting.

OLD BUSINESS:

Chairman Letizia began a conversation with regard to the necessity of filling the position of Administrator. He suggested that Carol Knubel be appointed acting Administrator.

RESOLUTION:

Be it resolved that the Westwood Parking Authority hereby appoints Carol Knubel as acting Administrator from January 25, 2022 until the next meeting on February 22, 2022 at as a full time employee at \$27.50 per hour.

Motion was made by Christopher Owens, seconded by Gary Dragona to pass the aforementioned resolution. A roll call vote was taken as follows:

Timothy Hampton	Aye
Gary Dragona	Aye
MaryAnn Bassett	Aye
Joseph Letizia	Aye
Christopher Owens	Aye

A Motion was made by Joseph Letizia, seconded by Mary Ann Bassett and unanimously approved to approve the Minutes of November 16, 2021 and December 14, 2021.

A Motion was made by Christopher Owens, seconded by Gary Dragona and unanimously approved to approve check numbers 3299 – 3318 as set forth on the journal report annexed to and made a part these minutes. A roll call vote was taken as follows:

Timothy Hampton	Aye
Gary Dragona	Aye
MaryAnn Bassett	Aye
Joseph Letizia	Aye
Christopher Owens	Aye

POLICE REPORT:

Lt. Antonacci reported the following:

- Thinks that curbside pick-up should be eliminated
 - This accommodation was originally for clothing, gifts, drugs and food.
 - Businesses do not need this accommodation any longer
 - The signs have been getting moved around the street as well and is creating some ill will among merchants because they would like to know the criteria used to determine where the signs should go.

- o The patrol officers would like to see them removed.

NEW BUSINESS:

Chairman Letizia administered the Oath of Office to Timothy Hampton to serve for another term.

Nominations were made for the various positions on the Board.

A Motion was made by Christopher Owens, seconded by Gary Dragona and unanimously approved to appoint the following personnel as follows:

Chairman	Gary Dragona
Vice Chairman	Joseph Letizia
Treasurer	Timonthy Hampton
Secretary	MaryAnn Bassett

A Motion was made by Joseph Letizia, seconded by Christopher Owens and unanimously approved to approve the Consent Agenda annexed hereto which includes pay increases as indicated therein for the PEO's. A roll call was taken as follows:

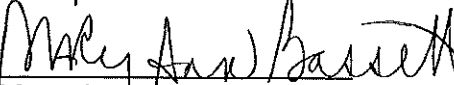
Timothy Hampton	Aye
Gary Dragona	Aye
MaryAnn Bassett	Aye
Joseph Letizia	Aye
Christopher Owens	Aye

PUBLIC:

A Motion was made by Joseph Letizia, seconded by Timothy Hampton and unanimously agreed to open the meeting to the public.

A Motion was made by Joseph Letizia, seconded by Timothy Hampton and unanimously agreed to close the meeting to the public.

Upon Motion made by Joseph Letizia seconded by Timothy Hampton and unanimously approved, the meeting was adjourned at 8:45 p.m.


Mary Ann Bassett
Secretary

Dated:

**WESTWOOD PARKING AUTHORITY
CONSENT AGENDA
January 25, 2022**

A. Personnel

1. Administrator: Position not currently filled
2. Attorney: Colin Quinn, Esq. (current annual retainer of (\$4,500.00)
3. Secretary to Authority: Carol Knubel (current annual salary of \$8,600.00)

In keeping with Audit Recommendations of 2009 and to be in compliance with Group Affidavit filed with the State of New Jersey, we need to have PEO salaries for FY 2022 approved and accepted.**

	Current		Proposed
4.	J. Hartman	\$22.75	\$23.00
5.	L. Winkler	\$15.00	\$20.00
6.	B. Pavese	\$15.61	\$17.61
7.	D. Meehan	\$15.61	\$17.61
8.	D. Carreri	\$15.00	\$17.00

B. Additional Professionals Paid for Services Rendered:

4. Auditor: Gary Vinci, CPA of Lerch, Vinci & Higgins
5. Engineer: Boswell Engineering
6. Planner and Landscape Designer: Joseph Burgis & Assoc.
7. General Contractor: Kelly Donahue Contracting
8. Electrician: Johnston Brothers Contracting

B. Designation of Official News Publications:

1. North Jersey Newspapers
2. The Record
3. Pascack Press

C. Depositories

1. Lakeland Bank
2. Valley National Bank

D. Schedule of Regular Meeting Dates

1. February 22nd
2. April 12th
3. June 21st
4. September 13th
5. October 11th
6. November 29th

**** No increase was given to Personnel or PEO's in 2021**