

WESTWOOD PARKING AUTHORITY

Minutes of Meeting
Held on February 22, 2022

The meeting was called to order at 7:06 pursuant to the open public meeting laws of the State of New Jersey. The roll was taken. In attendance were the following members:

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

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

- Carol Knubel, Acting Administrator
- Lt. Richard Antonacci, Police Liaison
- Cheryl Hodges, Council Liaison

Absent:

- Colin Quinn, Esq.
- Joseph Letizia

COMMITTEE REPORTS:

Administrator's Report:

Carol Knubel indicated the following:

- Will be preparing a Spring check list (which was done years ago) wherein we do an assessment of all meters and determine what maintenance is required if any. There are many meters that have coins jammed inside, rusted inside and also poles that may need to be painted. Additional man hours may be required to perform this maintenance.
- Anticipated future projects:
 - Create employee training manual
 - Enlist the Police Department to assist in some aspects
 - Create a procedural handbook (including collection procedures)

- Create a parking hand-out for merchants (and employees) with a brief mission statement so that we can create a cohesive relationship with community. Will also include a map with parking *detail which was created by Handi-Guide
- Review and advise of proposed changes to By-Laws
- Vehicles:
 - An account was opened up at the Westwood Car Wash so that our vehicles can be cleaned once per month.
 - In DPW lot our parking area was dug up to place a sign nearby
 - Cars now parked in dirt and mud
 - Will look into the cost of gravel
 - Van is no longer a viable vehicle for the WPA. Requires more maintenance and cannot be used as a patrol vehicle.

A discussion ensued and it was agreed that the van was no longer a productive vehicle for the WPA.

There was also a discussion about placards being made outside of the WPA prevue for parking. Discussed how this issue should be handled.

FINANCIAL REPORT:

Carol Knubel discusses the following:

- Collections have been down, but this is normal for this time of year
 - It appears that more people are starting to use ParkMobile
 - We have another collection tomorrow
 - Once the non-resident commuter parking comes back, revenue should be back to normal
- We appear to be on track for what we have budgeted
- Mr. Quinn should have sent letters out to Christie's and Phoenicia.
 - They are in arrears

LEGAL REPORT:

No legal report.

POLICE REPORT:

No Police report.

OLD BUSINESS:

A Motion was made by Christopher Owens and seconded by MaryAnn Bassett to approve the Minutes of the meeting held on January 25, 2022. A roll call vote was taken as follows:

Timothy Hampton	Aye
Gary Dragona	Aye
Mary Ann Bassett	Aye
Joseph Letizia	Absent
Christopher Owens	Aye

NEW BUSINESS

A Motion was made by Christopher Owens and seconded by MaryAnn Bassett to approve check numbers 3321 through 3331 as set forth on journal report annexed hereto and made a part of these minutes. A roll call vote was taken as follows:

Timothy Hampton	Aye
Gary Dragona	Aye
Mary Ann Bassett	Aye
Joseph Letizia	Absent
Christopher Owens	Aye

Timothy Hampton suggested that it may be a good idea for the WPA to have petty cash for certain incidentals. A discussion ensued.

A Motion was made by Christopher Owens, seconded by Timothy Hampton and unanimously agreed that the WPA office should keep \$100.00 in petty cash for incidentals. A roll call vote was taken as follows:

Timothy Hampton	Aye
Gary Dragona	Aye
Mary Ann Bassett	Aye
Joseph Letizia	Absent
Christopher Owens	Aye

A Motion was made by Christopher Owens, seconded by MaryAnn Bassett and unanimously agreed to extend Carol Knubel's hourly employment until April 21, 2022.. A roll call vote was taken as follows:

Timothy Hampton	Aye
Gary Dragona	Aye
Mary Ann Bassett	Aye

Joseph Letizia
Christopher Owens

Absent
Aye

Council Liaison Cheryl Hodges discussed the following:

- The Center Avenue South lot was analyzed to see what is necessary in order to install charging stations.
 - Will check to see what Grants are available
 - The company that we are working with is Blink.
 - These have an appealing sleek design
- Has concerns about the new brewery opening
 - Should there be a designated loading zone for food delivery?
 - Concerned about delivery vehicles double parking

A discussion ensued and some of the ideas were as follows:

- The owner will have local menus available which would alleviate many concerns but cannot control if people order from delivery services
- Could try to set up deliveries in the back
 - How would you let drivers know to go in the back
 - It would be up to the owner to educate
- It will probably have to be a wait and see issue

MaryAnn Bassett would like to see the parking lots landscaped.

PUBLIC:

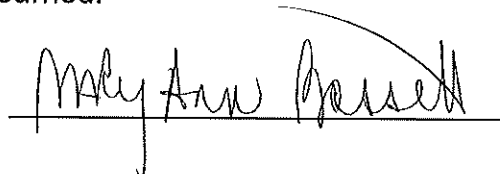
A Motion was made by Timothy Hampton, seconded by MaryAnn Bassett and unanimously agreed to open the meetings up to the public.

With no public in attendance, a Motion was made by MaryAnn Bassett, seconded by Christopher Owens and unanimously approved to close the meeting to the public.

A Motion was made by MaryAnn Bassett, seconded by Timothy Hampton and unanimously approved to adjourn the meeting.

At 9:10 p.m. the meeting was adjourned.

Date: 5/10/2022



Mary Ann Bassett