

WESTWOOD PARKING AUTHORITY

Minutes of Meeting
Held on February 23, 2021

- The meeting was called to order at 7:04 pursuant to the open public meeting laws of the State of New Jersey. The roll was taken. In attendance were the following members:

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

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

- Jack Sauer, Administrator
- Steve Auchard, Assistant Administrator
- Lt. Richard Antonacci, Police Liaison
- Cheryl Hodges, Council Liaison
- Colin Quinn, Esq. via Zoom

This meeting was held via zoom to the Public.

Chairman Letizia took a few moments welcome Gary Dragona and introduce him to members.

COMMITTEE REPORTS:

Administrator's Report:

Mr. Sauer indicated the following:

- Received notification from the Borough that the FY 2020 and FY 2021 bond payments will be deferred until the last year of the bond payment which would be in 5 years and with the deferral 7 years.
- The patrol has been kept to a minimum because of the inclement weather.

- Only one collection for 3 weeks
 - Hope to have 3 collections in March
- Need additional enforcement by the train station as there are many vehicles that do not have parking stickers
- Lerch, Vinci and Higgins should be paid for the preparation of the Audit in the month of March.
- New hair salon on Washington and Third received 7 hang tags for four spaces.
 - It might be wise to have them use the Borough Hall lot but they would have to pay \$3.00 per day

Chairman Letizia suggests that we open a portion of that lot for employee parking since there are no commuters currently utilizing the lot.

FINANCIAL REPORT:

Mr. Auchard discusses the following:

- The year 2020 was a difficult financial year
 - Payroll was reduced
 - Enforcement and maintenance hours have been reduced
- 2021 is also off to a slow start as a result of the weather
 - However, ParkMobile usage is increasing every month

LEGAL REPORT:

Mr. Quinn discussed the following:

- Letters went out to Bibiz and Re/Max with regard to the parking fee reimbursement.
- Requested that Liaison Hodges forward a copy of the Agreement with regard to the deferment of the bond payment for review

POLICE REPORT:

Lieutenant Antonacci reported the following:

- Police Department has two new vehicles that are parked in the Borough Hall lot until they obtain license plates.

OLD BUSINESS:

Recording Secretary was not present at the last meeting. The minutes were not yet put in proper form for approval.

NEW BUSINESS

A Motion was made by Christopher Owens and seconded by MaryAnn Bassett to approve check numbers 3183 through 3192 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	Aye
Christopher Owens	Aye

Chairman Letizia discussed the ParkMobile app and the information that we have compiled to date:

- January recorded the highest usage to date
- 89% were users with IPHones
- Increased usage during dinner hours but usage is the highest at lunch time

Timothy Hampton commented that this holiday season the Veteran's Park looked very "Courier & lves with the lanterns decorated. This was a holiday donation by Johnston Brothers Contracting and the WPA extends their gratitude.

Chairman Letizia advised that there is an Amendment to the ParkMobile Agreement that requires execution which would give ParkMobile approval to take a flat rate for their services.

A Motion was made by Christopher Owens, seconded by MaryAnn Bassett and unanimously approved to authorize the Chairman to execute the Amendment for ParkMobile changing our billing system to a flat fee as opposed to a fee per transaction and then submitting to the Mayor and Council for their execution.

A roll call vote was taken as follows:

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

Date:

Mary Ann Bassett