

WESTWOOD PARKING UTILITY

Advisory Board
Minutes of Meeting
Held on March 28, 2023

The meeting was called to order at 7:10 pursuant to the open public meeting laws of the State of New Jersey. The roll was taken. In attendance were the following members:

- Gary Dragona
- Christopher Owens
- MaryAnn Bassett

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

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

ABSENT:

- Joseph Letizia
- Timothy Hampton

In an effort to accommodate the members of the Public:

A Motion was made by Christopher Owens seconded by MaryAnn Bassett and unanimously agreed to open the meetings up to the public.

Robert Zampolin of Zampolin & Associates with a business located at 187 Fairview Avenue, appeared to discuss employee parking. He indicated that since the rate change in the Fairview Avenue lot many employees have had to find alternate parking such as the designated employee parking on Fairview Avenue between Bergen Street and Jefferson Avenue. Since that time, there are few if any spaces available at the designated employee parking area.

Bruce M. Meisel of First Westwood Realty, LLC and prior Attorney for the Parking Authority stated that the Fairview Avenue lot was once a smaller lot and then another parcel was obtained. At that time, there was limited employee parking. He suggested that additional employee parking be added to the lot.

MaryAnn Bassett recommended that any changes be made incrementally.

Administrator Knubel suggested that the back row of 13 spaces be made Employee Parking at a rate of .25 for 4 hours for a maximum of 8 hours. A discussion ensued.

Administrator's Report:

Carol Knubel indicated the following:

- It was reported that the lights in the lot and along the street on Fairview are not on at night.
 - The electrician was notified
- Spoke with Fred Rella, the grant writer to advise that we were looking for a grant to replace the decorative lantern lighting with LED lighting.
 - Thus far, he was only able to find us a rebate program which would mean that we would have to pay back the monies initially given to us over a period of time.
 - We should hold out for a grant
- Two-way radios have been delivered and will be programmed soon
- Licensing Agreements – Phoenicia and RE/MAX both should be paying for their respective spaces
 - A draft has been prepared and will be forwarded for legal review
 - Pricing will have to be increased as they have not been paid since meter increase

A discussion ensued with regard to pricing per space incorporating price of space with maintenance of lots.

Financial:

Carol Knubel indicated the following:

- Park Mobile revenue is increasing every month with the month of March being the highest ever.
 - We are seeing an increase of non-resident commuters
 - It appears that more people are paying on PM
 - We are seeing that more people are paying the meters in the Municipal Lots

COMMITTEE REPORTS:

POLICE REPORT:

Lt. Antonacci reported the following:

- Advised that there was a meeting earlier with Administrator of the PU
 - Many issues were discussed
 - Channel of the two-way radios was determined
 - Safety issues – The Spring is usually when there is the biggest incentive for safety
 - The PD has been working to move people out of the loading zones in the CBD, Prohibit double parking, illegal U-turns and parking in the restricted areas.
 - They have been moving cars that have been parking illegally back to the zones where they should be parking
 - Better safety barriers in the CBD are needed such as in the restricted areas.

COUNCIL LIASON REPORT

Liaison Hodges swears in the Board Members of the Parking Utility that were present:

- Gary Dragona
- MaryAnn Bassett
- Christopher Owens

Liaison Hodges reported the following:

- The electrician has started to install the EV charging stations.
 - They were 3 units short but have now received all units
 - Should be completed around April 7th
- With so many people moving into the area, the traffic is increasing
 - A traffic study will be conducted
 - Public Safety is an issue
- An idea was set forth to increase the hours of the meters from 6:00 pm to 8:00 pm

There was a discussion and the WPU Administrator offered the following:

- There will be enforcement issues
 - Can't read the meters at night

- Can't find personnel to work those hours
- The public can be very argumentative
 - Safety an issue

The Board had a few ideas to raise revenue in a different way:

- Increase the cost of a ticket
 - As a Utility, rates can be changed
- Raise non-resident commuter parking

A discussion ensued and Administrator Knubel discussed many reasons why extending the hours of enforcement is not an option at this time.

OLD BUSINESS:

A Motion was made by Christopher Owens, seconded by MaryAnn Bassett to approve the Minutes of October 11, 2022. A roll call vote was taken as follows:

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

NEW BUSINESS

A Motion was made by MaryAnn Bassett, seconded by Christopher Owens to recommend to the Mayor and Council that the 13 parking spaces against the wall in the Fairview Avenue lot be changed to Employee Parking at a rate of .25 for four hours with a maximum time up to 8 hours. A roll call vote was taken as follows:

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

A Motion was made by Christopher Owens seconded by Gary Dragona and unanimously approved to recommend to the Mayor and Council that the 4 parking spaces under license agreement shall be \$1,000.00 per space per year including snow plowing and maintenance. A roll call vote was taken as follows:

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

The next meetings will be a follows:

1. June 6, 2023
2. September 26
3. December 12, 2023

A Motion was made by Gary Dragona seconded by Christopher Owens and unanimously approved to adjourn the meeting.

At 8:27 p.m. the meeting was adjourned.

Date:
