

WESTWOOD PARKING AUTHORITY

Minutes of Meeting
Held on April 9, 2019

The meeting was called to order at 7:02 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
- John Oberg
- Joseph Letizia
- Maryann Bassett

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

- Jack Sauer, Administrator
- William Reilly, Assistant Administrator
- Colin Quinn, Esq., Attorney for Parking Authority
- Council Liaison Arroyo
- Police Department Liaison Lt. Antonacci

ABSENT:

Christopher Owens

COMMITTEE REPORTS:

Administrator's Report:

Mr. Sauer indicated the following:

- No date has been scheduled for the paving of the Center Avenue South lot
- Having a problem with a business owner on Broadway who continues to park in front of his establishment. He has gotten numerous tickets which he has paid.
 - Can mark the "court appearance" on the ticket and that is usually inconvenient for most and will be a deterrence from parking there again

FINANCIAL REPORT:

Bill Reilly gave the following report:

- Discussed the Profit and Loss Statement for March 2018 vs. 2019
 - First Quarter is a bit higher than last year
- Should be able to pay for paving this year
- Lerch, Vinci and Higgins are charging \$6,000 this year for Audit
- Suggested that we deposit a sum of money into a high yield money market account in Lakeland Bank

LEGAL REPORT:

Mr. Quinn discussed the following:

- Sent out letters to Bibi's and ReMax

Liaison Arroyo suggested that we forward a letter to the merchant on Broadway that continues to park in front of his store and advise him that the Ordinance states the car can be towed.

POLICE REPORT:

Lieutenant Antonacci reported the following:

- Has had the Specials going out to help enforcement.

Liaison Arroyo stated that there were problems on Cottage Avenue by the schools where you can only park on one side. The police will be enforcing that area again. Chief Pontillo will be sending out notices to the school outlining where parents can park.

OLD BUSINESS:

A Motion was made by Maryann Bassett and seconded by Joseph Letizia and unanimously approved to approve the minutes of February 26, 2019. A roll call vote was taken as follows:

Timothy Hampton	Aye
John Oberg	Aye
Mary Ann Bassett	Aye
Joseph Letizia	Aye
Christopher Owens	Absent

NEW BUSINESS

A Motion was made by Joseph Letizia and seconded by Mary Ann Bassett to approve check numbers 2957 through 2974 as set forth on journal report annexed to and made a part of these minutes. A roll call vote was taken as follows:

Timothy Hampton	Aye
John Oberg	Aye
Mary Ann Bassett	Aye
Joseph Letizia	Aye
Christopher Owens	Absent

Chairman Hampton advised that he spoke to Rick Woods regarding the parking lots.

- Center Avenue South Lot
 - Trimmed trees in the middle island
 - Discussed planting ornamental grass
- Center Avenue North Lot
 - Should plant shrubs along sidewalk
 - Arborvitaes along the side of Broadway Pediatrics must be removed
 - Trees in the middle island will remain for the time being
 - Mulch from curb to sidewalk
- Fairview Avenue Lot
 - Shrubs on gas station side need to be trimmed
- Borough Hall Lot:
 - Cedar trees by dumpsters should be replaced
 - Pine tree removal is still under discussion

Council Liaison Arroyo suggested that we have a replacement plan in place prior to removing any trees or shrubs.

Mr. Quinn suggests that we reach out to the town planners and perhaps they could put a plan together.

Chairman Hampton advised that the DPW will have summer help that could assist in painting the back of the parking lot signage as well as the posts.

Joseph Letizia advised that the Borough has two shuttle buses that could be used as commuter shuttles. Suggested that we put a survey out to see if commuters would be interested. The shuttle could take commuters to the train station and pick up residents and drive them to the train.

Joseph Letizia also gave an updated report on the Park Mobile parking app for the Washington Avenue commuter lot:

- There is a transaction fee of .45
- No installation
- Master meters stay in place
- We would have to provide for a field device such as an iphone or ipad to monitor meters
- Park Mobile handles all the marketing
 - Transaction fee goes toward that

A Motion was made by John Oberg and seconded by Mary Ann Bassett to enter into an Agreement with Park Mobile for the installation of the parking app in the Washington Avenue commuter lot after review by Borough Attorney. A roll call vote was taken as follows:

Timothy Hampton	Aye
John Oberg	Aye
Mary Ann Bassett	Aye
Joseph Letizia	Aye
Christopher Owens	Absent

PUBLIC:

Appearing:

Councilwoman Jodi Murphy
 Fred Rella – grant writer for Borough

Councilwoman Murphy was hoping to write a grant for Parklets. Parklets are:

- Innovative way to add unique public spaces as an extension of the sidewalk that extends into the streets
- Requires 2 parking spaces
- Grant would cover the lost income of the parking spaces
- They can be stored
- Used in Princeton and Morristown
 - Some are prefabricated
 - Vehicles will slow down
 - Would apply for a grant
 - The Chamber of Commerce is in favor
 - Would like to put it in front of Conrads or Mt. Everest

Mr. Rella states:

- It is not a permanent structure
- It is mobile and can be take apart
- It encourages walking, lingering and shopping

- 1600 applied for grant, 129 have received grant
- The cost is \$5,000 to \$15,000
- They are built to stack
- Good for business
- Application is due next Wednesday

Chairman Hampton discusses the following:

- How do we decide which business gets the benefit of the Parklets
- Do businesses contribute
- What deters kids from congregating in them, especially at night
- Will there be some type of lighting

MaryAnn Bassett indicates that we would lose parking and certain businesses may not be in favor.

Lt. Antonacci indicated that Westwood Avenue has a high rate of hit and runs and side swipes and is concerned about the safety issues of the Parkrite on Westwood Avenue.

Council Liaison Arroyo indicates that:

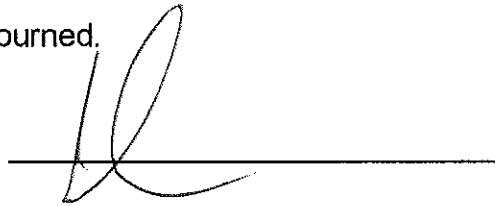
- WPA is only responsible where parking space revenue is concerned
- Police is responsible for public safety
- Planning Board is responsible for aesthetics.

There being no further new business, a Motion was made by Joseph Letizia, seconded by John Oberg and unanimously approved to adjourn the meeting.

At 8:37 p.m. the meeting was adjourned.

Date:

10/22/19

A handwritten signature in black ink, consisting of a large, stylized initial 'J' followed by a horizontal line extending to the right.

WESTWOOD PARKING AUTHORITY
 CASH SUMMARY
 February 28 , 2019

BALANCE	31-Jan		\$33,671.45
COLLECTIONS:			
February 5		7,414.00	
February 20		7,242.00	
			14,656.00
CHECKS:			
WV Properties, LLC	2957	1,000.00	
Borough of Westwood	2958	6,174.05	
Automotive Brake Co	2959	19.06	
Post Maintenance, LLC	2960	72.00	
Amano McGann, Inc.	2961	215.00	
North Jersey Media GROUP	2962	51.46	
PSE&G	2963	126.79	
Constellation New Energy, Inc.	2964	106.36	
			<u>(7,764.72)</u>
BALANCE - OPER.ACCT	28-Feb		<u>\$40,562.73</u>
BALANCE- SAVINGS A/C	28-Feb		<u>\$38,107.59</u>
TOTAL CASH	28-Feb		<u>\$78,670.32</u>

WESTWOOD PARKING AUTHORITY
CASH SUMMARY
March 31, 2019

BALANCE	28-Feb		\$40,562.73
COLLECTIONS:			
March 5		7,309.00	
March 19		7,832.00	
			15,141.00
Bank Correction of 3/19/19 Collection Amount			(88.55)
FINE REVENUE (DEC 2018-FEB 2019)			2,244.00
CHECKS:			
WV Properties, LLC	2965	1,000.00	
Borough of Westwood	2966	6,775.52	
Timmy's Service Center	2967	390.50	
Post Maintenance, LLC	2968	72.00	
P & A Auto Parts	2969	23.17	
Carol Lhotka Knubel	2970	1,075.00	
North Jersey Media Group	2971	50.35	
PSE&G	2972	407.42	
Constellation New Energy, Inc.	2973	111.46	
Johnston Brothers	2974	3,800.00	
			<u>(13,705.42)</u>
BALANCE - OPER.ACCT	31-Mar		<u>\$44,153.76</u>
BALANCE- SAVINGS A/C	31-Mar		<u>\$38,107.59</u>
TOTAL CASH	31-Mar		<u>\$82,261.35</u>