

WESTWOOD PARKING UTILITY
ADVISORY BOARD MEETING

Minutes of Meeting
Held on June 6, 2023

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:

- Timothy Hampton
- Joseph Letizia
- Gary Dragona
- Christopher Owens

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

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

Absent:

- MaryAnn Bassett

COMMITTEE REPORTS:

Administrator's Report:

Carol Knubel indicated the following:

- It has been busy acclimating to different procedures now that we have become a Utility. A few of the biggest changes are:
 - No longer do the bookkeeping
 - Have to prepare purchase Orders
 - Learning the system and procedure
- Scott Coughenour will now be servicing the trees on Westwood Avenue
 - First servicing was completed
- We are doing some meter maintenance this spring which includes:
 - Cleaning out the quarters that get stuck on the bottom of the shoots
 - Replacing lenses
 - Painting

- The new EV charging stations have been completed and Cheryl can speak further on their status
- Would like to landscape parking lots this year
- Met with a ParkMobile representative. First time that we have been assigned a representative, so this is very positive for us.
 - Took him on a tour of the downtown
 - Would like to obtain the new signage that they have available
 - It contains a QR code so that you can pay without downloading the app AND if your phone is in a different language, it will translate to that language automatically
 - A fall project will be to assess the signage in the CBD and check for accuracy,,proper placement and validity. We will then replace, add to or remove signs as needed.

FINANCIAL REPORT:

Carol Knubel discusses the following:

- Collections are increasing
 - More people are using ParkMobile
 - We collected more than \$7,000 in one month. That is the highest to date
 - Commuter lots are filling up again
 - Many days the lot by the train station is at capacity
 - The non-resident commuter lot is also starting to come back
- Our income supersedes what we took in last year this time.

LEGAL REPORT:

No legal report.

POLICE REPORT:

Lt. Antonacci reported the following:

- The Police Department will now have bike patrol in the CBD
 - Will be better to address certain issue
- They have been very present on Westwood Avenue and addressing the illegal U-turns, parking in restricted areas as well as other safety concerns.
 - There will be a pilot program where concrete planters will be placed in 2 of the restricted areas to prohibit vehicles from parking there.

COUNCIL LIAISON REPORT:

Council Liaison Cheryl Hodges reported the following:

- EV chargers have been installed
 - \$5.00 for 30 minutes to charge
 - They are level 2 chargers and therefore charge faster than most home chargers
 - The parking spaces will be striped and an emblem placed to denote that it is an EV charging space
 - The cord management system has also been installed

Mrs. Hodges swore in Joseph Letizia and Timothy Hampton whose terms were renewed.

OLD BUSINESS:

Motion out of necessity was made by Joseph Letizia, seconded by Christopher Owens and unanimously agreed to approve the Minutes of the Westwood Parking Authority for September 13th and December 13, 2022. A roll call vote was taken as follows:

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

NEW BUSINESS:

Chairman Gary Dragona suggests that we raise the meter rates and increase operating hours. A discussion ensued. Timothy Hampton suggests that we cannot use the basis of the past 3 years because of Covid. It is suggested that we collect data, however, it was pointed out that everyone knows what the data is if you are out on the streets. Joseph Letizia suggests we look to the future to see if there will be a necessity to raise the rates based on usage and possibly an influx of service-oriented businesses.

PUBLIC:

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

With no public in attendance, a Motion was made by Joseph Letizia, seconded by Timothy Hampton and unanimously approved to close the meeting to the public.

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

At 9:00 p.m. the meeting was adjourned.

Date: 9/26/23


