

WESTWOOD PARKING AUTHORITY

Minutes of Meeting
Held on September 21, 2021

- The meeting was called to order at 7:08 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
- Christopher Owens
- Gary Dragona – arrived late
- Timothy Hampton
- Maryann Bassett

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

- Jack Sauer, Administrator
- Lt. Richard Antonacci, Police Liaison
- Cheryl Hodges, Council Liaison
- Colin Quinn, Esq. via remote

COMMITTEE REPORTS:

Administrator's Report:

Mr. Sauer indicated the following:

- Received an invoice from Lerch, Vinci and Higgins for \$6,700
- State of NJ has not yet sent the forms for the Budget
- Received a telephone call asking if it was possible to rent a parking space for a refuse container in the Center Avenue North Lot
- Collections have been between \$6,700 - \$7,000 per month without the commuter lot
- Paid ½ of the FICA deficit that is owed to the Borough
- Received \$300 for 10 spaces in commuter lot that were rented for two weeks

FINANCIAL REPORT:

Carol Knubel gave a report in absence of an Assistant Administrator as follows:

- Compared January – September income for 2019 versus 2021 and there is a differential of 18.21%
- Received Audit from Lerch, Vinci and Higgins with recommendations. She will call to get more information and report at next meeting
- Offered to work part time to assist the Administrator and to help with the preparation of the FY 2022 budget

LEGAL REPORT:

Mr. Quinn asked if we had received payment from Bibi'z or Christie's Real Estate. Mr. Sauer indicated that we had not.

POLICE REPORT:

Lieutenant Antonacci reported the following:

- A memo was sent to all Trustees outlining a proposed training program for the PEO's and new hires.
- Received complaints that people are parking on Elm Street for 9 hours

OLD BUSINESS:

A Motion was made by MaryAnn Basset and seconded by Gary Dragona and unanimously approved to approve the minutes of July 29, 2021. A roll call vote was taken as follows:

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

Liaison Hodges presented and discussed installation of electric charging stations in the CBD. Liaison Hodges has been working with a company that would not charge for installation which would include electrical costs. There was a Contract circulated for review and Chairman Letizia suggested that we make a list of pros and cons for the Mayor and Council to review.

Christopher Owens commented as follows:

- If a vehicle remains at a charging station after the allotted two hour period, more than likely there will probably be telephone calls to the Police Department to have the car moved.
- Residents in the surrounding areas would probably not be using the charging stations as they could charge their vehicle at home.
- The advertising could make people go to locations other than Westwood.
 - Liaison Hodges indicated that we could obtain a percentage of the advertising
- Perhaps they should be put in locations such as the hospital parking lot or the diner

Gary Dragona suggested that there be media restrictions placed. He felt that local businesses should have a discounted rate so that we could eliminate as much out of town advertising as possible.

MaryAnn Bassett suggested:

- Enforcement should be the same for those spaces as our other spaces
- Should start out slow and get a minimal amount of stations
- Try to limit the advertising

Liaison Hodges explained that it is predicted that by 2030 that 50% of cars will need to be charged.

Attorney Quinn advised that the Contract is for private sector we are a public entity. We would need input from a land use attorney.

NEW BUSINESS:

A Motion was made by Christopher Owens, seconded by Gary Dragona and unanimously approved to submit a recommendation to the Mayor and Council concerning charging stations in the CBD and the Contract submitted by Volta.

Chairman Letizia advised that August was the best month of collections by ParkMobile.

There was a discussion with regard to personnel issues and filling the Assistant Administrator position.

A Motion was made by MaryAnn Basset and seconded by Timothy Hampton to hire Carol Knubel at a rate of \$20.00 per hour not to exceed 15 hours a week to assume the role of Assistant Administrator on a temporary basis. A roll call vote was taken as follows:

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

A Motion was made by MaryAnn Bassett and seconded by Christopher Owens to approve check numbers 3227 through 3257 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
Gary Dragona	Aye
Mary Ann Bassett	Aye
Joseph Letizia	Aye
Christopher Owens	Aye

A Motion was made by MaryAnn Bassett and seconded by Christopher Owens to approve the Form of Resolution to approve the Annual Audit. A roll call vote was taken as follows:

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

PUBLIC:

A Motion was made by Christopher Owens, 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 Christopher Owens, seconded by MaryAnn Bassett and unanimously approved to close the meeting to the public.

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

At 8:32.m. the meeting was adjourned.

Date: 10/19/21


