

WESTWOOD PARKING AUTHORITY

Minutes of Meeting
Held on October 11, 2022

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:

- Timothy Hampton
- Joseph Letizia Left at 8:15
- MaryAnn Bassett
- Christopher Owens

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

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

ABSENT:

- Gary Dragona

COMMITTEE REPORTS:

Administrator's Report:

Carol Knubel indicated the following:

- Criminal mischief report was filed with the Police Department due to graffiti on the shelter in the Fairview Avenue lot
- Master meter in the Fairview Avenue lot has been installed.
- New hire is doing well
 - Training is complete
 - Out on patrol
- Job descriptions were created for the following:
 - WPA Administrator
 - PEO
 - Maintenance
 - Head of Maintenance

- Distributed hang tag, inventory list and map to merchants in the CBD.
 - Began with familiar merchants and those with several employees
 - Then went to those who requested hang-tags
 - Received a lot of positive feedback
 - Gave me an opportunity to receive feedback and discuss parking
- Resident commuter parking is almost to capacity. Non-Resident will take a little more time but is steadily increasing.

Financial:

- Revenue has decreased about \$700 per month with the master meter inoperable in the Fairview lot.
- Revenue has been consistent in most lots and PM continues to increase slightly every month.

COMMITTEE REPORTS:

POLICE REPORT:

LT. Antonacci reports:

- Evenings have been hectic in town
 - No parking
 - People jay walking
- Especially in the morning, people are parking in the restricted areas or double parking
- Town has been extremely busy.

They will continue to address these issues.

COUNCIL LIASON REPORT

Cheryl Hodges reported the following:

EV Chargers:

- No update on materials
- Permits filed
- End of November for install

Utility:

- Finance Board meets next week
- January 1, 2023 the Parking Authority will become a Parking Utility

OLD BUSINESS:

Was not able to approve Minutes of the meeting on September 13, 2022 due to the fact that all Members that attended that meeting were not present.

NEW BUSINESS

A Motion was made by Christopher Owens and seconded by MaryAnn Bassett to approve check numbers 3418 through 3426 including EFT 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	Absent
Christopher Owens	Aye

Lt. Antonacci advised that on December 3, 2022 will be the Home for the Holidays parade and festivities. They will begin clearing the streets at 3:00.

The Melting Pot requested that a loading zone be reinstated in one of the parking spots to the right of their establishment (when facing same). A discussion ensued and it was reiterated that deliveries are supposed to be made prior to 10:00 a.m. and also that the spot was too small/short for the longer trucks that deliver and would not be benefit all the businesses in that area.

. PUBLIC:

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

No one from the Public appeared.

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 Timothy Hampton seconded by Christopher Owens and unanimously approved to adjourn the meeting.

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

Date: March 28, 2023

Mary Ann Bassett