

## **WESTWOOD PARKING AUTHORITY**

Minutes of Meeting  
Held on October 19, 2021

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:

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

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

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

Chairman Letizia notified the Trustees that Administrator Sauer gave his resignation. The meeting went into closed session to discuss personnel issues. Council Liaison Hodges will discuss the personnel issues at the Mayor and Council meeting for their input.

### **COMMITTEE REPORTS:**

#### **Administrator's Report:**

Mr. Sauer indicated the following:

- Budget is ready to go to the State
- Borough Hall lot now has a 20% to 25% occupancy
- Paid \$2,000 for the FICA funds that were due the Borough. WPA will make final payment before the end of the year.
- Collection was \$6,700
- We have a PEO who has a medical issue and will probably take off 4-6 weeks.

- Timothy Hampton's term is up at the end of the year.

Chairman Letizia suggested that we look to hiring a new PEO.

### **FINANCIAL REPORT:**

Carol Knubel reported the following:

- Lerch Vinci & Higgins advised that we have to send 1099's to certain contractors. We should confirm this when in January.
- Reviewed proposed Budget with the Trustees
- Received a holiday lighting estimate for this year's holiday lighting.
  - Two other companies were contacted but declined to give a bid this year
  - Johnston Brothers Contracting gave an estimate of \$9,600.00. The cost changed from last year as the trees on Westwood Avenue have now grown
  - This invoice is paid in two increments; when the lights are put on the trees and when the lights are taken down.

There was a discussion about the holiday lighting and it was suggested that we look into the cost to decorate the lamp posts in Veteran's Park again this year. Last year the décor was donated by Johnston Brothers Contracting to bring some cheer during the pandemic since there would be no Home for the Holidays parade. Johnston Brothers was contacted and the additional price would be \$700.00.

### **LEGAL REPORT:**

Mr. Quinn advised:

- The DEP is sponsoring a Grant program for electric charging stations on public parking lots.

### **POLICE REPORT:**

Lieutenant Antonacci reported the following:

- Has not fielded any concerns except for a ParkMobile issue
- Has been patrolling Elm and having success

**OLD BUSINESS:**

Liaison Hodges advised that the concerns expressed during prior meeting with regard to the Volta charging stations were the same concerns expressed by the Mayor and Council.

Chairman Letizia advised that Blink was another company that is installing charging stations.

A question arose as to whether the charging stations could be put on municipal property. Mr. Quinn responded that it depends on the Agreement. He will research the State Statutes but believes there is no problem.

Liaison Hodges advised that an office on Kinderkamack Road was asking that meters be returned to hourly on Fairview Avenue instead of employee parking. She advised that she will discuss the employee parking and how to use hang tags with this business.

A Motion was made by MaryAnn Bassett and seconded by Christopher Owens and unanimously approved to approve the minutes of September 21, 2021. A roll call vote was taken as follows:

Timothy Hampton	Aye
John Oberg	Aye
Gary Dragona	Aye
Joseph Letizia	Aye
Christopher Owens	Aye

**NEW BUSINESS**

A Motion was made by Timothy Hampton and seconded by John Oberg to approve check numbers 3258 through 3277 as set forth on the 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 Christopher Owens, seconded by Gary Dragona and unanimously approved to authorize Johnston Brothers Contracting to put up the holiday lighting in the

total sum of \$10,300. A roll call vote was taken as follows:

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

Chairman Letizia advised the following on ParkMobile:

- The income is staying stable
- Lunch hour is peak time
- September has been slightly lower

A Motion was by Christopher Owens, seconded by Gary Dragona and unanimously approved to introduce the Budget for FY 2022. 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:**

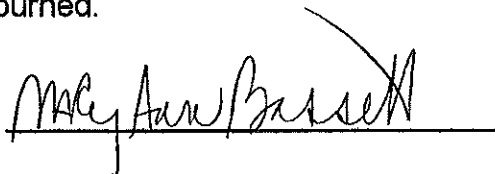
A Motion was made by Christopher Owens and seconded by Gary Dragona and unanimously approved to open the meetings up to the public.

With no public in attendance, a Motion was made by Christopher Owens, seconded by Gary Dragona and unanimously approved to close the meeting to the public.

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

At 9:14 p.m. the meeting was adjourned.

Date: 11/16/2021

  
\_\_\_\_\_

# Westwood Parking Authority

## Transaction Detail by Account

October 19 - November 10, 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
<b>Pascack Community Bank</b>							
10/27/2021	Deposit		Lakeland Bank		Deposit Error	5.17	5.17
10/27/2021	Deposit		Meter Income	r	-Split-	6,012.00	6,017.17
10/27/2021	Check	3285	WV Properties, LLC	271st	Rent	-1,000.00	5,017.17
10/27/2021	Check		eft T-Mobile		Telephone	-97.38	4,919.79
11/03/2021	Check	3286	Borough of Westwood	4th payment	-Split-	-7,800.55	-2,880.76
11/03/2021	Check	3289	Post Maintenance, LLC	Sept. inv. 90213	Cleaning	-72.00	-2,952.76
11/03/2021	Check	3287	Borough of Westwood	4th payment	-Split-	-2,000.00	-4,952.76
11/03/2021	Check	3290	MackKay Meters, Inc.	unpaid freight from 2 orders	Meter Repairs	-172.25	-5,125.01
11/03/2021	Check	3293	PSE&G		-Split-	-136.39	-5,261.40
11/03/2021	Check	3292	North Jersey Media Group	Act: 1453549	Professional Fees	-228.90	-5,490.30
11/03/2021	Check	3291	Take a Powder, Inc.	Inv. 8234	Supplies	-746.00	-6,236.30
11/03/2021	Check	3288	Carol Lhotka Krubei		Professional Fees	-620.00	-6,856.30
11/04/2021	Check	3294	MackKay Meters, Inc.	unpaid freight from 2 orders	Postage and Delivery	-25.67	-6,881.97
11/09/2021	Deposit		Meter Income		-Split-	7,081.00	199.03
<b>Total for Pascack Community Bank</b>						<b>\$199.03</b>	
<b>Deposit Error</b>							
10/27/2021	Deposit		Lakeland Bank		Pascack Community Bank	5.17	5.17
<b>Total for Deposit Error</b>						<b>\$5.17</b>	
<b>Meter Income</b>							
<b>Broadway</b>							
10/27/2021	Deposit		Meter Income	10/14/21 - 10/27/21	Pascack Community Bank	620.00	620.00
11/09/2021	Deposit		Meter Income	10/25/21 - 11/9/21	Pascack Community Bank	648.65	1,268.65
<b>Total for Broadway</b>						<b>\$1,268.65</b>	
<b>Center Avenue (North)</b>							
10/27/2021	Deposit		Meter Income		Pascack Community Bank	1,065.00	1,065.00
11/09/2021	Deposit		Meter Income		Pascack Community Bank	973.00	2,038.00
<b>Total for Center Avenue (North)</b>						<b>\$2,038.00</b>	
<b>Center Avenue (South)</b>							
10/27/2021	Deposit		Meter Income		Pascack Community Bank	315.00	315.00
11/09/2021	Deposit		Meter Income		Pascack Community Bank	328.40	643.40
<b>Total for Center Avenue (South)</b>						<b>\$643.40</b>	
<b>Center Square</b>							
10/27/2021	Deposit		Meter Income		Pascack Community Bank	549.00	549.00
11/09/2021	Deposit		Meter Income		Pascack Community Bank	496.80	1,045.80
<b>Total for Center Square</b>						<b>\$1,045.80</b>	
<b>Eastside</b>							
10/27/2021	Deposit		Meter Income		Pascack Community Bank	1,680.00	1,680.00
11/09/2021	Deposit		Meter Income		Pascack Community Bank	1,767.25	3,447.25
<b>Total for Eastside</b>						<b>\$3,447.25</b>	
<b>Fairview Avenue</b>							
10/27/2021	Deposit		Meter Income		Pascack Community Bank	324.00	324.00
11/09/2021	Deposit		Meter Income		Pascack Community Bank	344.40	668.40
<b>Total for Fairview Avenue</b>						<b>\$668.40</b>	
<b>Washington Avenue</b>							
11/09/2021	Deposit		Meter Income		Pascack Community Bank	837.50	837.50
<b>Total for Washington Avenue</b>						<b>\$837.50</b>	
<b>Westside</b>							
10/27/2021	Deposit		Meter Income		Pascack Community Bank	596.00	596.00
11/09/2021	Deposit		Meter Income		Pascack Community Bank	701.00	1,297.00
<b>Total for Westside</b>						<b>\$1,297.00</b>	
<b>Westwood Avenue</b>							
10/27/2021	Deposit		Meter Income		Pascack Community Bank	863.00	863.00

# Westwood Parking Authority

Transaction Detail by Account

October 19 - November 10, 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
11/09/2021	Deposit		Meter Income		Pascack Community Bank	984.00	1,847.00
<b>Total for Westwood Avenue</b>						<b>\$1,847.00</b>	
<b>Total for Meter Income</b>						<b>\$13,093.00</b>	
Reimbursement of Costs							
11/03/2021	Check	3287	Borough of Westwood	FICA reimbursement (5th)	Pascack Community Bank	-2,000.00	-2,000.00
<b>Total for Reimbursement of Costs</b>						<b>\$ -2,000.00</b>	
Cleaning							
11/03/2021	Check	3289	Post Maintenance, LLC	October	Pascack Community Bank	72.00	72.00
<b>Total for Cleaning</b>						<b>\$72.00</b>	
Meter Repairs							
11/03/2021	Check	3290	MacKay Meters, Inc.	R&D anti pin	Pascack Community Bank	172.25	172.25
<b>Total for Meter Repairs</b>						<b>\$172.25</b>	
PA Personnel Labor							
11/03/2021	Check	3286	Borough of Westwood	October 15th	Pascack Community Bank	2,542.74	2,542.74
11/03/2021	Check	3286	Borough of Westwood	October 29th	Pascack Community Bank	2,744.05	5,286.79
11/03/2021	Check	3286	Borough of Westwood	October 1, 2021	Pascack Community Bank	2,513.76	7,800.55
<b>Total for PA Personnel Labor</b>						<b>\$7,800.55</b>	
Postage and Delivery							
11/04/2021	Check	3294	MacKay Meters, Inc.	freight charges	Pascack Community Bank	25.67	25.67
<b>Total for Postage and Delivery</b>						<b>\$25.67</b>	
Professional Fees							
11/03/2021	Check	3292	North Jersey Media Group	Notice	Pascack Community Bank	228.90	228.90
11/03/2021	Check	3288	Carol Lhotka Knubel	31 hours - Interim Ass't Admin	Pascack Community Bank	620.00	848.90
<b>Total for Professional Fees</b>						<b>\$648.90</b>	
Rent							
10/27/2021	Check	3285	WV Properties, LLC	271st	Pascack Community Bank	1,000.00	1,000.00
<b>Total for Rent</b>						<b>\$1,000.00</b>	
Supplies							
11/03/2021	Check	3291	Take a Powder, Inc.	paper rolls, batteries and holders	Pascack Community Bank	746.00	746.00
<b>Total for Supplies</b>						<b>\$746.00</b>	
Telephone							
10/27/2021	Check	eft	T-Mobile		Pascack Community Bank	97.38	97.38
<b>Total for Telephone</b>						<b>\$97.38</b>	
Utilities							
11/03/2021	Check	3293	PSE&G		Pascack Community Bank	27.76	27.76
11/03/2021	Check	3293	PSE&G		Pascack Community Bank	65.84	93.60
11/03/2021	Check	3293	PSE&G		Pascack Community Bank	42.79	136.39
<b>Total for Utilities</b>						<b>\$136.39</b>	

# Westwood Parking Authority

## Profit and Loss Comparison

January 1 - November 10, 2021

	TOTAL	
	JAN 1 - NOV 10, 2021	JAN 1 - NOV 10, 2020 (PY)
<b>Income</b>		
Deposit Error	375.81	654.44
Fine Revenue	5,342.50	5,962.00
Meter Income	19,733.63	589.73
Broadway	14,039.95	8,534.15
Center Avenue (North)	22,220.05	13,222.44
Center Avenue (South)	5,745.50	5,046.05
Center Square	10,426.60	5,753.35
Eastside	36,097.81	21,473.26
Fairview Avenue	6,050.60	2,629.05
Washington Avenue	2,938.10	11,653.40
Westside	13,773.15	8,802.38
Westwood Avenue	21,563.85	12,469.13
<b>Total Meter Income</b>	<b>152,589.24</b>	<b>90,172.94</b>
Meter Revenue		20.00
Reimbursement of Costs	-10,050.00	
<b>Total Income</b>	<b>\$148,257.55</b>	<b>\$96,809.38</b>
<b>GROSS PROFIT</b>	<b>\$148,257.55</b>	<b>\$96,809.38</b>
<b>Expenses</b>		
Administrative	6,450.00	8,600.00
Automobile Expense	108.07	199.03
Cleaning	792.00	792.00
Collection Expense		647.08
Dues and Subscriptions	74.63	
Electrical	3,500.00	8,500.00
Error in Deposit	23.64	203.34
landscaping	7,140.00	6,750.00
Meter Repairs	3,898.97	71.56
Miscellaneous	75.00	896.59
PA Personnel Labor	63,917.37	58,514.44
Postage and Delivery	25.67	
Professional Fees	14,550.48	625.12
Legal Fees	4,500.00	4,500.00
<b>Total Professional Fees</b>	<b>19,050.48</b>	<b>5,125.12</b>
Rent	11,000.00	12,000.00
Repairs	1,336.95	4,255.50
Supplies	1,368.21	1,388.82
supplies - Meter		1,168.00
Telephone	1,068.89	
Training	285.00	955.00

# Westwood Parking Authority

## Profit and Loss Comparison

January 1 - November 10, 2021

	TOTAL	
	JAN 1 - NOV 10, 2021	JAN 1 - NOV 10, 2020 (PY)
Utilities	1,880.38	1,981.18
Gas and Electric	1,248.79	714.31
<b>Total Utilities</b>	<b>3,129.17</b>	<b>2,695.49</b>
<b>Total Expenses</b>	<b>\$123,244.05</b>	<b>\$112,761.97</b>
NET OPERATING INCOME	<b>\$25,013.50</b>	<b>\$ -15,952.59</b>
Other Income		
Other income		5,761.61
<b>Total Other Income</b>	<b>\$0.00</b>	<b>\$5,761.61</b>
NET OTHER INCOME	<b>\$0.00</b>	<b>\$5,761.61</b>
NET INCOME	<b>\$25,013.50</b>	<b>\$ -10,190.98</b>