

## WESTWOOD PARKING AUTHORITY

Minutes of Meeting  
Held on October 22, 2019

The meeting was called to order at 7:07 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
- Joseph Letizia
- Maryann Bassett
- Christopher Owens

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

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

Absent:

John Oberg  
Jack Sauer

Councilwoman Collins was present and as a courtesy, she spoke prior to the public portion of the meeting.

Councilwoman Collins spoke about the proposed uses that were discussed at the Mayor and Council meeting the prior night. She specifically spoke about the proposed tenant for the second level of the Parian building which is a yoga studio. Parking would be an issue.

Council Liaison Ray Arroyo advised that the Planning Board is looking to add services to the already existing retail to the CBD. Instructional uses could have up to 10 students per class. We should be aware of how this impacts the parking in the CBD.

A study should be conducted to see how many properties in the SPE have residential components:

- How many parking spaces
- What are requirements

The Planning Board could benefit from this type of information.

Councilwoman Collins advised that the instruction would be daytime and possibly events on Sunday.

Chairman Hampton suggested that we look at the scope of usage from commuters, residents and shoppers. This would be a big change. We should look at the income for all of the lots from 2016 forward.

Joseph Letizia indicates that this could have a high impact especially between classes where you have double the cars. We have a finite inventory.

Lt. Antonacci explained that there is a yoga studio on 4<sup>th</sup> Avenue that can take up all of the parking on one side of the road when they are conducting group classes. It is a substantial amount of cars all day long. The industrial section is where group instruction fits best and also has better parking.

Councilwoman Collins advised that she had a meeting with the Building Department about utilizing the lot behind the Municipal building for valet parking. Chairman Hampton explained that this option has been explored in the past and it requires too many car runners and the cost is too high for the restaurants and businesses to utilize. Also, the county road is a hazard for the car runners.

Joseph Letizia would like to collect data. Chairman Hampton thinks that it would be a good idea.

- Peak time to collect data would be between Thanksgiving and Christmas.

## **COMMITTEE REPORTS:**

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

Mr. Reilly does Mr. Sauer's report in his absence:

- Both new PEO's have almost completed their training and will be ready to go
- John Oberg's term ends on December, 2019
- Ordinance for parking changes on 4<sup>th</sup> Avenue have been passed
  - Signage needs to be changed
  - Meter heads changed
- Melting Pot would like to rent two parking spaces
  - We have to find out what those spaces would be used for
- Trees in the Center Avenue North lot have been trimmed

- Received another estimate from a local man that does sign painting as a side job. He has given us a proposal for \$500.00 to paint the front and the back of the sign. It might be a good idea to have him do one sign to start.

## **FINANCIAL REPORT:**

Bill Reilly gave the following report:

- Reviewed cash summary
- Paving cost was the most significant change from 2018 to 2019
- Income was 4% higher this year than last year
- The sum of \$35,000 has been allocated to capital improvements in our budget for 2020

## **LEGAL REPORT:**

Mr. Quinn discussed the following:

- An ordinance change memo should be distributed to the WPA for our comments after it is formally introduced by the Mayor and Council.

## **POLICE REPORT:**

Lt. Antonacci reported the following:

- Has a police report for the light post that was damaged by Westwood Pets
  - Has no information
- Received another call about Master Meter not accepting dollar bills

Christopher Owens asks about parking in loading zones. Lt. Antonacci advised that there is no parking in the loading zone between the hours of 9am.-6pm. After 6pm you can park in the loading zones.

## **OLD BUSINESS:**

A Motion was made by Christopher Owens and seconded by Joseph Letizia and unanimously approved to approve the minutes of September 25, 2019. A roll call

vote was taken as follows:

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

### **NEW BUSINESS**

A Motion was made by Joseph Letizia and seconded by Maryann Bassett to approve check numbers 3021 through 3030 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	Absent
Mary Ann Bassett	Aye
Joseph Letizia	Aye
Christopher Owens	Aye

A Motion was made by Christopher Owens and seconded by Joseph Letizia to approve an expenditure not to exceed \$500.00 in labor costs to repair and paint the front and back of a municipal parking lot sign. A roll call vote was taken as follows:

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

Bill Reilly discussed the Budget:

- Almost the same as last year
- Budgeted for \$220,000.00 projected revenue for 2020 and appropriations are the same amount.

A Motion was made by Joseph Letizia and seconded by Christopher Owens to introduce the budget for FY 2020. A roll call vote was taken as follows:

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

Christopher Owens

Aye

Chairman Hampton discussed the revised proposal by Johnston Brothers for the holiday lighting. By trimming the trees in the Center Avenue North lot, we were able to reduce the amount of the holiday lighting. The revised pricing for holiday lighting is \$10,000.00.

A Motion was made by Joseph Letizia and seconded by MaryAnn Bassett to approve the holiday lighting at a cost of \$10,000.00. A roll call vote was taken as follows:

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

Chairman Hampton advised that WPA received a request to contribute \$1,200.00 toward the fall décor in areas of the CBD. A discussion ensued and it was decided that a contribution would be made.

A Motion was made by Joseph Letizia and seconded by Christopher Owens to approve a contribution to the Chamber of Commerce for the fall décor at a cost of \$1,200.00. A roll call vote was taken as follows:

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

**PUBLIC:**

Councilwoman Collins appeared and spoke at the beginning of the meeting.

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

At 8:48 p.m. the meeting was adjourned.

Date: \_\_\_\_\_