

## WESTWOOD PARKING AUTHORITY

Minutes of Meeting  
Held on November 26, 2019

The meeting was called to order at 7:04 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
- John Oberg
- Maryann Bassett
- Christopher Owens

Joseph Letizia is absent

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

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

At the start of the meeting, Chairman Hampton congratulates Mayor elect Arroyo.

### **COMMITTEE REPORTS:**

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

Mr. Sauer indicated the following:

- Both trainees are now out on patrol
  - One is trained to assist with maintenance issues
- John Oberg's term will expire
  - Council Liaison Arroyo will recommend that John Oberg be installed for another year
- The Center Avenue South sign has been repainted
  - The job was well done for the money spent
  - Might look better if a glossy finish were used

- Fairview Avenue sign plaque honoring Joseph Green is rotted and in need of repair
- Will discuss adding signs to the entrance of each lot
- Both master meter machines were problematic.
  - Were not accepting bills
  - Metric came to service meters at 10:30 in the evening in order to get the commuter lot up and going

Chairman Hampton advised that he would like to see us officially acquire the Center Avenue South lot.

- The lot needs environmental approval
- Borough would purchase the property by way of a bond
- Maybe we can put money in a saving account for the future purchase

Attorney Quinn advised that we can not accumulate surplus money in excess of one year's revenue.

#### **FINANCIAL REPORT:**

Bill Reilly gave the following report:

- Compared Profit and Loss statement for October, 2018 to October 2019
  - Revenue is 4% higher than last year
  - Because of recent master meter issues the revenue may go down
- Filled personnel positions that were vacant for 2018

Liaison Arroyo asked if summonses were down because of personnel shortage. Mr. Reilly indicated that in 2018 we lost a very good PEO which had an impact.

#### **LEGAL REPORT:**

Mr. Quinn discussed the following:

- Would like to get the specs for Hadco light posts to see if JIF will cover the cost.

#### **POLICE REPORT:**

Sgt. Antonacci reported the following:

- There have been problems with the resident and non-resident stickers. They are very difficult to see through the tinted car windows.
  - Resident sticker spots are being taken by non-residents

- WPA did issue summonses
- There should be a procedure in place for those who chose to fight their tickets. At the moment they are going to the Police Department but they should go back up to the Court to dispute and plead not guilty to get a new date.

**OLD BUSINESS:**

A Motion was made by Christopher Owens and seconded by Maryann Bassett and unanimously approved to approve the minutes of October 22, 2019. A roll call vote was taken as follows:

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

**NEW BUSINESS**

A Motion was made by Christopher Owens and seconded by MaryAnn Bassett to approve check numbers 3031 through 3038 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	Aye
Mary Ann Bassett	Aye
Joseph Letizia	Absent
Christopher Owens	Aye

Mr. Reilly stated that at the last meeting the Budget was introduced. At this time, the State has approved, and we now need to adopt the Budget.

A Motion was made by Christopher Owens and seconded by MaryAnn Bassett to approve the Budget for FY 2020. A roll call vote was taken as follows:

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

Council Liaison Arroyo indicated the following:

- Planning Board introduced new uses for the SPE

- Council had questions regarding uses with group instruction, specifically where the customers are parking
- Need to look toward the future capacity of uses
  - Vehicle use will change over the years.
- Could use data that Joe Letizia proposes in order to tweak our lots
  - We should look at the report of Michael Maris that was completed in 2015 and use this as a template and perhaps update the report

Christopher Owens speaks of a proposed change to the Borough Hall lot that he has been working on. It would change the lot to guarantee spaces to those who buy a pass. Chairman Hampton indicated that:

- Interesting proposal
- Enforcement may be a problem
- People may get confused
- Requires more thought as to how to properly effectuate

Council Liaison Arroyo advised that every change displaces someone else and we have to think the changes through very carefully.

**PUBLIC:**

No one from the public appeared.

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

At 8:40 p.m. the meeting was adjourned.

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