

**Newton Parking Authority  
January 5, 2012 Minutes**

**Roll Call** – meeting called to order at 8:45 a.m. by Chairman Edwards.

**Present:** Mr. Dudes, Mr. Mitchell, Mr. Valentino, Mr. Edwards  
**Also Present:** Thomas S. Russo, Jr., Newton Town Manager/Secretary,  
Ms. Roth, Finance Department  
**Absent:** Ms. Ochrym

**Open Public Meetings Act Statement** – read by Chairman Edwards.

**Approval of Minutes**

November 3, 2011 – Motion to Approve by Valentino, Second by Edwards.  
Approved 2-0, Absent Ochrym; Abstain Mitchell and Dudes.

**Financial Reports**

October 31, 2011 and November 30, 2011.  
Motion to Approve all reports by Mitchell, Second by Dudes.  
Approved 4-0, Absent Ochrym.

**Old Business - None**

**New Business**

**a) Annual Reorganization**

Nomination of Ken Edwards as Chairman  
Motion by Dudes, Second by Mitchell  
Approved 4-0

Nomination of Keith Mitchell as Vice-Chairman  
Motion by Dudes, Second by Valentino  
Approved 4-0

Nomination of Thomas S. Russo, Jr. as Secretary  
Motion by Edwards, Second by Mitchell  
Approved 4-0

**b) Resolution A-2012 – Adoption of 2012 Parking Authority Budget**

**WHEREAS**, the Annual Budget and Capital Budget/Program for the Town of Newton Parking Authority for the fiscal year beginning January 1, 2012 and ending, December 31, 2012 has been presented for adoption before the Governing Body of the Town of Newton Parking Authority at its open public meeting of November 3, 2011; and

**WHEREAS**, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the

introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

**WHEREAS**, the Annual Budget as presented for adoption reflects Total Revenues of \$80,650, Total Appropriations, including any Accumulated Deficit, if any, of \$111,000 and Total Unrestricted Net Assets utilized of \$30,350; and

**WHEREAS**, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$16,000 and Total Unrestricted Net Assets planned to be utilized of \$16,000;

**NOW, THEREFORE BE IT RESOLVED**, by the Governing Body of Town of Newton Parking Authority, at an open public meeting held on January 5, 2012 that the Annual Budget and Capital Budget/Program of the Town of Newton Parking Authority for the fiscal year beginning, January 1, 2012 and, ending, December 31, 2012 is hereby adopted and shall constitute appropriations for the purposes stated; and

**BE IT FURTHER RESOLVED**, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

Motion to Approve by Valentino, Second by Mitchell  
Approved 4-0, Absent Ochrym.

c) Resolution B-2012 – Late Budget Resolution

**WHEREAS**, the Newton Parking Authority has approved the 2012 Budget on November 3, 2011; and

**WHEREAS**, the Newton Parking Authority Budget was not submitted within the statutory timetable; and

**WHEREAS**, the Newton Parking Authority encountered a delay in the budget schedule and process due to the timing and availability of the budget documents from the Division of Local Government Services; and

**WHEREAS**, the Newton Parking Authority pursuant to N.J.A.C. 5:31-2.5(a) and (b) desires to adopt this resolution;

**NOW, THEREFORE BE IT RESOLVED**, that the Newton Parking Authority hereby approves this resolution pursuant to N.J.A.C. 5:31-2.5(a) and (b); and

**BE IT FURTHER RESOLVED**, that the Secretary, Thomas S. Russo, Jr., is hereby directed to submit a certified copy of this adopted resolution to the Director of Local Government Services for approval as part of the Authority's 2012 budget.

Motion to Approve by Valentino, Second by Mitchell  
Approved 4-0, Absent Ochrym.

- d) Resolution C-2012 – Authorize the Execution of an Agreement for Auditing Services for 2012 with Ferraioli, Wielkotz, Cerullo & Cuva

**WHEREAS**, the Newton Parking Authority will require the services of a qualified Auditor to examine the financial statements and records of the authority for the current calendar year; and

**WHEREAS**, auditing service is a professional service as defined by the Local Public Contracts Law and is, therefore, exempt from public bidding requirements in accordance with N.J.A.C. 40A:11-5(1)(a)(i); and

**WHEREAS**, Mr. Thomas Ferry, RMA of the accounting firm Ferraioli, Wielkotz, Cerullo & Cuva, PA has furnished an appropriate contract for 2012;

**NOW, THEREFORE BE IT RESOLVED**, by the Newton Parking Authority that the Chairman, the Town Manager and the Treasurer for the Parking Authority are hereby authorized to execute said 2012 audit contract on behalf of the Parking Authority; and

**BE IT FURTHER RESOLVED** that a copy of the fully executed contract be forwarded to Mr. Thomas Ferry, and that a notice of this award be published in accordance with the Local Public Contracts Law.

Motion to Approve by Valentino, Second by Dudes  
Approved 4-0, Absent Ochrym.

- e) Resolution D-2012 – Appointment of Treasurer for the Newton Parking Authority

**WHEREAS**, N.J.S.A. 40:11A-23(3) requires the Parking Authority to appoint a treasurer;

**NOW, THEREFORE BE IT RESOLVED**, that Dawn Babcock, C.F.O. for the Town of Newton be named as Treasurer for the Newton Parking Authority; and

**BE IT FURTHER RESOLVED**, in the interest of paying vendors in a timely manner for goods and services rendered to the Authority, that the Treasurer be permitted to pay certain bills, once they have been reviewed and approved for payment by the Authority's Secretary and prior to authorization of the Newton Parking Authority.

Motion to Approve by Mitchell, Second by Valentino  
Approved 4-0, Absent Ochrym.

- f) Foodshed Alliance – Mr. Russo advised that the Planning Board has approved the application of the Foodshed Alliance to have a Winter Farmers' Market in the Springboard Shoppes on Spring Street on Saturdays from 10am-2pm. The Alliance had requested the ability to place

18"x24" signs in the municipal parking lots to guide patrons to the Market. After a brief discussion, a motion was made to allow the Alliance to place a banner on the Eastern Plaza Lot #5 fence for the month of January 2012, but to deny their request for placement of signage in the municipal parking lots.

Motion by Valentino, Second by Dudes  
Approved 4-0, Absent Ochrym.

g) Personnel – E. Anthony Elvidge – Mr. Russo informed the Authority members that Mr. Elvidge will be the new Parking Enforcement Officer, taking over for Kyle Phlegar who has recently become the new Special Officer for Spring Street.

h) Review of Purchase Ledger for Parking Passes – November 2011 – no questions.

**Approval of Bills**

a. BOONTON TIRE SUPPLY _____	\$228.70
b. DIRECT ENERGY BUSINESS _____	513.79
c. JCP&L _____	787.54
d. LOWE'S _____	40.50
e. METRIC PARKING _____	882.35
f. METRIC PARKING _____	11,319.00
g. METRIC PARKING _____	356.50
h. QUILL _____	100.00
i. DIRECT ENERGY BUSINESS _____	531.49
j. JCP&L _____	785.29
k. METRIC PARKING _____	237.50
l. MINISINK PRESS _____	55.00
m. TOWN OF NEWTON _____	14,875.00

Motion to Approve all items as listed, by Mitchell, Second by Valentino.  
Motion Approved 4-0, Absent Ochrym.

**Public to be Heard**

No one came forward.

Next meeting is February 2, 2012 at 8:45 a.m.

Motion to Adjourn by Valentino, Second by Dudes. Motion Approved 4-0, Absent Ochrym.

**ADJOURNED AT 9:15 a.m.**

**Respectfully submitted,**

*Thomas S. Russo, Jr.*

/s/ THOMAS S. RUSSO, JR.

**NEWTON PARKING AUTHORITY SECRETARY**