

**Newton Parking Authority  
November 1, 2012 Minutes**

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

**Present:** Mr. Dudes and Mr. Edwards, Ms. Ochrym was present via telephone.  
**Also Present:** Ms. Terri Oswin, Newton Town Manager's Assistant,  
Ms. Dawn Babcock, Treasurer  
**Absent:** Mr. Valentino and Mr. Mitchell

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

**Approval of Minutes**

June 7, 2012 – Motion to Approve by Dudes, Second by Ochrym  
Approved 3-0, Absent – Valentino and Mitchell

**Financial Reports**

May 31, 2012, June 30, 2012, July 31, 2012, August 31, 2012 and September 30, 2012 Treasurer's reports.

Motion to Approve all reports by Ochrym, Second by Dudes.  
Approved 3-0, Absent – Valentino and Mitchell.

**Old Business**

None

**New Business**

- a) Ms. Oswin advised that Jeffrey Schiffner has been hired as the new Parking Enforcement Officer to replace Anthony Elvidge. Mr. Schiffner has stepped up enforcement along with collection. He is staggering his hours to be more effective in enforcement.
- b) Ms. Babcock reviewed the 2013 Budget with the Commissioners. Advising that revenues are projected to increase with the stepped up enforcement and implementation of the new parking machines and decrease in budget expenditures. Resolution F-2012 – Approve the 2013 Budget.

**2013 Authority Budget Resolution  
Town of Newton**

**FISCAL YEAR: FROM: JANUARY 1, 2013 TO: DECEMBER 31, 2013**

**WHEREAS**, the Annual Budget and Capital Budget for the Town of Newton Parking Authority for the fiscal year beginning, January 1, 2013 and ending, December 31, 2013 has been presented before the governing body of the Town of Newton Parking Authority at its open public meeting of November 1, 2012; and

**WHEREAS**, the Annual Budget as introduced reflects Total Revenues of \$85,365 , Total Appropriations, including any Accumulated Deficit if any, of \$101,400 and Total Unrestricted Net Assets utilized of \$16,035; and

**WHEREAS**, the Capital Budget as introduced reflects Total Capital Appropriations of \$8,000 and Total Unrestricted Net Assets planned to be utilized as funding thereof, of \$8,000; and

**WHEREAS**, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

**WHEREAS**, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

**NOW, THEREFORE BE IT RESOLVED**, by the governing body of the Town of Newton Parking Authority, at an open public meeting held on November 1, 2012 that the Annual Budget, including appended Supplemental Schedules, and the Capital Budget/Program of the Town of Newton Parking Authority for the fiscal year beginning, January 1, 2013 and ending, December 31, 2013 is hereby approved; and

**BE IT FURTHER RESOLVED**, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

**BE IT FURTHER RESOLVED**, that the governing body of the Town of Newton Parking Authority will consider the Annual Budget and Capital Budget/Program for adoption on January 3, 2013.

Motion to Approve by Dudes, Second by Ochrym. Approved 3-0. Absent – Valentino and Mithcell

**c) Resolution G-2012** – Resolution Authorizing the Execution of an Agreement with BLD, LLC for Lot #3 Western Plaza.

**WHEREAS**, the Authority owns a certain parking lot known as Lot #3 -Western Plaza shown on the Newton Tax Map as Block 8.03, Lot 4 formerly known as Block 716, Lot 16, and more particularly shown on Schedule A attached hereto; and

**WHEREAS**, BLD, LLC owns a certain parking lot as shown on the Newton Tax Map as Block 8.03 Lot 3 with frontage along Trinity Street, and measuring approximately 138-ft wide by 150-ft deep – which was formerly known as Block 716 Lot 23, and further shown on Schedule A attached hereto; and

**WHEREAS**, the Authority and BLD wish to continue to consolidate, Block 8.03 Lot 3 with Block

8.03, Lot 4 subject to the provisions of the attached Agreement for use as a single parking lot known as Lot #3 - Western Plaza to be administered by the Authority;

**NOW, THEREFORE BE IT RESOLVED**, that the Newton Parking Authority, hereby authorizes the Chairman and Secretary to execute said agreement with BLD, LLC for the lease of the property known as Lot #3 - Western Plaza for a period of one-year, commencing on January 1, 2013.

Motion to Approve by Dudes, Second by Ochrym. Approved 3-0, Absent Mitchell and Valentino.

- d) Authorization of 2013 Parking Authority/Town of Newton Agreement. Motion to Approve by Ochrym, Second by Dudes. Approved 3-0, Absent Mitchell and Valentino.
- e) Chairman Edwards directed the members to review the proposed meeting schedule for 2013, there were no objections. The Authority will meet the first Thursday of January, March, May, September, November and December for 2013. There will be no meeting in January of 2014.
- f) Ms. Oswin reviewed a request from Thorlabs for the use of Lot #5- Eastern Plaza on Friday, December 14<sup>th</sup> for their annual Christmas Party. They have been granted permission from the Town Council to close Spring Street from 4:00pm to 11:00pm. Representatives from Thorlabs are planning to come to the November 26<sup>th</sup> Town Council meeting and ask for an extension of time for the Road Closure and present a new plan for the party. A discussion ensued; all members present are in favor of granting approval for the use of Lot #5 Eastern Plaza with the stipulation that they cover the cost of lost revenue for the day. Ms. Ochrym asked if the Town Council take in to consideration the possibility of leaving Moran Street open for traffic. Ms. Oswin will advise Mr. Russo of the same.
- g) Review of Purchase Ledger for Parking Passes – June through September 2012 – no questions.

**Approval of Bills**

a. TOWN OF NEWTON CURRENT ACCOUNT .....	\$15,150.00
b. CUSTOM PRODUCTS CORP .....	110.02
c. DIRECT ENERGY BUSINESS.....	477.23
d. FERRAIOLI, CERULLO & CUVA .....	1,925.00
e. JCP&L .....	713.33
f. THE HOME DEPOT .....	77.10
g. DIRECT ENERGY BUSINESS.....	474.14
h. JCP&L .....	712.95
i. STAPLES BUSINESS ADVANTAGE .....	27.98
j. STATEWIDE INSURANCE FUND.....	10,950.00
k. DIRECT ENERGY BUSINESS.....	465.54
l. JCP&L .....	701.83
m. NEW JERSEY HERALD .....	50.40
n. POM INCORPORATED .....	69.18
o. TOWN OF NEWTON CURRENT ACCOUNT .....	15,150.00
p. DIRECT ENERGY BUSINESS.....	484.17
q. JCP&L .....	484.17
r. STAPLES BUSINESS ADVANTAGE.....	9.76

s. B&R UNIFORM .....	66.00
t. BOONTON TIRE SUPPLY.....	368.82
u. DIRECT ENERGY BUSINESS.....	486.90
v. JCP&L .....	722.96
w. METRIC PARKING.....	239.50
x. MONTAGUE TOOL & SUPPLY .....	87.84
y. QUILL CORPORATION .....	29.79
z. STAPLES BUSINESS ADVANTAGE .....	29.69
aa. THE HOME DEPOT .....	18.41

Motion to Approve all items as listed, by Ochrym, Second by Dudes.

Motion Approved 3-0, Absent – Mitchell and Valentino.

**Public to be Heard**

No one came forward.

Next meeting is January 3, 2013 at 8:45 a.m.

Before closing Chairman Edwards had two questions:

1. He heard George’s Salvage had a party at the Park-n-Ride. He would like to know why the Authority wasn’t notified or permission requested. Ms. Oswin explained that the Park-n-Ride is owned by the Town therefore, the Parking Authority permission is not needed. Mr. Edwards asked for that to be verified, as he believed it was a Parking Authority property, and that the Parking Authority pays for the electric in that lot. Ms. Oswin will verify the information and report back at the next meeting.
2. What is the status of Mr. Valentino’s position on the Board. Ms. Oswin advised that Mr. Valentino has been absent from three consecutive meetings, including today’s. His mail gets returned, his phone is no longer in service and his email gets kicked back. Mr. Russo has consulted legal counsel for advice, and report back at the next meeting.

Motion to Adjourn by Ochrym, Second by Dudes. Motion Approved 3-0, Absent – Valentino and Mitchell.

**ADJOURNED AT 9:51 a.m.**

**Respectfully submitted,**

**Terri Oswin, Assistant to:  
THOMAS S. RUSSO, JR.,  
NEWTON PARKING AUTHORITY SECRETARY**