

**Newton Parking Authority
January 3, 2013 Minutes**

Roll Call – meeting called to order at 8:55 a.m. by Chairman Edwards.

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

Open Public Meetings Act Statement – read by Chairman Edwards.

Approval of Minutes

November 1, 2012 – Motion to Approve by Dudes, Second by Edwards.
Approved 2-0, Abstain Mitchell.

Financial Reports

October 31, 2012 and November 30, 2012.
Motion to Approve all reports by Mitchell, Second by Dudes.
Approved 3-0.

Old Business - None

New Business

- a) Annual Reorganization
 - Nomination of Ken Edwards as Chairman
 - Motion by Mitchell, Second by Dudes
 - Approved 3-0

 - Nomination of Keith Mitchell as Vice-Chairman
 - Motion by Dudes, Second by Edwards
 - Approved 3-0

 - Nomination of Thomas S. Russo, Jr. as Secretary
 - Motion by Edwards, Second by Dudes
 - Approved 3-0

b) Resolution A-2013 – Adoption of 2013 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, 2013 and ending, December 31, 2013 has been presented for adoption 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 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 \$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 presented for adoption reflects Total Capital Appropriations of \$8,000 and Total Unrestricted Net Assets planned to be utilized of \$8,000; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Town of Newton Parking Authority, at an open public meeting held on January 3, 2013 that the Annual Budget and 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 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 Dudes, Second by Mitchell
Approved 3-0.

c) Resolution B-2013 – Late Budget Resolution

WHEREAS, the Newton Parking Authority has approved the 2013 Budget on November 1, 2012; 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 the approved meeting schedule of the Newton Parking Authority for 2012; 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 2013 budget.

Motion to Approve by Dudes, Second by Mitchell
Approved 3-0.

d) Resolution C-2013 – Authorize the Execution of an Agreement for Auditing Services for 2013 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 2013;

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 2013 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 Mitchell, Second by Dudes
Approved 3-0.

e) Resolution D-2013 – 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 Dudes
Approved 3-0.

- f) **RPM Development Group** – Susannah Henschel and Michael Knab were present to discuss their proposal for redevelopment of the Eastern Plaza – Lot #5 site. According to Michael and Susannah, RPM is looking to place 51 units of senior housing (48 1-bedroom and 3 2-bedroom) on the site, along with ample parking, 2,000 sq. ft. retail space (coffee shop) and a 2,000 sq. ft. senior community center. The targeted demographic for residents is 55+. RPM has been in business since 1986 and they have built successful projects in Essex and Somerset Counties, as well as in Camden and Trenton. They develop, build and manage their facilities. They currently are under contract to buy 50 Trinity Street in Newton and are negotiating the purchase of 8 Union Place in Newton.

After ample discussion, it was the consensus of the Parking Authority that this would be a very beneficial project for the Town of Newton and that they support the proper transfer of Eastern Plaza – Lot #5 to the Town of Newton. Mr. Russo was asked to check with Cory Stoner and Jessica Caldwell on the feasibility of placing 30 parking spots at 8 Union Place for use by the Parking Authority. Mr. Mitchell suggested that RPM also look into the house on Spring Street that recently had a fire, indicating that this would provide even better parking than 8 Union Plaza – RPM agreed to contact this current property owner. The next step is for RPM to discuss with their attorney how ownership/operation/control of any off-site parking would work.

- g) Review of Purchase Ledger for Parking Passes – October and November 2012 – no questions.

Approval of Bills

a. TOWN OF NEWTON CURRENT ACCOUNT _____	\$15,150.00
b. DIRECT ENERGY BUSINESS _____	504.32
c. HOLLANDER, STRELZIK, PASCULLI, HINKES _____	36.00
d. JCP&L _____	735.85
e. MINISINK PRESS _____	330.00
f. DIRECT ENERGY _____	499.75
g. MINISINK PRESS _____	55.00
h. STAMP FULFILLMENT _____	269.95

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

Motion Approved 3-0.

Public to be Heard

No one came forward.

Chairman Edwards asked if the Park & Ride is owned by the Town of Newton or Parking Authority. Ms. Roth indicated it is owned by the Town. Chairman Edwards asked that the cost of lighting for this site be borne by the Town and not Parking Authority. Ms. Roth to investigate same.

Next meeting is March 7, 2013 at 8:45am.

Motion to Adjourn by Mitchell, Second by Dudes. Motion Approved 3-0.

ADJOURNED AT 9:55 a.m.

Respectfully submitted,

Thomas S. Russo, Jr.

/s/ THOMAS S. RUSSO, JR.

NEWTON PARKING AUTHORITY SECRETARY