

Newton Parking Authority
December 4, 2014 Meeting - Minutes

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

Present: Mr. Dudes, Mr. Ciaravolo, Mr. Leone, Chairman Edwards

Excused: Mr. Mitchell

Also Present: Debra Millikin, Deputy Town Manager, Teresa Oswin, and Dawn Babcock, CFO

Open Public Meetings Act Statement – read by Chairman Edwards.

Approval of Minutes

November 6, 2014 Meeting Minutes - Motion to Approve by Mr. Dudes,
Second by Mr. Ciaravolo. Approved 4-0.

Financial Reports

October 31, 2014 Treasurer's Reports.

Motion to Approve by Mr. Leone, Second by Mr. Dudes. Approved 4-0.

Old Business

- a) Special Improvement District (SID) – Mrs. Millikin advised that Mr. Russo had made his power point presentation at the November 24th Town Council Meeting. It is available on line for inspection by the public. Discussion ensued on the SID. Mr. Ciaravolo indicated that people he has spoken to feel this can be useful and some do not feel it will help. He questioned if there was a way to connect this with the GNCC. Mr. Ciaravolo emphasized the need for continuous funding, but also having buy in from all property owners. Absentee landlords need to be involved.

New Business

- a) **Resolution D-2014** Adopted 2015 Budget Resolution – Motion by Mr. Ciaravolo, Second by Mr. Leone. Approved 4-0.

WHEREAS, the Annual Budget and Capital Budget/Program for the Newton Parking Authority for the fiscal year beginning January 1, 2015 and ending, December 31, 2015 has been presented for adoption before the governing body of the Newton Parking Authority at its open public meeting of December 4, 2014; 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 \$83,700 Total Appropriations, including any Accumulated Deficit, if any, of \$86,700 and Total Unrestricted Net Position utilized of \$3,000; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$8,000 and Total Unrestricted Net Position planned to be utilized of \$8,000; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Newton Parking Authority, at an open public meeting held on December 4, 2014 that the Annual Budget and Capital Budget/Program of the Newton Parking Authority for the fiscal year beginning, January 1, 2015 and, ending, December 31, 2015 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

- b) **Resolution E-2014** Authorize the execution of an agreement for auditing services for 2015 with Ferraioli, Wielkocz, Cerullo & Cuva – Motion by Mr. Ciaravolo, Seconded by Mr. Leone. Approved 4-0

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, Wielkocz, Cerullo & Cuva, PA has furnished an appropriate contract for 2015;

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 2015 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.

- c) **Resolution F-2014** Appointment of treasurer for the newton parking authority for calendar year 2015 – Motion Mr. Leone, Seconded by Mr. Ciaravolo. Approved 4-0

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 for calendar year 2015; 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.

- d) **Resolution G-2014** Resolution authorizing the execution of an agreement with BLD, LLC for the western plaza lot – Motion Mr. Dudes, Seconded by Mr. Ciaravolo. Approved 4-0

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, 2015.

- e) **Resolution H-2014** Resolution authorization of 2015 Parking Authority/Town of Newton Agreement – Motion Mr. Dudes, Seconded by Mr. Ciaravolo. Approved 4-0
- f) 2015 Meeting Schedule Review – Approved 4-0

February 5	September 3
April 2	November 5
June 4	December 3

- g) General Correspondence Review – Mr. Ciaravolo advised that the Main Street Lot has no signs with how long you can park at this location. Mrs. Millikin advised that the signage was being reviewed on Monday. Discussion ensued.
- h) Review of Purchase Ledgers for Parking Passes – October 2014 – no discussion

Approval of Bills

Motion to Approve all items as listed (a-h), by Mr. Dudes, Second by Mr. Leone.

Approved 4-0.

- a. AMANO MCGANN INC. _____ \$575.00
- b. AMANO MCGANN INC. _____ \$685.00
- c. TOWN OF NEWTON CURRENT ACCOUNT _____ \$11,250.00
- d. DIRECT ENERGY BUSINESS, INC. _____ \$115.99
- e. JCP&L _____ \$230.07

Public to be Heard

None.

Next meeting will be on Thursday, February 5, 2015 at 8:45 a.m.

Motion to Adjourn by Mr. Dudes, Second by Mr. Ciaravolo. Approved 4-0.

ADJOURNED AT 9:26 a.m.

Respectfully submitted,

**Debra Millikin
NEWTON PARKING AUTHORITY SECRETARY**