

Newton Parking Authority
June 4, 2015 Meeting - Minutes

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

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

Also Present: Debra Millikin, Deputy Town Manager & QPA
Linda Roth, Tax Collector & Finance Supervisor
Terri Oswin, Administrative Assistant & Deputy Municipal Clerk

Open Public Meetings Act Statement – read by Chairman Edwards.

Approval of Minutes

February 2, 2015 Meeting Minutes - Motion to Approve by Mr. Dudes,
Second by Mr. Mitchell. Approved 5-0.

Financial Reports

January 31, 2015, February 28, 2015, March 31, 2015, and April 30, 2015 Treasurer's Reports.
Motion to Approve by Mr. Leone, Second by Mr. Ciaravolo. Approved 5-0.

Old Business

- a) Special Improvement District (SID) – Mrs. Millikin advised that this will not be going forward at this time.
- b) RPM Development Update – Mrs. Millikin advised that RPM is in the process of finalizing its information for approval and the Town has agreed to contribute some COAH Funds towards the project.

New Business

- a) **Resolution #A-2015** Certification of Annual Audit Motion by Mr. Mitchell, Second by Mr. Dudes. Approved 5-0.

"Certification of the 2014 Annual Audit for the Town of Newton Parking Authority"

WHEREAS, N.J.S.A. 40A:5A-15 requires the Governing Body of each local authority to cause and annual audit of its accounts to be made; and

WHEREAS, the annual audit report for the fiscal year ended December 31, 2014 has been completed and filed with the Director of the Division of Local Government Services pursuant to N.J.S.A. 40A:5A-15; and

WHEREAS, N.J.S.A. 40A:5A-17 requires the Governing Body of each Authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections

of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board; and

WHEREAS, the members of the Governing Body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations" in accordance with N.J.S.A.40A:5A17;

NOW, THEREFORE BE IT RESOLVED, that the Governing Body of the Town of Newton Parking Authority hereby certifies to the Local Finance Board of the State of New Jersey that each Governing Body member has personally reviewed the annual audit report for the fiscal year ended December 31, 2014, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by Group Affidavit in the form prescribed by the Local Finance Board;

BE IT FURTHER RESOLVED that the Secretary of the Authority is hereby directed to promptly submit to the Local Finance Board the aforesaid Group Affidavit, accompanied by a certified true copy of this resolution.

- b) Spring Street One-Way** – Project is being awarded to Tony's Concrete company who has completed various sidewalk projects for Newton in the past. NJDOT has required the Town to revise the one-way ordinance which is being completed at this point on the Town Council level. Work should be commencing the beginning of July.
- c) Parking on Spring Street** – Question was raised by the retailers making parking on Spring Street 2-hour as oppose the 1-hour parking limit that exists now. Mrs. Millikin advised that she had supplied all members with a copy of an email from Thomas S. Russo, Jr. regarding the potential to go to 2-hour parking. In his e-mail he discusses the use of Level G Associates who completed a study and recommendation on parking and that the 1-hour free parking model was the one to ensure better turnover. He also recommended giving a year for the one-way to be in full effect before a change would be considered. Mr. Ciaravolo indicated that merchants are concerned about the 1-hour parking mainly because there is not a lot of turnover. A lot business owners, store owners, or employees are parking in front of their office or store and stay at that location all day. Discussion ensued on this matter. It was stated that more enforcement is needed on the parking on Spring Street. Mrs. Roth advised that the parking attendant is writing a lot of tickets. The attendant is now trying to vary hours to keep people guessing when he is on site. Mr. Mitchell suggested that the Town strictly enforce the 1-hour parking rule. He also suggested maybe a letter be sent to the Downtown Newton Association regarding more enforcement and that the one-hour free parking will be enforced. After more discussion it was agreed to wait to discuss this issue per Thomas S. Russo, Jr.'s email and wait a year until the Town can see the impact the one-way Spring Street has had on the parking. The Authority just wants to make sure the enforcement is continued on those that violate the 1-hour parking rule.

d) **Review of Purchase Ledgers for Parking Passes** – January through April 2015 – the Members reviewed the ledger. Mr. Mitchell left the meeting at 9:35 a.m.

Approval of Bills

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

Approved 4-0.

a.	JCP&L _____	\$438.05
b.	DIRECT ENERGY BUSINESS, INC. _____	\$516.54
c.	JCP&L _____	\$64.41
d.	TOWN OF NEWTON CURRENT ACCOUNT _____	\$22,500.00
e.	FERRAIOLI, CERULLO & CUVA _____	\$2,050.00
f.	JCP&L _____	150.77
g.	LADDEY, CLARK & RYAN, LLC _____	64.00
h.	BOONTON TIRE SUPPLY, INC. _____	128.77
i.	DIRECT ENERGY BUSINESS, INC. _____	11.53
j.	JCP&L _____	156.12
k.	MINISINK PRESS, INC. _____	55.00
l.	POM INCORPORATED _____	130.00
m.	STAPLES BUSINESS ADVANTAGE, INC. _____	62.18

Public to be Heard

None.

Next meeting will be on Thursday, September 3, 2015

Motion to Adjourn by Chairman Edwards, Second by Rev. Leone. Approved 4-0.

ADJOURNED AT 9:50 a.m.

Respectfully submitted,

Debra Millikin

NEWTON PARKING AUTHORITY ACTING SECRETARY

**Newton Parking Authority Special Meeting
July 10, 2015 – Minutes**

Roll Call – meeting called to order at 9:36 a.m. by Chairman Edwards.

Present: Mr. Dudes, Mr. Ciaravolo, Mr. Leone, Chairman Edwards
Also Present: Thomas S. Russo, Jr., Newton Town Manager/PA Secretary
Linda Roth, CTC

Open Public Meetings Act Statement – read by Thomas S. Russo, Jr., Parking Authority Secretary.

New Business

- a) Resolution #B-2015 – Authorization for First Amendment to Option Agreement with Newton Town Centre Urban Renewal Associates, LP - Mr. Russo introduced Susannah Henschel (via Polycom) of RPM Development Group to discuss Resolution #B-2015. Ms. Henschel indicated approval from the Parking Authority is needed to amend the Option Agreement between the Newton Parking Authority and Newton Town Centre Urban Renewal Associates, LP to extend the option time on the project through December 31, 2016.

"Authorization for First Amendment to Option Agreement with Newton Town Centre Urban Renewal Associates, LP"

WHEREAS, the Newton Parking Authority ("Authority") is the owner of two parcels of land more particularly known and designated as Lots 8 and 9 in Block 8.05 on the Tax Map of the Town of Newton, which parcels are now used as municipal parking lots (collectively, the "Parcels"); and

WHEREAS, Newton Town Centre Urban Renewal Associates, LP ("NTCURA") has been organized as an urban renewal entity pursuant to N.J.S.A. 40A:20-5 for the express purpose of sponsorship of the development of a 65 unit age-restricted affordable housing project in the Town of Newton, together with approximately 1,600 square feet of retail space and approximately 82 parking spaces (collectively, the "Project") which Project will be located, in part, upon the Parcels; and

WHEREAS, the Authority and NTCURA entered into an Option Agreement, as memorialized in Authority Resolution G-2013, dated June 6, 2013 (the "Option Agreement") granting NTCURA an option to enter into a ground lease agreement with the Authority for the purpose of the development of the Project upon the Parcels; and

WHEREAS, given the status of the Project, the Option Agreement needs to be amended by extending the option time through December 31, 2016.

NOW, THEREFORE BE IT RESOLVED, BY THE PARKING AUTHORITY OF THE TOWN OF NEWTON that the Chairman is hereby authorized to execute the First Amendment to Option Agreement in substantially the form attached hereto as Exhibit A, together with such amendments as may be necessary or desirable to effectuate the Project in consultation with counsel;

BE IT FURTHER RESOLVED, that upon execution of the First Amendment to Option Agreement by the Chairman, the Secretary of the Authority is hereby authorized to impress the seal of the Authority upon the Option Agreement and to attest to same.

FIRST AMENDMENT TO OPTION TO LEASE AGREEMENT

This First Amendment To Option To Lease Agreement (the "Amendment") by and between The Parking Authority of the Town of Newton, County of Sussex, State of New Jersey, a public body formed and existing under the Parking Authorities Law, N.J.S.A. 40:11A-1, et. seq., having its principal office at 39 Trinity Street, Newton, New Jersey 07860-1823 (the "Authority") and Newton Town Centre Urban Renewal Associates, L.P. a New Jersey limited partnership having its principal office at 77 Park Street, Montclair, New Jersey 07424 ("NTCURA") is made effective as of July, 1, 2015. Hereinafter the Authority and NTCURA may be collectively referred to as the "Parties".

WHEREAS, the Authority and NTCURA are parties to an Option to Lease Agreement dated June 6, 2013 (the "Agreement") pursuant to which the Authority granted to NTCURA an exclusive option to enter into a 65 year ground lease with the Authority for the sole purpose of the development of a 65 unit age-restricted affordable housing project in the Town of Newton (the "Project") to be located, in part, upon two parcels of land more particularly known and designated as Lots 8 and 9 in Block 8.05 on the Tax Map of the Town of Newton, which parcels are owned by the Authority and dedicated for use as municipal parking lots (the "Parcels"), and

WHEREAS, the Parties desire to amend the Agreement;

NOW, THEREFORE, in consideration of the foregoing premises and other good and valuable consideration the sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. **PARAGRAPH 4 – OPTION TERM.** Paragraph 4 of the Agreement is hereby amended to read in full as follows:

The term of the option granted herein shall commence as of the date of this Agreement and shall extend up to and including the date of the commencement of construction of the Project. The option granted herein shall expire upon the earlier of: (i) December 31, 2016 unless extended by mutual agreement of the Parties, or (ii) execution of a ground lease for the Parcels.

2. **NO OTHER CHANGES.** The Parties agree and acknowledge that the Agreement shall remain in full force and effect without any changes or modifications thereto, except as expressly set forth herein.

IN WITNESS WHEREOF the Parties have executed this Amendment on the date first above written.

Motion to approve Resolution #B-2015 by Mr. Leone, Seconded by Mr. Dudes. Approved 4-0. Mr. Russo will provide Ms. Henschel with a certified copy of the resolution next week.

Public to Be Heard

1. Sara Megletti, PB&J – Ms. Megletti indicated parking should be free in Lots #1, #4, and #5 during the Spring Street renovation project.
2. Rick Bitondo, Maxwell and Molly's Closet – Mr. Bitondo echoed Ms. Megletti's comments and agreed parking should be free in the aforementioned lots for the duration of the project.

Mr. Leone had questions for both Mr. Bitondo and Ms. Megletti. Parking Authority agreed free parking would be beneficial to patrons of the downtown business district.

Motion to authorize the Town to promote free parking in Lots #1, #4, and #5, Monday-Friday, 8:00 a.m. – 6:00 p.m., July 13, 2015 through September 11, 2015 by Mr. Ciaravolo, Seconded by Mr. Dudes. Approved 4-0.

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

ADJOURNED AT 10:03 a.m.

Respectfully submitted,

Thomas S. Russo, Jr.

/s/ THOMAS S. RUSSO, JR.

NEWTON PARKING AUTHORITY SECRETARY

NEWTON PARKING AUTHORITY TREASURER'S REPORT
MAY 30, 2015

<u>CASH BALANCE:</u>	MONTH	<u>INTEREST:</u>	MONTH	YR-TO-DATE
CHECKING ACCOUNT	\$ 51,766.14		\$ 6.28	\$ 36.06

STREET METER RECEIPTS:

MONTH \$ 1,571.28

YR-TO-DATE

2015	\$	7,594.45
2014	\$	7,243.70
2013	\$	8,351.14

PLAZA RECEIPTS:

MONTH \$ 2,077.70

YR-TO-DATE

2015	\$	10,073.35
2014	\$	12,626.39
2013	\$	12,021.18

PARKING PASS RECEIPTS:

MONTH \$ 1,290.00

YR-TO-DATE

2015	\$	19,464.00
2014	\$	13,670.00
2013	\$	13,803.00

<u>MISCELLANEOUS:</u>	<u>LEASING CONTRACT:</u>
MONTH \$ -	MONTH \$ -
YR-TO-DATE	YR-TO-DATE
2015 \$ -	2015 \$ -
2014 \$ -	2014 \$ -
2013 \$ -	2013 \$ 650.00

<u>MONTH</u>	<u>LOWER SP</u>	<u>STREET MTR</u>	<u>(CENTRAL) #4 BLUE</u>	<u>(EASTERN) #5 BLK</u>	<u>(MAIN) #2</u>	<u>(ADAMS) #1 RED</u>	<u>(WESTERN) #3 GRN</u>
		158	69	36	24	46	108
2015	\$ -	\$ 1,571.28	\$ 556.36	\$ 221.73	\$ 426.65	\$ 173.60	\$ 699.36
2014	\$ 127.16	\$ 1,958.57	\$ 903.95	\$ 290.30	\$ 725.89	\$ 242.65	\$ 1,014.28
2013	\$ 68.36	\$ 1,693.72	\$ 418.91	\$ 219.76	\$ 580.33	\$ 142.65	\$ 907.91
<u>YR-TO-DATE</u>							
2015	\$ -	\$ 7,594.45	\$ 2,704.53	\$ 929.18	\$ 2,396.10	\$ 905.35	\$ 3,138.19
2014	\$ 463.80	\$ 6,779.90	\$ 3,428.54	\$ 882.93	\$ 3,159.37	\$ 927.08	\$ 3,865.00
2013	\$ 521.04	\$ 7,830.10	\$ 3,030.49	\$ 934.17	\$ 3,173.40	\$ 657.15	\$ 4,225.97

Respectfully Submitted: Linda Ann Roth

**NEWTON PARKING AUTHORITY TREASURER'S REPORT
JUNE 30, 2015**

<u>CASH BALANCE:</u>	MONTH	<u>INTEREST:</u>	MONTH	YR-TO-DATE
CHECKING ACCOUNT	\$ 45,757.72		\$ 6.31	\$ 42.37

STREET METER RECEIPTS:

MONTH \$ 1,494.22

YR-TO-DATE

2015	\$	9,088.67
2014	\$	10,831.50
2013	\$	12,014.15

PLAZA RECEIPTS:

MONTH \$ 2,562.55

YR-TO-DATE

2015	\$	12,635.90
2014	\$	18,294.61
2013	\$	20,399.52

PARKING PASS RECEIPTS:

MONTH \$ 1,235.00

YR-TO-DATE

2015	\$	20,699.00
2014	\$	16,800.00
2013	\$	16,548.00

<u>MISCELLANEOUS:</u>		<u>LEASING CONTRACT:</u>	
MONTH	\$ -	MONTH	\$ 650.00
YR-TO-DATE			Century Link
2015	\$ -	YR-TO-DATE	2015 \$ -
2014	\$ -		2014 \$ -
2013	\$ 11,650.00		2013 \$ 650.00

<u>MONTH</u>	<u>STREET METER</u>	(CENTRAL) <u>#4 BLUE</u>	(EASTERN) <u>#5 BLK</u>	(MAIN) <u>#2</u>	(ADAMS) <u>#1 RED</u>	(WESTERN) <u>#3 GRN</u>
	158	69	36	24	46	108
2015	\$ 1,494.22	\$ 627.08	\$ 280.91	\$ 490.06	\$ 202.70	\$ 961.80
2014	\$ 1,612.71	\$ 893.95	\$ 235.15	\$ 656.23	\$ 215.00	\$ 829.83
2013	\$ 1,879.46	\$ 666.23	\$ 229.01	\$ 732.27	\$ 157.51	\$ 1,188.49
<u>YR-TO-DATE</u>						
2015	\$ 9,088.67	\$ 3,331.61	\$ 1,210.09	\$ 2,886.16	\$ 1,108.05	\$ 4,099.99
2014	\$ 10,831.50	\$ 5,309.25	\$ 1,373.48	\$ 4,561.76	\$ 1,376.73	\$ 5,673.39
2013	\$ 12,014.15	\$ 4,953.25	\$ 1,538.84	\$ 6,044.66	\$ 1,081.06	\$ 6,781.71

Respectfully Submitted: Linda Ann Roth

**NEWTON PARKING AUTHORITY TREASURER'S REPORT
JULY 31, 2015**

<u>CASH BALANCE:</u>	MONTH	<u>INTEREST:</u>	MONTH	YR-TO-DATE
CHECKING ACCOUNT	\$ 50,919.51		\$ 6.08	\$ 48.45

STREET METER RECEIPTS:

MONTH	\$ 2,048.31
YR-TO-DATE	
2015	\$ 11,136.98
2014	\$ 13,174.63
2013	\$ 14,153.79

PLAZA RECEIPTS:

MONTH	\$ 1,541.97
YR-TO-DATE	
2015	\$ 14,177.87
2014	\$ 21,564.74
2013	\$ 23,573.42

PARKING PASS RECEIPTS:

MONTH	\$ 2,135.00
YR-TO-DATE	
2015	\$ 22,834.00
2014	\$ 19,420.00
2013	\$ 18,967.50

MISCELLANEOUS:

MONTH	\$ 389.02
Restitution for lot 1 meter	
YR-TO-DATE	
2015	\$ 389.02
2014	\$ -
2013	\$ 11,650.00

LEASING CONTRACT:

MONTH	\$ 650.00
Century Link	
YR-TO-DATE	
2015	\$ 650.00
2014	\$ 650.00
2013	\$ 650.00

<u>MONTH</u>	<u>STREET METER</u>	(CENTRAL) <u>#4 BLUE</u>	(EASTERN) <u>#5 BLK</u>	(MAIN) <u>#2</u>	(ADAMS) <u>#1 RED</u>	(WESTERN) <u>#3 GRN</u>
	158	69	36	24	46	108
2015	\$ 2,048.31	\$ 279.75	\$ 107.81	\$ 407.20	\$ 100.05	\$ 647.16
2014	\$ 2,343.13	\$ 1,006.86	\$ 384.60	\$ 691.95	\$ 222.60	\$ 964.12
2013	\$ 2,139.64	\$ 838.53	\$ 284.08	\$ 815.50	\$ 146.29	\$ 1,089.50
<u>YR-TO-DATE</u>						
2015	\$ 11,136.98	\$ 3,611.36	\$ 1,317.90	\$ 3,293.36	\$ 1,208.10	\$ 4,747.15
2014	\$ 13,174.63	\$ 6,316.11	\$ 1,758.08	\$ 5,253.71	\$ 1,599.33	\$ 6,637.51
2013	\$ 14,967.02	\$ 5,791.78	\$ 1,822.92	\$ 6,860.16	\$ 1,227.35	\$ 7,871.21

NOTE: LOTS 1 ADAMS, 4 CENTRAL AND 5 EASTERN ARE FREE FROM 7/13/15 THRU 9/11/2015

Respectfully Submitted: Linda Ann Roth

Check Register - (620001) CASH - PARKING AUTH-LAKELAND #594

DATE	CHECK #	PAID TO	AMOUNT	VOID AMOUNT	VOID DATE	REASON
6/08/2015	22874	1212 STATEWIDE INSURANCE FUND	11,250.00			
6/17/2015	22875	2872 DIRECT ENERGY BUSINESS INC.	247.78			
6/17/2015	22876	113 JCP&L	276.47			
6/17/2015	22877	113 JCP&L	133.65			
6/17/2015	22878	116 NEW JERSEY HERALD, INC.	48.60			

			11,956.50			
			=====			
			11,956.50			

Check Register - (620001) CASH - PARKING AUTH-LAKELAND #594

DATE	CHECK #	PAID TO	AMOUNT	VOID AMOUNT	VOID DATE	REASON
7/17/2015	22879	2872 DIRECT ENERGY BUSINESS INC.	76.74			
7/17/2015	22880	2525 FIREFIGHTER ONE, LLC.	445.92			
7/17/2015	22881	113 JCP&L	298.02			
7/17/2015	22882	113 JCP&L	133.43			
7/17/2015	22883	2257 STAPLES BUSINESS ADVANTAGE, INC.	4.48			

			958.59			
			=====			
			958.59			

Check Register - (620001) CASH - PARKING AUTH-LAKELAND #594

DATE	CHECK #	PAID TO	AMOUNT	VOID AMOUNT	VOID DATE	REASON
8/21/2015	22887	286 CURRENT ACCOUNT	11,250.00			
8/21/2015	22888	2872 DIRECT ENERGY BUSINESS INC.	59.14			
8/21/2015	22889	1866 HOME DEPOT, INC.	36.28			
8/21/2015	22890	113 JCP&L	126.40			
8/21/2015	22891	113 JCP&L	272.95			
8/21/2015	22892	2300 LOWE'S , INC.	30.38			
8/21/2015	22893	409 MINISINK PRESS INC	55.00			
8/21/2015	22894	3054 MULCH CONCEPTS, LLC.	110.00			

			11,940.15			
			=====			
			11,940.15			