

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. 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**