

**AGENDA**  
**NEWTON PARKING AUTHORITY**

DECEMBER 1, 2016  
8:45 A.M.

**I. ROLL CALL**

MR. EDWARDS                      MR. MITCHELL                      MR. DUDES                      REV. LEONE                      MR. CIARAVOLO  
MR. RUSSO                              MS. ROTH

**II. OPEN PUBLIC MEETINGS ACT STATEMENT**

**III. APPROVAL OF MINUTES**                      -                      NOVEMBER 3, 2016 MEETING

**IV. FINANCIAL REPORTS**                      -                      OCTOBER 31, 2016 TREASURER'S REPORT

**V. OLD BUSINESS**

**a.** NEWTON TOWN CENTRE UPDATE

**VI. NEW BUSINESS**

**a.** RESOLUTION H-2016                      ADOPTION OF 2017 BUDGET

**b.** PARKING AUTHORITY MEETING SCHEDULE FOR 2017

**c.** REVIEW OF PURCHASE LEDGERS FOR PARKING PASSES – OCTOBER 2016

**VII. APPROVAL OF BILLS**

<b>a.</b> AMANO MCGANN INC _____	\$495.46
<b>b.</b> DIRECT ENERGY BUSINESS, INC _____	\$4.84
<b>c.</b> FIREFIGHTER ONE, LLC _____	\$492.40
<b>d.</b> JCP&L _____	\$364.95
<b>e.</b> LADDEY, CLARK & RYAN, LLP _____	\$464.00
<b>f.</b> MINISINK PRESS, INC _____	\$165.00
<b>g.</b> NEW JERSEY HERALD _____	\$30.90

**VIII. PUBLIC TO BE HEARD**

**IX. ADJOURNMENT**

*Next meeting is February 2, 2017*

**Newton Parking Authority Meeting  
November 3, 2016 – Minutes**

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

**Present:** Mr. Dudes, Mr. Leone, Mr. Mitchell, Chairman Edwards (arrived 9:03 a.m.)  
**Excused:** Mr. Ciaravolo

**Also Present:** Thomas S. Russo, Jr., Newton Town Manager/PA Secretary  
Linda Roth, Tax Collector  
Gary Govier, Parking Enforcement Attendant

**Open Public Meetings Act Statement** – read by Vice Chairman Mitchell.

**Approval of Minutes**

Motion to approve September 1, 2016 regular meeting minutes as presented, by Mr. Mitchell, seconded by Mr. Leone. Approved 2-0 (Mr. Dudes Abstained).

**Financial Reports**

Motion to approve August 31, 2016 and September 30, 2016 Treasurer Reports, as presented, by Mr. Mitchell, seconded by Mr. Dudes. Approved 3-0.

**Old Business**

- a) Newton Town Centre Update – Mr. Russo advised the project is proceeding according to schedule. The groundbreaking ceremony was well attended and the Town hosted an open house session at Town Hall for senior citizens to come and hear about the project. Applications for housing will be available next spring/summer and income-eligible seniors will be selected on a first-come, first-serve basis.

**New Business**

- a) Resolution D-2016 – Appointment of Treasurer for the Newton Parking Authority for Calendar Year 2017

**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 2017; 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 Mr. Mitchell, seconded by Mr. Dudes. Approved 3-0.

- b) Resolution E-2016 – Resolution Authorizing the Execution of an Agreement with BLD, LLC for Lot #3 – The Western Plaza Lot for Calendar Year 2017

**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, 2017.

– Motion to Approve by Mr. Dudes, seconded by Mr. Mitchell. Approved 3-0.

c) Resolution F-2016 – Authorization of 2017 Parking Authority/Town of Newton Agreement

**THIS AGREEMENT** is made this 1<sup>st</sup> day of January, 2017, between the **TOWN OF NEWTON**, a public body corporate of the State of New Jersey (hereinafter called the “Town”), having its office at 39 Trinity Street in the Town of Newton, County of Sussex, and State of New Jersey; and the **PARKING AUTHORITY OF THE TOWN OF NEWTON**, a public body corporate of the State of New Jersey (hereinafter called the “Authority”), having its office at 39 Trinity Street in the Town of Newton, County of Sussex, and State of New Jersey.

**WHEREAS**, the Authority has been in existence since August 10, 1953 and has the management and control of various parking lots within the Town of Newton under its jurisdiction, in and upon which the Authority has caused to be made certain substantial improvements; and

**WHEREAS**, the Authority wishes to receive the income presently received by the Town from, or with respect to, the parking of motor vehicles in the streets or otherwise; including funds collected in parking meters located in and along streets or otherwise; and

**WHEREAS**, the Town presently performs certain administrative, maintenance, and police services on behalf of the Authority in the operation and management of its offices and functions;

**NOW, THEREFORE**, each of the parties hereto, for and in consideration of the premises and the mutual obligations herein, do hereby covenant and agree with the other as follows:

1) Commencing January 1, 2017 the Town pledges to the Authority and covenants and agrees with the Authority to pay to the Authority, all of any funds thereafter received by the Town for or with respect to the parking or storage of motor vehicles in the streets or otherwise; including funds collected from parking meters located in and along streets or otherwise.

2) The Town shall perform all administrative, maintenance and police services required to be performed by the Authority, for the Authority; including, but not limited to, bookkeeping, secretarial work, investment counseling, snow removal, cleaning, striping, and enforcement of Ordinances, rules and regulations related to the operation of the parking lots owned and operated by the Authority; and employment of one full-time and one part-time individual for Spring Street foot patrol and meter enforcement duties.

3) The Authority shall pay to the Town the sum of forty thousand dollars (\$40,000.00) per year for rendering of said services. Said forty thousand dollars (\$40,000.00) shall be due and payable quarterly as follows:

Ten thousand dollars (\$10,000.00) commencing on the first day of March, 2017; and a like sum on the first day of June, 2017; the first day of September, 2017; and the first day of December, 2017. This Agreement may be terminated by either party upon ninety (90) days written notice to the other.

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be duly executed on their behalf, and their respective seals to be hereunto affixed and attested to on the day and year first above written.

– Motion to Approve by Mr. Mitchell, seconded by Mr. Leone. Approved 3-0.

d) Resolution G-2016 – Approve 2017 Budget

**WHEREAS**, the Annual Budget and Capital Budget for the Newton Parking Authority for the fiscal year beginning, January 1, 2017 and ending, December 31, 2017 has been presented before the governing body of the Newton Parking Authority at its open public meeting of November 3, 2016; and

**WHEREAS**, the Annual Budget as introduced reflects Total Revenues of \$75,500, Total Appropriations, including any Accumulated Deficit if any, of 75,500 and Total Unrestricted Net Position utilized of \$0; and

**WHEREAS**, the Capital Budget as introduced reflects Total Capital Appropriations of \$39,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$39,000; 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 Newton Parking Authority, at an open public meeting held on November 3, 2016 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Newton Parking Authority for the fiscal year beginning, January 1, 2017 and ending, December 31, 2017 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 Newton Parking Authority will consider the Annual Budget and Capital Budget/Program for adoption on December 1, 2016.

– Motion by Mr. Mitchell, seconded by Mr. Leone. Approved 3-0.

Chairman Edwards arrived at this point in the meeting at 9:03 a.m.

- e) Town of Newton Ordinance 2016-13 Amendment of Parking Fees – noted for the record by Mr. Russo.
- f) Review of Purchase Ledgers for Parking Passes – August and September 2016 – no discussion.

**Approval of Bills**

a.	DIRECT ENERGY BUSINESS, INC _____	\$77.88
b.	JCP&L _____	\$206.90
c.	AMAN MCGANN INC _____	\$341.61
d.	BARCO PRODUCTS INC _____	\$508.85
e.	BOONTON TIRE SUPPLY INC _____	\$148.32
f.	TOWN OF NEWTON CURRENT ACCOUNT _____	\$10,000.00
g.	DIRECT ENERGY BUSINESS, INC _____	\$83.21
h.	JCP&L _____	\$293.20
i.	PINNACLE WIRELESS FBO UNITEK GLOBAL _____	\$56.55
j.	STAPLES BUSINESS ADVANTAGE, INC _____	\$97.17

Motion to approve bills items **a-j** as presented, made by Mr. Mitchell, seconded by Mr. Dudes. Approved 4-0.

Motion to Adjourn by Mr. Mitchell, seconded by Mr. Dudes. Approved 4-0.

**ADJOURNED AT 9:17 a.m.**

**Next meeting is December 1, 2016 at 8:45 a.m.**

**Respectfully submitted,**

*Thomas S. Russo, Jr.*

**/s/ THOMAS S. RUSSO, JR.**

**NEWTON PARKING AUTHORITY SECRETARY**

Town of Newton Treasurer's Report  
October 2016

<b><u>CASH BALANCE:</u></b>	<b>MONTH</b>	<b><u>INTEREST:</u></b>	<b>MONTH</b>	<b>YR-TO-DATE</b>
CHECKING ACCOUNT	\$ 49,830.21		\$ 17.76	\$ 181.68

**STREET METER RECEIPTS:**

**MONTH** \$ 1,384.57

**YR-TO-DATE**

2016	\$ 15,813.83
2015	\$ 15,351.60
2014	\$ 18,986.01

**PLAZA RECEIPTS:**

**MONTH** \$ 2,083.54

**YR-TO-DATE**

2016	\$ 23,685.87
2015	\$ 19,688.35
2014	\$ 30,792.84

**PARKING PASS RECEIPTS:**

**MONTH** \$ 2,020.00

**YR-TO-DATE**

2016	\$ 35,243.00
2015	\$ 27,909.00
2014	\$ 25,300.00

<b><u>MISCELLANEOUS:</u></b>	<b><u>LEASING CONTRACT:</u></b>			
<b>MONTH</b>	\$ -	<b>MONTH</b>	\$ -	
<b>YR-TO-DATE</b>		<b>YR-TO-DATE</b>		
	2016 \$ -		2016 \$ 700.00	
	2015 \$ -		2015 \$ 1,136.97	
	2014 \$ -		2014 \$ 650.00	

<b><u>MONTH</u></b>	<b><u>STREET METER</u></b>	(CENTRAL) <b><u>#4 BLUE</u></b>	(EASTERN) <b><u>#5 BLK</u></b>	(MAIN) <b><u>#2</u></b>	(ADAMS) <b><u>#1 RED</u></b>	(WESTERN) <b><u>#3 GRN</u></b>
	158	69	36	24	46	108
2016	\$ 1,384.57	\$ 644.06	\$ 117.80	\$ 353.46	\$ 155.95	\$ 812.27
2015	\$ 1,403.84	\$ 589.25	\$ 147.66	\$ 437.35	\$ 140.40	\$ 948.82
2014	\$ 2,286.11	\$ 999.16	\$ 311.30	\$ 727.72	\$ 416.23	\$ 1,104.75
<b><u>YR-TO-DATE</u></b>						
2016	\$ 15,813.83	\$ 6,081.94	\$ 2,208.20	\$ 4,996.23	\$ 2,071.73	\$ 8,327.77
2015	\$ 15,351.60	\$ 4,640.67	\$ 1,655.27	\$ 4,587.97	\$ 1,528.40	\$ 7,276.04
2014	\$ 18,986.10	\$ 9,023.12	\$ 2,562.63	\$ 7,152.85	\$ 2,507.62	\$ 9,546.62

# 2017 ADOPTED BUDGET RESOLUTION

## TOWN OF NEWTON PARKING (Name) AUTHORITY

**FISCAL YEAR:** FROM: JANUARY 1, 2017 TO: DECEMBER 31, 2017

WHEREAS, the Annual Budget and Capital Budget/Program for the Newton Parking Authority for the fiscal year beginning January 1, 2017 and ending, December 31, 2017 has been presented for adoption before the governing body of the Newton Parking Authority at its open public meeting of December 1, 2016; 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 75,500, Total Appropriations, including any Accumulated Deficit, if any, of \$75,500 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$39,000 and Total Unrestricted Net Position planned to be utilized of \$39,000; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Newton Parking Authority, at an open public meeting held on December 1, 2016 that the Annual Budget and Capital Budget/Program of the Newton Parking Authority for the fiscal year beginning, January 1, 2017 and, ending, December 31, 2017 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.

\_\_\_\_\_  
(Secretary's Signature)

\_\_\_\_\_  
(Date)

Governing Body  
Member:

	Recorded Vote			
	Aye	Nay	Abstain	Absent

Kenneth Edwards

Keith Mitchell

Edward Dudes

Frank Leone

James Ciaravolo

# 2017

## **NEWTON PARKING AUTHORITY**

1st Thursday each month as listed\*\*

Municipal Building

39 Trinity Street

8:45am

February 2

April 6

June 1

September 7

November 2

December 7

*\*\*No meetings in January, March, May, July, August, and October*





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

DATE	CHECK #	PAID TO	AMOUNT	VOID AMOUNT	VOID DATE	REASON
11/28/2016	22963	3582 AMANO MCGANN INC	495.46			
11/28/2016	22964	2872 DIRECT ENERGY BUSINESS INC.	4.84			
11/28/2016	22965	2525 FIREFIGHTER ONE, LLC.	492.40			
11/28/2016	22966	113 JCP&L	364.95			
11/28/2016	22967	2532 LADDEY, CLARK & RYAN, LLP	464.00			
11/28/2016	22968	409 MINISINK PRESS INC	165.00			
11/28/2016	22969	116 NEW JERSEY HERALD, INC.	30.90			
			-----			
			2,017.55			
			=====			
			2,017.55			

**TOWN OF NEWTON**

**ORDINANCE 2016-13**

**AN ORDINANCE AMENDING NEWTON TOWN CODE  
§100-15 REGARDING PARKING FEES AND RATES**

**WHEREAS**, The Town of Newton Parking Authority and Town of Newton Economic Development Advisory Commission have reviewed and made recommendations regarding existing parking fees and rates within the Town of Newton; and

**WHEREAS**, The Newton Town Council has reviewed the current and proposed parking fees and rates and finds that current Code §100-15 regarding parking fees and rates needs to be revised as set forth herein;

**NOW, THEREFORE, BE IT ORDAINED** by the Town Council of the Town of Newton, County of Sussex, and State of New Jersey that Newton Town Code Section 100-15, “Vehicles and Traffic” of Chapter 100, “Fees and Costs” is hereby revised as follows:

**SECTION 1.** Section 100-15.A shall be and is hereby deleted in its entirety and replaced as follows:

A. Parking meter fees (§ 307-24):

(1) Each ½ hour: \$0.25.

**SECTION 2.** Section 100-15.B shall be and is hereby deleted in its entirety and replaced as follows:

B. Parking lot meter fees (§ 307-35):

(1) Lot No. 1 Adams Street Plaza and Lot No. 4 Central Plaza.

(a) Two (2) hours free parking with purchase of paid ½ hour for \$0.25.

(b) Each additional ½ hour thereafter: \$0.25.

(2) Lot No. 2 Main Street Plaza and Lot No. 3 Western Plaza and Lot No. 5 Eastern Plaza.

(a) Each ½ hour: \$0.25.

(b) Ten-hour maximum.

**SECTION 3.** Section 100-15.C(1) shall be and is hereby deleted in its entirety and replaced as follows:

C. Parking passes may be purchased at the Municipal Building for the above metered lots at the following rates:

(1) Lot No. 1 Adams Street Plaza, Lot No. 2 Main Street Plaza, Lot No. 3 Western Plaza, Lot No. 4 Central Plaza, and Lot No. 5 Eastern Plaza:

- (a) Monthly: \$30, plus tax if applicable.\*
- (b) Quarterly: \$90, plus tax if applicable.\*
- (c) Annual: \$300, plus tax if applicable.\*
- (d) Merchant, annual: two for \$300, plus tax if applicable.\*
- (e) Merchant, semiannual: two for \$150, plus tax if applicable.\*

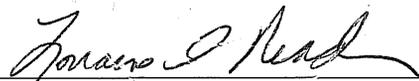
**SECTION 4. Severability.** If any provision of this Ordinance or the application of this Ordinance to any person or circumstances is held invalid, the remainder of this Ordinance shall not be affected and shall remain in full force and effect.

**SECTION 5. Repealer.** All ordinances or parts of ordinances or resolutions that are inconsistent or in opposition to the provisions of this Ordinance are hereby repealed in their entirety.

**SECTION 6. Effective Date.** This Ordinance will take effect after publication and passage according to law.

### NOTICE

TAKE NOTICE that the above entitled Ordinance was introduced at a regular meeting of the Mayor and Town Council of the Town of Newton, County of Sussex, New Jersey, held on Monday, September 26, 2016, and was adopted after public hearing at a regular meeting of the Mayor and Town Council held on Wednesday, October 12, 2016, at 7:00 p.m. in the Newton Municipal Building, 39 Trinity Street, Newton, New Jersey, and shall take effect according to law.



Lorraine A. Read, R.M.C.  
Municipal Clerk