

**Newton Parking Authority Meeting
February 3, 2022 – Minutes
Via ZOOM**

Roll Call – meeting called to order at 8:50 a.m. by Chairman Mitchell.

Present: Chairman Mitchell, Ms. Kweselait, Ms. Le Frois
Also Present: Thomas S. Russo, Jr., Newton Town Manager/PA Secretary
Theresa Schlosser, Tax Collector

Excused: Mr. Boyle

Open Public Meetings Act Statement – read by Chairman Mitchell.

Approval of Minutes

Motion to approve December 2, 2021 as presented, by Ms. Le Frois, seconded by Mr. Kweselait. Approved 3-0.

Financial Reports

Motion to approve November 30, 2021 and December 31, 2021 Treasurer Reports, and 2021 Receipts and Disbursements as presented, by Ms. Le Frois, seconded by Ms. Kweselait. Approved 3-0.

Old Business – Ms. Schlosser went over the three vendor options for new kiosks in the four parking lots. Mr. Russo indicated we will have a resolution of purchase for the recommended vendor for the April meeting as well as recommendations for new parking rates.

New Business

- a) Annual Reorganization – Motion to approve Ms. Le Frois, Chair, Mr. Mitchell, Vice Chair, Mr. Russo, Secretary, by Mr. Mitchell, seconded by Ms. Kweselait. Approved 3-0.
- b) Resolution A-2022 – Designation of Public Agency Compliance Officer for Calendar Year 2022 (Monica Miebach). Motion to approve by Mr. Mitchell, seconded by Ms. Kweselait. Approved 3-0.

WHEREAS, N.J.A.C. 17:27-3.3 requires the Parking Authority to appoint a Public Agency Compliance Officer “P.A.C.O.”; and

WHEREAS, the P.A.C.O. is the liaison between the NJ Department of Treasury, Division of Purchase and Property Contract Compliance and the Public Agency and is the Public Agency point of contact for all matters concerning implementation and administration of the statute and regulations relative to ensuring compliance with equal employment opportunity and affirmative action in public contracting;

NOW, THEREFORE BE IT RESOLVED, that Monica Miebach, C.M.F.O. for the Town of Newton and Treasurer for the Newton Parking Authority, be named as Public Agency Compliance Officer for the Newton Parking Authority for calendar year 2022; and

BE IT FURTHER RESOLVED, that a certified copy of this Resolution be forwarded to the NJ Department of Treasury, Division of Contract Compliance and Equal Employment Opportunity, as requested by said agency.

- c) Resolution B-2022 – Authorize the Execution of an Agreement for Auditing Services for 2022 with Wielkocz & Company, LLC. Motion to approve by Mr. Mitchell, seconded by Ms. Kweselait. Approved 3-0.

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 Wielkocz & Company, LLC has furnished an appropriate contract for 2022;

NOW, THEREFORE BE IT RESOLVED, by the Newton Parking Authority that the Chairman, the Town Manager/Secretary, and the Treasurer for the Parking Authority are hereby authorized to execute said 2022 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.

d) Review of Purchase Ledger for Parking Passes – November 2021 and December 2021 – No discussion.

Approval of Bills

Motion to approve bills items **a-k** as presented, made by Ms. Kweselait, seconded by Mr. Mitchell. Approved 3-0.

a. Amano Inc. _____	\$1,707.00
b. Amano Inc. _____	\$1,261.61
c. Town of Newton, Current Account _____	\$76.02
d. JCP&L _____	\$160.91
e. Staples _____	\$29.99
f. Synchrony Bank (Amazon) _____	\$257.35
g. Verizon Wireless, Inc. _____	\$38.01
h. Amano Inc. _____	\$1,688.13
i. JCP&L _____	\$182.93
j. Minisink Press Inc. _____	\$190.00
k. Weights and Measures Fund _____	\$300.00

Public to be Heard - None.

Executive Session - None.

Motion to Adjourn by Ms. Kweselait, seconded by Mr. Mitchell. Approved 3-0.

ADJOURNED AT 9:04 a.m.

Next meeting is April 7, 2022 at 8:45 a.m. VIA ZOOM.

Respectfully submitted,

Thomas S. Russo, Jr.

**/s/ THOMAS S. RUSSO, JR.,
TOWN MANAGER/PA SECRETARY**