

**Newton Parking Authority
January 6, 2011 Minutes**

Roll Call – meeting called to order at 8:51 a.m. by Chairman Edwards

Present: Mr. Dudes, Mr. Mitchell, Ms. Ochrym, Chairman Edwards
Also Present: Thomas S. Russo, Jr., Newton Town Manager/Secretary,
Ms. Roth, Finance Department
Absent: Mr. Valentino

Open Public Meetings Act Statement – read by Chairman Edwards

Approval of Minutes

December 2, 2010

Mitchell/Dudes – Motion Approved 3-0.

Financial Reports

Motion to approve 11/30/10 Treasurer’s Report

Dudes/Mitchell – Motion Approved 4-0.

Old Business

- a) Circulation Plan – Mr. Russo advised that Level G is currently updating the look of the sample wayfinding signs. Mr. Russo will share same with the Parking Authority and Town Council. He also advised that the DPW crew is reviewing the locations for same as recommended by Level G.
- b) County Bus Stop – Parking Authority instructed Mr. Russo to recommend to the Town Council that the County Bus Stop be moved to Eastern Plaza.
- c) Parking Meter Map Update – Mr. Russo provided copies of the color map of parking meters throughout the Town and will provide same to Level G for review. Mr. Mitchell asked if the parking on Halsted could be analyzed either for spaces or meters. Mr. Russo also discussed the possibility of removing the meters on lower Spring Street so that all of Spring Street would have the same parking guidelines. Ms. Roth will work on the tracking of revenues for the lower Spring Street parking meters.

New Business

a) Annual Reorganization

Motion by Mr. Mitchell to nominate Mr. Edwards as Chairman, Seconded by Mr. Dudes.
Motion Approved 4-0.

Motion by Mr. Edwards to nominate Mr. Mitchell as Vice Chairman, Seconded by Mr. Dudes.

Motion Approved 4-0.

Motion by Mr. Edwards to nominate Mr. Russo as Secretary, Seconded by Mr. Dudes.

Motion Approved 4-0.

b) Resolution A-2011 – Adoption of 2011 Parking Authority Budget

Motion to approve by Mr. Dudes, Seconded by Ms. Ochrym. Motion Approved 4-0.

c) Resolution B-2011 – Audit Agreement Authorization with Ferraioli, Wielkotz, Cerullo & Cuva

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, Wielkotz, Cerullo & Cuva, PA has furnished an appropriate contract for 2011;

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 2011 audit contract on behalf of the Parking Authority;

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.

Motion to approve by Mr. Mitchell, Seconded by Mr. Dudes. Motion Approved 4-0.

d) Resolution C-2011 – Appointment of Treasurer

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, 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. Motion Approved 4-0.

e) Resolution D-2011 – Late Budget Resolution

WHEREAS, the Newton Parking Authority has approved the 2011 Budget on December 2, 2010; and

WHEREAS, the Newton Parking Authority Budget was not submitted within the statutory timetable; and

WHEREAS, the Newton Parking Authority encountered a delay in the budget schedule and process due to the timing and availability of the Authority members; and

WHEREAS, the Newton Parking Authority pursuant to N.J.A.C. 5:31-2.5(a) and (b) desires to adopt this resolution;

NOW, THEREFORE BE IT RESOLVED, that the Newton Parking Authority hereby approves this resolution pursuant to N.J.A.C. 5:31-2.5(a) and (b); and

BE IT FURTHER RESOLVED, that the Secretary, Thomas S. Russo, Jr., is hereby directed to submit a certified copy of this adopted resolution to the Director of Local Government Services for approval as part of the Authority's 2011 budget.

Motion to approve by Mr. Mitchell, Seconded by Mr. Dudes. Motion Approved 4-0.

f) Review of Purchase Ledger for Parking Passes – November 2010

No questions.

g) Cancellation of the February meeting due to a conflict for Mr. Mitchell and Mr. Russo

Motion by Mr. Mitchell to Cancel the February 2011 meeting, Seconded by Mr. Dudes. Motion Approved 4-0.

h) Theatre Parking

Mr. Russo advised that there is no written agreement currently in place for the Town's utilization of the metered parking lot area next to the Newton Theatre. The owner of the Theatre property also owns the metered parking lot area and he spoke to Mr. Russo this week about the Town taking over maintenance responsibilities for the Theatre sidewalk area in addition to the metered parking lot area.

Motion by Mr. Mitchell, Seconded by Mr. Dudes, that Mr. Russo be authorized to send a letter to Planned Investment Equities advising them that the meters will be taken out of

the lot and that all maintenance responsibilities for same will now be that of the owner of both lots.

Motion Approved 4-0.

Approval of Bills

Motion to approve all bills (a-g) as listed.

a. TOWN OF NEWTON CURRENT ACCOUNT _____	\$14,625.00
b. JCP&L _____	1,451.63
c. KIEFFER ELECTRIC INC. _____	1,200.00
d. LOCK & KEY WORLD _____	150.00
e. METRIC PARKING _____	12,827.00
f. PELLOW, HAROLD & ASSOCIATES, INC. _____	891.00
g. POM INCORPORATED _____	203.51

Mitchell/Ochrym – Approved 4-0.

Bill List approved.

Public to be Heard

No one came forward.

Other

Next meeting is March 3, 2011 at 8:45 a.m.

Motion to Adjourn - Mitchell/Dudes – Approved 4-0.

ADJOURNED AT 9:30 a.m.

Respectfully submitted,

Thomas S. Russo, Jr.

/s/ THOMAS S. RUSSO, JR.

NEWTON PARKING AUTHORITY SECRETARY