

**Newton Parking Authority
November 3, 2011 Minutes**

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

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

Open Public Meetings Act Statement – read by Chairman Edwards.

Approval of Minutes

September 1, 2011 – Motion to Approve by Valentino, Second by Ochrym.
Approved 3-0, Absent Dudes and Mitchell.

Financial Reports

August 30, 2011 and September 31, 2011.
Motion to Approve all reports by Valentino, Second by Ochrym.
Approved 3-0, Absent Dudes and Mitchell.

Old Business

- a) Circulation Plan – Mr. Russo indicated that the wayfinding signage should be installed in the next three weeks.
- b) Lot #3 Western Plaza – completed.

New Business

- a) Staffing Update – Mr. Russo introduced Kyle Phlegar. Kyle is currently performing Parking Enforcement duties and will be the full-time Special Officer assigned to Spring Street when he graduates from the Academy in December 2011.
- b) **Resolution H-2011** – Approve 2012 Budget.

**2012 AUTHORITY BUDGET RESOLUTION
TOWN OF NEWTON PARKING AUTHORITY**

FISCAL YEAR: FROM: JANUARY 1, 2012 TO: DECEMBER 31, 2012

WHEREAS, the Annual Budget and Capital Budget for the Town of Newton Parking Authority for the fiscal year beginning, January 1, 2012 and ending, December 31, 2012 has been presented before the Governing Body of the Town of Newton Parking Authority at its open public meeting of November 3, 2011; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$80,650, Total Appropriations, including any Accumulated Deficit if any, of \$111,000 and Total Unrestricted Net Assets utilized of \$30,350; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$16,000 and Total Unrestricted Net Assets planned to be utilized as funding thereof, of \$16,000; 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 Town of Newton Parking Authority, at an open public meeting held on November 3, 2011 that the Annual Budget, including appended Supplemental Schedules, and the Capital Budget/Program of the Town of Newton Parking Authority for the fiscal year beginning, January 1, 2012 and ending, December 31, 2012 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 Town of Newton Parking Authority will consider the Annual Budget and Capital Budget/Program for adoption on January 5, 2012.

Motion to Approve by Valentino, Second by Ochrym. Approved 3-0, Absent Dudes and Mitchell.

- c) **Resolution I-2011** – Resolution Authorizing the Execution of an Agreement with BLD, LLC for Lot #3 Western Plaza.

Resolution Authorizing the Execution of an Agreement with BLD, LLC for the Western Plaza Lot”

WHEREAS, the Authority owns a certain parking lot known as Lot #3 -Western Plaza shown on the Newton Tax Map 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 716 Lots 23 and 24, and further shown on Schedule A attached hereto; and

WHEREAS, the Authority and BLD wish to continue to consolidate, Block 716, Lots 23 and 24 with Block 716, Lot 16 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, 2012.

Motion to Approve by Valentino, Second by Ochrym. Approved 3-0, Absent Dudes and Mitchell.

- d) Authorization of 2012 Parking Authority/Town of Newton Agreement. Motion to Approve by Valentino, Second by Ochrym. Approved 3-0, Absent Dudes and Mitchell.
- e) Merchant Pass – Mr. Russo asked if there would be any consideration to increasing the number of merchant passes that could be obtained at the 2 for 1 price point. Motion to increase the maximum to 4 made by Valentino, Second by Ochrym. Approved 3-0, Absent Dudes and Mitchell.
- f) Review and Approve the 2012 Meeting Schedule - Motion to Approve by Valentino, Second by Ochrym. Approved 3-0, Absent Dudes and Mitchell.
- g) Review of Purchase Ledger for Parking Passes – August & September 2011 – no questions.
- h) Lot #2 Main Street – Mr. Russo advised that he will be seeking town funding for the milling, paving, striping, and numbering of this lot. He asked the Parking Authority if it could become a pass-only lot so the meters could be permanently removed. Consensus was that this would be permissible if there was one handicapped spot available as well as two (2) 15-minute only parking spots for patrons of the Post Office.

Approval of Bills

a.	AURORA ELECTRICAL SUPPLY _____	\$61.47
b.	DIRECT ENERGY _____	163.06
c.	JCP&L (AUGUST BILLING) _____	745.34
d.	KIEFFER ELECTRIC INC. _____	840.00
e.	PELLOW, HAROLD & ASSOCIATES, INC. _____	70.50
f.	POM INCORPORATED _____	713.93
g.	THE HOME DEPOT _____	334.37
h.	COOPER ELECTRIC SUPPLY CO. _____	286.64
i.	TOWN OF NEWTON CURRENT ACCOUNT _____	14,875.00
j.	DIRECT ENERGY BUSINESS _____	809.27
k.	JCP&L (SEPTEMBER BILLING) _____	762.18
l.	THE HOME DEPOT _____	62.31

Motion to Approve all items as listed, by Valentino, Second by Ochrym.
Motion Approved 3-0, Absent Dudes and Mitchell.

Public to be Heard

No one came forward.

Next meeting is January 5, 2012 at 8:45 a.m.

Motion to Adjourn by Ochrym, Second by Valentino.
Motion Approved 3-0, Absent Dudes and Mitchell.

ADJOURNED AT 9:30 a.m.

Respectfully submitted,



/s/ THOMAS S. RUSSO, JR.
NEWTON PARKING AUTHORITY SECRETARY