

**Newton Parking Authority Meeting
December 3, 2015 - Minutes**

Roll Call - meeting called to order at 8:50 a.m. by Chairman Edwards.

Present: Mr. Dudes, Mr. Ciaravolo, Mr. Leone, Vice Chairman Mitchell
Chairman Edwards

Also Present: Thomas S. Russo, Jr., Newton Town Manager/PA Secretary
Gary Govier, Parking Authority Attendant
Linda Roth, Tax Collector (representing CFO/PA Treas. Dawn Babcock)

Open Public Meetings Act Statement - read by Thomas S. Russo, Jr., Parking Authority Secretary.

Approval of Minutes

Motion to approve November 5, 2015 regular meeting minutes as presented, by Mr. Ciaravolo, seconded by Mr. Leone. Approved 5-0.

Financial Reports

Motion to approve October 31, 2015 Treasurer's Report as presented, by Mr. Ciaravolo, seconded by Mr. Mitchell. Approved 5-0.

Old Business

- a) Mr. Ciaravolo inquired on status of new loading zones on Spring Street. Mr. Russo to check with Town Engineer and advise on same. Mr. Ciaravolo expressed concerns on parking violators and people traveling the wrong-way on Spring Street and Moran Street.

New Business

- a) **Resolution G-2015 - Adoption of 2016 Budget**

WHEREAS, the Annual Budget and Capital Budget/Program for the Town of Newton Authority for the fiscal year beginning January 1, 2016 and ending, December 31, 2016 has been presented for adoption before the governing body of the Town of Newton Parking Authority at its open public meeting of December 3, 2015; 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 \$74,720, Total Appropriations, including any Accumulated Deficit, if any, of \$74,720 and Total Unrestricted Net Position utilized of \$-0-; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$6,000 and Total Unrestricted Net Position planned to be utilized of \$6,000; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Town of Newton Parking Authority, at an open public meeting held on December 3, 2015 that the Annual Budget and Capital Budget/Program of the Town of Newton Parking Authority for the fiscal year beginning, January 1, 2016 and, ending, December 31, 2106 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.

Hearing Open to Public - no one to be heard. Chairman closed the hearing on same.
Motion to approve made by Mr. Dudes, seconded by Mr. Ciaravolo.
Approved 5-0.

b) Resolution H-2015 - Authorize the Execution of an Agreement for Auditing Services for 2016 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 2016;

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 2016 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.

Motion to approve made by Mr. Mitchell, seconded by Mr. Leone.
Approved 5-0.

c) 2016 Meeting Schedule

NEWTON PARKING AUTHORITY

1st Thursday each month as listed**

Municipal Building

39 Trinity Street

8:45am

February 4 September 1

April 7 November 3

June 2 December 1

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

Motion to approve made by Mr. Dudes, seconded by Mr. Ciaravolo.
Approved 5-0.

d) Review of Purchase Ledgers for Parking Passes - October 2015. No discussion.

e) Motion to add a discussion item (RPM Dev. Group letter of 11/30/15) under New Business
Made by Mr. Ciaravolo, seconded by Mr. Dudes.
Approved 5-0.

RPM is requesting site access for Lot #5 for the purpose of taking soil borings and conducting environmental testing. A letter will be sent to RPM approving same requiring: certificates of insurance for both the Town of Newton and Newton Parking Authority; executed hold harmless agreement; funds to be placed in escrow to pay any Town legal or engineering bills incurred by this request; assumption

of responsibility for the repair of any damage to the property; and notification of the Town Manager of all scheduled work and testing dates in advance.

Motion to approve made by Mr. Ciaravolo, seconded by Mr. Dudes.
Approved 5-0.

Approval of Bills

Motion to approve bills items **a-f** as presented, made by Mr. Dudes, seconded by Mr. Ciaravolo. Approved 5-0.

a.	Direct Energy Business, Inc. _____	91.43
b.	JCP&L_____	375.75
c.	Pom Incorporated_____	130.00
d.	R.S. Phillips Steel LLC_____	623.00
e.	Stamp Fulfillment_____	311.50
f.	Sussex County P & H, Inc._____	94.41

Public to be Heard

Gary Govier, Newton Parking Attendant, discussed the parking enforcement issues throughout the Town and indicated everything was running smoothly. He indicated we are now purchasing refurbished equipment for the Authority at .25 on the dollar.

Mr. Russo indicated the Town Council is in the process of adopting a more aggressive parking violations ordinance for the Town which will take effect in the New Year.

Motion to Adjourn by Mr. Leone, seconded by Mr. Ciaravolo. Approved 5-0.

ADJOURNED AT 9:15 a.m.

Next meeting is February 4, 2016 at 8:45 a.m.

Respectfully submitted,

Thomas S. Russo, Jr.

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