

**Newton Parking Authority Meeting
February 1, 2018 – Minutes**

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

Present: Chairman Edwards, Mr. Dudes, Mr. Ciaravolo

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

Absent: Mr. Mitchell, Mr. Leone

Open Public Meetings Act Statement – read by Mr. Russo.

Approval of Minutes

Approval of December 7, 2017 Minutes carried to April 5, 2018.

Financial Reports

Motion to approve November 30, 2017 and December 31, 2017 Treasurer Reports and 2017 Receipts and Disbursements, as presented, by Mr. Dudes, seconded by Mr. Ciaravolo. Approved 3-0.

Old Business

- a) Update on Newton Town Centre Parking - Mr. Russo read a memo from Susannah Henschel of RPM Development Group dated January 29, 2018 regarding the Newton Town Centre Project. Parking to be discussed later in the meeting.

New Business

- a) Annual Reorganization – Motion by Mr. Dudes, Second by Mr. Ciaravolo, to approve the following slates of officers for 2018:
Chairman – Ken Edwards
Vice Chairman – Keith Mitchell
Secretary – Thomas S. Russo, Jr.
Approved 3-0.
- b) Resolution A-2018 – Authorize the Execution of an Agreement for Auditing Services for 2018 with Ferraioli, Wielkotz, Cerullo & Cuva. Motion to approve by Mr. Dudes, seconded by Mr. Ciaravolo. 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 Ferraioli, Wielkotz, Cerullo & Cuva, PA has furnished an appropriate contract for 2018;

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 2018 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.

- c) Harold E. Pellow & Assoc. Inc. – Spring Street Parking Analysis – Mr. Russo indicated the Town Council has authorized HPA’s review of parking on upper and lower Spring Street areas to see if additional parking spaces can be created. Also being reviewed is the parking metered spaces in lower Spring Street.
- d) Review of Purchase Ledgers for Parking Passes – November and December 2017 – no discussion.

Approval of Bills

Motion to approve bills items a-i as presented, made by Mr. Dudes, seconded by Mr. Ciaravolo.

Approved 3-0.

a. Direct Energy Business, Inc. _____	\$154.03
b. Home Depot, Inc. _____	\$13.45
c. JCP&L _____	\$577.00
d. Current Account _____	\$10,000.00
e. Direct Energy, Inc. _____	\$147.71
f. Home Depot, Inc. _____	\$29.96
g. JCP&L _____	\$882.45
h. Minisink Press, Inc. _____	\$360.00
i. Weights and Measures Fund _____	\$300.00

Public to be Heard

None.

Discussion

Parking Authority and Mr. Russo discussed the options for the 27 estimated spaces controlled by the Newton Parking Authority (NPA) underneath the Newton Town Centre building. Ms. Schlosser reviewed the number of annual parking passes which have been purchased thus far in 2018. Consensus of the Parking Authority members present was to raffle off the NPA spaces to people who fall into either of the following categories: merchants who have a business in the Historic District or any individual (does not have to be a merchant) who purchases an annual parking pass. Mr. Russo to work with the Town Attorney on the appropriate resolution for the next PA meeting in April.

Motion to Adjourn by Mr. Dudes, seconded by Mr. Ciaravolo. Approved 3-0.

ADJOURNED AT 9:25 a.m.

Next meeting is April 5, 2018 at 8:45 a.m.

Respectfully submitted,

Thomas S. Russo, Jr.

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