

**AGENDA**  
**NEWTON PARKING AUTHORITY**

**DECEMBER 6, 2018**  
**8:45 AM**

**I. ROLL CALL**

Mr. Edwards	Mr. Mitchell	Rev. Leone	Mr. Ciaravolo
Ms. Schlosser	Mr. Russo		

**II. OPEN PUBLIC MEETINGS ACT STATEMENT**

**III. APPROVAL OF MINUTES** - November 5, 2018 Meeting

**IV. FINANCIAL REPORTS** - October 31, 2018 Treasurer's Report

**V. OLD BUSINESS**

**VI. NEW BUSINESS**

- a. RPM – Ground Lease and Subordination Statement
- b. Resolution H-2018 - Adopted 2019 Budget
- c. Meeting Schedule for 2019
- d. Review of Purchase Ledgers for Parking Passes – October 2018

**VII. APPROVAL OF BILLS**

a. Town of Newton, Current Account _____	\$10,000.00
b. Direct Energy Business, Inc. _____	\$179.70
c. Firefighter One, LLC _____	\$486.95
d. Home Depot, Inc. _____	\$29.96
e. JCP&L _____	\$685.11
f. Staples Business Advantage, Inc. _____	\$92.28
g. Verizon Wireless, Inc. _____	\$76.02

**VIII. PUBLIC TO BE HEARD**

**IX. ADJOURNMENT**

*Next meeting is February 7, 2019*

**Newton Parking Authority Meeting  
November 5, 2018 – Minutes**

**Roll Call** – meeting called to order at 2:27 p.m. by Chairman Edwards

**Present:** Chairman Edwards, Mr. Mitchell, Mr. Ciaravolo, Mr. Leone

**Also Present:** Thomas S. Russo, Jr., Newton Town Manager/PA Secretary  
Theresa Schlosser, Tax Collector/Finance Office

**Open Public Meetings Act Statement** – read by Chairman Edwards.

**Approval of Minutes**

Motion to approve September 1, 2018 Minutes as presented, by Mr. Leone, seconded by Mr. Ciaravolo. Approved 3-0. Mr. Mitchell Abstained.

**Financial Reports**

Motion to approve August and September 2018 Treasurer Reports, as presented, by Mr. Ciaravolo, seconded by Mr. Mitchell. Approved 4-0.

**Old Business**

None.

**New Business**

- a) Resignation of Edward Dudes – Mr. Russo advised the Authority of Mr. Dudes' resignation and the letter sent to him recognizing his years of dedicated service to the Town.
- b) RPM – Parking Lot Swap – Mr. Russo indicated the Town spots are not being fully utilized underneath the building and asked authorization to revisit the topic with RPM. The Authority agreed to have conversations regarding a parking lot swap but reiterated its desire to receive financial compensation for the loss of covered parking spaces.
- c) J. Caldwell & Associates, Inc. – Parking Lot Analysis – Mr. Russo advised the Authority of his recommendation to hire Ms. Caldwell to review parcels in the area of the Newton Theatre and Town Hall to see if lots can be purchased and additional parking created for visitors. The Authority agreed that parking is becoming more and more of an issue and is a good problem to have with new residents and visitors looking for more parking alternatives. Motion to authorize a \$3,500 contract with Ms. Caldwell on this project, by Mr. Mitchell, seconded by Mr. Ciaravolo. Approved 4-0.
- d) Resolution D-2018 – Authorization of 2019 Parking Authority/Town of Newton Agreement. Mr. Ciaravolo asked the number of employees involved with foot patrol and meter enforcement be updated on page 2. Motion to approve, as modified, by Mr. Leone, seconded by Mr. Ciaravolo. Approved 4-0.
- e) Resolution E-2018 – Appointment of Treasurer for the Newton Parking Authority for Calendar Year 2019. Motion to approve by Mr. Mitchell, seconded by Mr. Leone. Approved 4-0.

**Appointment of Treasurer for the Newton Parking Authority for Calendar Year 2019**

**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 for calendar year 2019; 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.

- f) Resolution F-2018 – Resolution Authorizing the Execution of an Agreement with BLD, LLC for Lot #3 – the Western Plaza Lot for Calendar Year 2019. Motion to approve by Mr. Ciaravolo, seconded by Mr. Mitchell. Approved 4-0.

**Resolution Authorizing the Execution of an Agreement with BLD, LLC for Lot #3 - the Western Plaza Lot for Calendar Year 2019**

**WHEREAS**, the Authority owns a certain parking lot known as Lot #3 -Western Plaza shown on the Newton Tax Map as Block 8.03, Lot 4 formerly known 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 8.03 Lot 3 with frontage along Trinity Street, and measuring approximately 138-ft wide by 150-ft deep – which was formerly known as Block 716, Lot 23, and further shown on Schedule A attached hereto; and

**WHEREAS**, the Authority and BLD wish to continue to consolidate, Block 8.03 Lot 3 with Block 8.03, Lot 4 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, 2019.

- g) Resolution G-2018 – Approve (Introduce) 2019 Budget. Motion to approve by Mr. Mitchell, seconded by Mr. Leone. Approved 4-0. Hearing and Adoption will be in December.

**WHEREAS**, the Annual Budget and Capital Budget for the Newton Parking Authority for the fiscal year beginning January 1, 2019 and ending, December 31, 2019 has been presented before the governing body of the Newton Parking Authority at its open public meeting of November 5, 2018; and

**WHEREAS**, the Annual Budget as introduced reflects Total Revenues of \$84,000, Total Appropriations, including any Accumulated Deficit if any, of \$84,000 and Total Unrestricted Net Position utilized of -0-; and

**WHEREAS**, the Capital Budget as introduced reflects Total Capital Appropriations of \$12,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$12,000; 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 Newton Parking Authority, at an open public meeting held on November 5, 2018 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Newton Parking Authority for the fiscal year beginning, January 1, 2019 and ending, December 31, 2019 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 Newton Parking Authority will consider the Annual Budget and Capital Budget/Program for adoption on December 6, 2018.

- h) Review of Purchase Ledgers for Parking Passes – August and September 2018 – no discussion.
- i) Parking for New Bula's Project – Mr. Wayne McCabe was present along with Mr. John Kweselait. Both indicated the new project will be a commercial space along with 27 rental luxury apartments (3 stories of residential). Mr. Russo indicated the Authority could obtain 44 additional overnight spaces in Central Plaza Lot #4 via ordinance by the Town Council. The Authority agreed more overnight parking spaces are necessary and supported an ordinance by the Town Council implementing same.
- j) Add-On: LIHTC Deed Restriction – Mr. Russo indicated RPM would like him to sign off on documentation in support of the long-term tax credit for the project. Said documents were reviewed by the Town Attorney and Redevelopment Counsel. Motion to add this item on the agenda and authorize Town Manager/Parking Authority Secretary signature on said documents, by Mr. Leone, seconded by Mr. Ciaravolo. Approved 4-0.

**Approval of Bills**

Motion to approve bills items a-i as presented, made by Mr. Mitchell, seconded by Mr. Leone. Approved 4-0.

a. Boonton Tire Supply, Inc. _____	\$34.10
b. Direct Energy Business, Inc. _____	\$6.41
c. Gary Govier _____	\$77.61
d. JCP&L _____	\$322.97
e. Verizon Wireless, Inc. _____	\$76.02
f. Direct Energy Business, Inc. _____	\$168.71
g. Home Depot, Inc. _____	\$13.98
h. Verizon Wireless, Inc. _____	\$76.02
i. Walmart _____	\$31.87

**Public to be Heard**

None.

Motion to Adjourn by Mr. Leone, seconded by Mr. Dudes. Approved 4-0.

**ADJOURNED AT 3:04 p.m.**

**Next meeting is December 6, 2018 at 8:45 a.m.**

**Respectfully submitted,**

*Thomas S. Russo, Jr.*

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

**NEWTON PARKING AUTHORITY TREASURER'S REPORT  
OCTOBER 31, 2018**

**CASH BALANCE:**

CHECKING ACCOUNT \$ 197,335.22

**INTEREST:**

Month YR-TO-DATE  
\$ 304.77 \$ 2,034.44

**STREET METER RECEIPTS:**

MONTH \$ 2,007.04

**YR-TO-DATE**

2018 \$ 20,654.13  
2017 \$ 19,113.05  
2016 \$ 15,813.83

**PLAZA RECEIPTS:**

MONTH \$ 1,690.37

**YR-TO-DATE**

2018 \$ 15,440.92  
2017 \$ 17,318.95  
2016 \$ 23,685.87

**PARKING PASS RECEIPTS:**

MONTH \$ 2,160.00

**YR-TO-DATE**

2018 \$ 57,795.00  
2017 \$ 51,435.00  
2016 \$ 35,243.00

**MISCELLANEOUS:**

MONTH \$ -

**YR-TO-DATE**

2018 \$ -  
2017 \$ 50.00  
2016 \$ -

**LEASING CONTRACT:**

MONTH \$ 4,000.00

**YR-TO-DATE**

2018 \$ 4,700.00  
2017 \$ 700.00  
2016 \$ 700.00

<u>MONTH</u>	<u>STREET MTR</u>	(CENTRAL) <u>#4 BLUE</u>	(MAIN) <u>#2 BLK</u>	(ADAMS) <u>#1 RED</u>	(WESTERN) <u>#3 GRN</u>	<u>PASSES MERCHANT</u>	<u>PASSES OVERNIGHT</u>	<u>PASSES DAILY</u>
	158	69	30	43	125			
2018	\$ 2,007.04	\$ 712.38	\$ 143.43	\$ 246.11	\$ 588.45		\$ 600.00	\$ 1,560.00
2017	\$ 1,953.14	\$ 546.80	\$ 150.60	\$ 172.85	\$ 759.28		\$ 615.00	\$ 1,440.00
2016	\$ 1,384.57	\$ 644.06	\$ 353.46	\$ 155.95	\$ 812.27			\$ 2,020.00
<b><u>YR-TO-DATE</u></b>								
2018	\$ 20,654.13	\$ 5,861.16	\$ 1,546.30	\$ 2,465.02	\$ 5,568.44	\$ 11,400.00	\$ 7,485.00	\$ 38,910.00
2017	\$ 19,113.05	\$ 5,338.99	\$ 1,709.66	\$ 1,546.37	\$ 8,723.93	\$ 7,200.00	\$ 6,765.00	\$ 37,470.00
2016	\$ 15,813.83	\$ 6,081.94	\$ 4,996.23	\$ 2,071.73	\$ 8,327.77			\$ 30,330.00

Respectfully Submitted: Theresa Schlosser

# H-2018

## 2019 ADOPTED BUDGET RESOLUTION

### NEWTON PARKING AUTHORITY

**FISCAL YEAR:**    **FROM:**        1/1/2019        **TO:**        12/31/2019

WHEREAS, the Annual Budget and Capital Budget/Program for the Newton Parking Authority for the fiscal year beginning January 1, 2019 and ending, December 31, 2019 has been presented for adoption before the governing body of the Newton Parking Authority at its open public meeting of December 6, 2018; 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 \$84,000, Total Appropriations, including any Accumulated Deficit, if any, of \$84,000 and Total Unrestricted Net Position utilized of \$-0-; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$12,000 and Total Unrestricted Net Position planned to be utilized of \$12,000; and

NOW, THEREFORE BE IT RESOLVED, by the Governing Body of Newton Parking Authority, at an open public meeting held on December 6, 2018 that the Annual Budget and Capital Budget/Program of the Newton Parking Authority for the fiscal year beginning, January 1, 2019 and, ending December 31, 2019 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.

\_\_\_\_\_  
(Secretary's Signature)

\_\_\_\_\_  
(Date)

Governing Body  
Member:

Recorded Vote

Aye

Nay

Abstain

Absent

Edwards

Mitchell

Ciaravolo

Leone



OCT 2018  
DAILY PASSES

NAME-LAST, FIRST	NEWTON ADDRESS	NEWTON PHONE	PRIMARY LOT	YEAR-\$300	QTR-\$90	MONTH-\$30	PASS #	PYMT TYPE	
PEACH JOAN	1 TRINITY ST	973-579-2704	3			\$ 30.00	18-473	5640	
RYAN, JAMES	173 SPRING ST	908-938-9482	3			\$ 30.00	18-474	CASH	
RYAN, ELIZABETH	173 SPRING ST	908-938-9842	3			\$ 30.00	18-475	CASH	
CHURCH OF JESUS CHRIST	168 SPRING ST 2F	973-876-1530	3			\$ 30.00	18-476	8003694313	
RIORIO, PAULINA	218 SPRING ST	973-300-0101	2			\$ 30.00	18-477	CASH	
D & H / NANCY	83 SPRING ST	973-940-1851X25	3			\$ 90.00	18-478-480	16874	
SCARPA JESSICA	180 SPRING STREET	619-817-7879	3			\$ 60.00	18-481-482	CASH	OCT NOV
HABONDOLA, WILLIAM	61 SPRING ST	973-383-4787	3			\$ 30.00	18-483	CASH	
KARABETRSOS, RICHARD	17 MAIN ST	973-383-6086	3			\$ 30.00	18-484	CASH	
MOSTELLER, CHERI	93 SPRINGS T	973-579-6250	3			\$ 60.00	18-485-486	1881	OCT NOV
CASTILLO	1 TRINITY ST	207-319-2797	3			\$ 30.00	18-487	740	
CASTILLO	1 TRINITY ST	207-319-2797	3			\$ 30.00	18-488	740	
MINKEWICZ AMY	11 MORAN	973-903-9186	3			\$ 30.00	18-489	CASH	
THIDE JEREMY	11 MORAN STREET	973-903-9186	3			\$ 30.00	18-490	CASH	
CLEMENTS GEORGE	9 A MAIN ST	862-222-5396	3			\$ 30.00	18-491	CASH	
CLEMENTS JOSH	9 A MAIN ST	862-324-4772	3			\$ 30.00	18-492	CASH	
DESAFANTO, LEONARD	109 SPRING ST	973-590-9492	3			\$ 30.00	18-493	CASH	
KRISTIANSEN, JOHN	1 TRINITY ST	973-579-2256	3			\$ 30.00	18-494	3526	
RANKIN, NATALIE	180 SPRING ST		2			\$ 30.00	18-495	1204	
PINO DOMINIC	180 SPRING STREET	570-579-6481	3			\$ 30.00	18-496	199	
PLANNED PARENTHOOD	MORAN STREET	201-264-7676	3		\$ 360.00		18-497-500	12616	
HOLICK, MEREDITH	83 SPRING ST. SUITE 230	201-3179866	3			\$ 30.00	18-501	725	
RODRIGUEZ ORLANDO	93 SPRING STREET	973-713-0274	3			\$ 30.00	18-502	117	
DIAZ, GINA	214 SPRING ST	903-9721	3			\$ 30.00	18-503	166	
NATALIE YANOFF-SMITH	61 SPRING STREET	973-250-4366	3			\$ 60.00	18-504-505	755	
HANNAN KATHLEEN	93 SPRING STREET		4			\$ 30.00	18-506	CASH	
JACQUELINE NUNN	61 HIGH STREET	973-714-6921	3			\$ 30.00	18-507	4611	
GALLAGHER PREMPREE	11 MAIN STREET	201-999-0478	3			\$ 60.00	18-508/509	666	OCT NOV
CHAMPMAN, ADDIS	110 SPRING ST	305-898-9078	3			\$ 30.00	18-510	CASH	
HOXHA, ALINA	65 SPRING ST	609-551-6168	3			\$ 30.00	18-511	CASH	
CANNON JESSICA	36 CLINTON ST	973-997-8627	3			\$ 30.00	18-512	CASH	
GUNDERMAN HAROLD	7 MAIN ST APT 2	973-600-2213	2			\$ 30.00	18-513	CASH	
JOHNSON, JENNA	11 MORAN ST APT 1	973-896-2332	3			\$ 30.00	18-514	CASH	
NAPPI LOUIS	127 SPRING ST 3RD FL	201-341-6539	3			\$ 30.00	18-515	CASH	
SICHKO, AMBER	11 MORAN STREET	862-204-9338	3			\$ 30.00	18-516	114	
					\$ 360.00	\$ 1,200.00			

Report Printed 2018-11-26 10:22:00

TOWN OF NEWTON

# Check Register - (620001) CASH - PARKING AUTH-LAKELAND #594

DATE	CHECK #	PAID TO	AMOUNT	VOID AMOUNT	VOID DATE	REASON
11/19/2018	23093	286 CURRENT ACCOUNT	10,000.00			
11/19/2018	23094	2872 DIRECT ENERGY BUSINESS INC.	179.70			
11/19/2018	23095	2525 FIREFIGHTER ONE, LLC.	486.95			
11/19/2018	23096	1866 HOME DEPOT, INC.	29.96			
11/19/2018	23097	3423 JCP&L	685.11			
11/19/2018	23098	2257 STAPLES BUSINESS ADVANTAGE, INC.	92.28			
11/19/2018	23099	1280 VERIZON WIRELESS, INC.	76.02			
			-----			
			11,550.02			
			=====			
			11,550.02			

# 2019

## **NEWTON PARKING AUTHORITY**

1st Thursday each month as listed\*\*

Municipal Building

39 Trinity Street

8:45am

February 7

April 4

June 6

September 5

November 7

December 5

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