

**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