

AGENDA
NEWTON PARKING AUTHORITY

December 3, 2020
8:45 A.M.

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<https://us02web.zoom.us/j/88259725847?pwd=dDhEUE93WmxkRjRvUTRtVGRBOTJndz09>

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I. ROLL CALL

Mr. Edwards	Mr. Mitchell	Rev. Leone	Ms. Kweselait
Mr. Boyle	Ms. Schlosser	Mr. Russo	

II. OPEN PUBLIC MEETINGS ACT STATEMENT

III. APPROVAL OF MINUTES - November 5, 2020 Meeting

IV. FINANCIAL REPORTS - October 31, 2020 Treasurer's Report

V. OLD BUSINESS

VI. NEW BUSINESS

- a. Resolution H-2020 - Adopt 2021 Budget
- b. Resolution I-2020 – Resolution Regarding Public Parking Spaces at Newton Town Center and 50 Trinity Street for Calendar Year 2021
- c. 2021 Meeting Schedule
- d. Review of Purchase Ledgers for Parking Passes – October 2020

VII. APPROVAL OF BILLS

- a. Town of Newton – Current Account _____ \$11,250.00
- b. JCP&L _____ \$584.35
- c. Verizon Wireless, Inc. _____ \$76.02

VIII. ADJOURNMENT

Next meeting is February 4, 2021

**Newton Parking Authority Meeting
November 5, 2020 – Minutes
Via ZOOM**

Roll Call – meeting called to order at 9:06 a.m. by Frank Leone

Present: Mr. Boyle, Ms. Kweselait, Mr. Leone
Also Present: Thomas S. Russo, Jr., Newton Town Manager/PA Secretary
Theresa Schlosser, Tax Collector/Finance Office
Terri Oswin, Deputy Town Manager/Deputy Clerk
Excused: Chairman Edwards
Vice Chairman Mitchell

Open Public Meetings Act Statement – read by Thomas S. Russo, Jr.

Approval of Minutes

Motion to approve June 4, 2020 Minutes as presented, by Mr. Leone, seconded by Ms. Kweselait.
Approved 3-0.

Financial Reports

Motion to approve May, June, July, August, September 2020 Treasurer Reports, as presented, by Mr. Leone, seconded by Ms. Kweselait.
Approved 3-0.

Old Business - None.

New Business

- a) Resolution D-2020 – Authorization of 2021 Parking Authority/Town of Newton Agreement

THIS AGREEMENT is made this 1st day of January, 2021, between the **TOWN OF NEWTON**, a public body corporate of the State of New Jersey (hereinafter called the "Town"), having its office at 39 Trinity Street in the Town of Newton, County of Sussex, and State of New Jersey; and the **PARKING AUTHORITY OF THE TOWN OF NEWTON**, a public body corporate of the State of New Jersey (hereinafter called the "Authority"), having its office at 39 Trinity Street in the Town of Newton, County of Sussex, and State of New Jersey.

WHEREAS, the Authority has been in existence since August 10, 1953 and has the management and control of various parking lots within the Town of Newton under its jurisdiction, in and upon which the Authority has caused to be made certain substantial improvements; and

WHEREAS, the Authority wishes to receive the income presently received by the Town from, or with respect to, the parking of motor vehicles in the streets or otherwise; including funds collected in parking meters located in and along streets or otherwise; and

WHEREAS, the Town presently performs certain administrative, maintenance, and police services on behalf of the Authority in the operation and management of its offices and functions;

NOW, THEREFORE, each of the parties hereto, for and in consideration of the premises and the mutual obligations herein, do hereby covenant and agree with the other as follows:

1) Commencing January 1, 2021 the Town pledges to the Authority and covenants and agrees with the Authority to pay to the Authority, all of any funds thereafter received by the Town for or with respect to the parking or storage of motor vehicles in the streets or otherwise; including funds collected from parking meters located in and along streets or otherwise.

2) The Town shall perform all administrative, maintenance, and police services required to be performed by the Authority, for the Authority; including, but not limited to, bookkeeping, secretarial work, investment counseling, snow removal, cleaning, striping, and enforcement of Ordinances, rules and regulations related to the operation of the parking lots owned and operated by the Authority; and employment of two part-time individuals for Spring Street foot patrol and meter enforcement duties.

3) The Authority shall pay to the Town the sum of forty-five thousand dollars (\$45,000.00) per year for rendering of said services. Said forty-five thousand dollars (\$45,000.00) shall be due and payable quarterly as follows:

Eleven thousand two hundred fifty dollars (\$11,250.00) commencing on the first day of March, 2021; and a like sum on the first day of June, 2021; the first day of September, 2021; and the first day of December, 2021. This Agreement may be terminated by either party upon ninety (90) days written notice to the other.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed on their behalf, and their respective seals to be hereunto affixed and attested to on the day and year first above written.

Motion to approve by Ms. Kweselait, seconded by Mr. Boyle. Approved 3-0.

- b) Resolution E-2020 – Appointment of Treasurer for the Newton Parking Authority for Calendar Year 2021

WHEREAS, N.J.S.A. 40:11A-23(3) requires the Parking Authority to appoint a treasurer;
NOW, THEREFORE BE IT RESOLVED, that Monica B. Meibach, C.M.F.O. for the Town of Newton be named as Treasurer for the Newton Parking Authority for calendar year 2021; 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.

Motion to approve by Mr. Boyle, seconded by Ms. Kweselait. Approved 3-0.

- c) Resolution F-2020 – Resolution Authorizing the Execution of an Agreement with BLD, LLC for Lot #3 – the Western Plaza for Calendar Year 2021

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, 2021.

Motion to approve by Ms. Kweselait, seconded by Mr. Boyle. Approved 3-0.

- d) Resolution G-2020 – Approve (Introduce) 2021 Budget

WHEREAS, the Annual Budget and Capital Budget for the Town of Newton Parking Authority for the fiscal year beginning, January 1, 2021 and ending, December 31, 2021 has been presented before the governing body of the Parking Authority at its open public meeting of November 5, 2020; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 90,000.00, Total Appropriations, including any Accumulated Deficit if any, of \$ 90,000.00 and Total Unrestricted Net Position utilized of \$0.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$14,000.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$14,000.00; 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 5, 2020 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Town of Newton Parking Authority for the fiscal year beginning, January 1, 2021 and ending, December 31, 2021 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 December 3, 2020.

Motion to approve by Mr. Leone, seconded by Ms. Kwesela. Approved 3-0.

- e) Review of Purchase Ledgers for Parking Passes – July, August, September 2020 – No discussion.

Approval of Bills

a.	Town of Newton – Current Account _____	\$11,250.00
b.	Home Depot, Inc. _____	\$23.96
c.	JCP&L _____	\$391.17
d.	Verizon Wireless, Inc. _____	\$76.02
e.	Home Depot, Inc. _____	\$34.23
f.	JCP&L _____	\$387.37
g.	Verizon Wireless, Inc. _____	\$76.02
h.	Amano McGann, Inc. _____	\$385.00
i.	Town of Newton – Current Account _____	\$703.62
j.	JCP&L _____	\$385.04
k.	Verizon Wireless, Inc. _____	\$76.02
l.	Take a Powder Inc d/b/a Meter Product _____	\$52.00
m.	Home Depot, Inc. _____	\$37.88
n.	JCP&L _____	\$276.64
o.	Verizon Wireless, Inc. _____	\$76.02
p.	JCP&L _____	\$713.87
q.	Verizon Wireless, Inc. _____	\$76.02
r.	Amano McGann, Inc. _____	\$520.50
s.	Amano McGann, Inc. _____	\$1,665.50
t.	Town of Newton Current Account _____	\$11,250.00
u.	Home Depot, Inc. _____	\$58.92
v.	JCP&L _____	\$379.88
w.	Verizon Wireless, Inc. _____	\$76.02

Motion to approve bills items a-w as presented, made by Mr. Leone, seconded by Ms. Kwesela. Approved 3-0.

Public to be Heard - None.

Executive Session - None.

Motion to Adjourn by Mr. Leone, seconded by Ms. Kwesela. Approved 3-0.

ADJOURNED AT 9:21 a.m.

Next meeting is December 3, 2020 at 8:45 a.m. via ZOOM.

Respectfully submitted,

Thomas S. Russo, Jr.

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

**NEWTON PARKING AUTHORITY TREASURER'S REPORT
OCTOBER 31, 2020**

<u>CASH BALANCE:</u>		<u>INTEREST:</u>	MONTH	YR-TO-DATE
CHECKING ACCOUNT	\$ 2,660,560.03		\$ 55.22	\$ 1,453.98

<u>STREET METER RECEIPTS:</u>		<u>PLAZA RECEIPTS:</u>	MONTH	YR-TO-DATE
MONTH	\$ 1,301.39		\$ 668.41	
YR-TO-DATE				
2020	\$ 10,463.24		2020	\$ 6,369.18
2019	\$ 21,250.26		2019	\$ 15,595.81
2018	\$ 20,654.13		2018	\$ 15,440.92

<u>PARKING PASS RECEIPTS:</u>		<u>MISCELLANEOUS:</u>	MONTH	YR-TO-DATE
MONTH	\$ 1,215.00		\$ -	
YR-TO-DATE				
2020	\$ 53,985.00		2020	
2019	\$ 63,675.00		2019	\$ 1,361.54
2018	\$ 57,795.00		2018	\$ -

<u>LEASING CONTRACT:</u>	
MONTH	\$ -
YR-TO-DATE	
2020	\$ 700.00
2019	\$ 4,700.00
2018	\$ 4,700.00

<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			
2020	\$ 1,301.39	\$ 173.60	\$ 42.05	\$ 95.00	\$ 357.76		\$ 495.00	\$ 720.00
2019	\$ 2,335.96	\$ 675.32	\$ 297.25	\$ 209.40	\$ 824.95		\$ 660.00	\$ 1,560.00
2018	\$ 2,007.04	\$ 712.38	\$ 143.43	\$ 246.11	\$ 588.45	\$ -	\$ 600.00	\$ 1,560.00
<u>YR-TO-DATE</u>								
2020	\$ 10,463.24	\$ 2,088.05	\$ 891.67	\$ 778.40	\$ 2,611.06	\$ 13,950.00	\$ 6,210.00	\$ 33,825.00
2019	\$ 21,250.26	\$ 6,255.74	\$ 1,842.17	\$ 1,813.97	\$ 5,683.93	\$ 13,650.00	\$ 9,045.00	\$ 40,980.00
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

Respectfully Submitted: Theresa Schlosser

Resolution H-2020

2021 (2021-2022) ADOPTED BUDGET RESOLUTION

Town of Newton

PARKING AUTHORITY

FISCAL YEAR: FROM: 1/1/2021 TO: 12/31/2021

WHEREAS, the Annual Budget and Capital Budget/Program for the Town of Newton Parking Authority for the fiscal year beginning January 1, 2021 and ending, December 31, 2021 has been presented for adoption before the governing body of the Town of Newton Parking Authority at its open public meeting of December 3, 2020; 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 \$ 90,000.00, Total Appropriations, including any Accumulated Deficit, if any, of \$90,000.00 and Total Unrestricted Net Position utilized of \$ 0.00; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$14,000.00 and Total Unrestricted Net Position planned to be utilized of \$14,000.00; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Town of Newton Parking Authority, at an open public meeting held on December 3, 2020 that the Annual Budget and Capital Budget/Program of the Town of Newton Parking Authority for the fiscal year beginning, January 1, 2021 and, ending, December 31, 2021 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

Leone

Kweselait

Boyle

**PARKING AUTHORITY OF THE TOWN OF NEWTON
RESOLUTION #1-2020**

**December 3, 2020 “Resolution Regarding Public Parking
Spaces at Newton Town Centre and 50
Trinity Street for Calendar Year 2021”**

WHEREAS, Newton Town Centre Urban Renewal Associates, L.P. (“Newton Town Centre”) has constructed a mixed-use residential building, including commercial/retail space, a community center, 65 age-restricted affordable residential apartments, and a 61-space parking garage, (the “Garage Spaces”) at Block 8.05, Lots 7, 8, and 9 in the Town of Newton; and

WHEREAS, Newton Town Centre also constructed a stand-alone 18-space parking lot located at Block 8.05, Lot 4 initially intended for the exclusive use of the residents of the residential building (the “Parking Lot Spaces”); and

WHEREAS, on December 13, 2016 the Parking Authority of the Town of Newton (“Parking Authority”) entered into a ground lease agreement with Newton Town Centre for Block 8.05, Lots 8 and 9, which allocated 27 of the 61 Garage Spaces for the exclusive use of the Parking Authority; and

WHEREAS, Newton Town Centre received approval from the Newton Planning Board to reallocate the Parking Lot Spaces and the Garage Spaces between Newton Town Centre and the Parking Authority as follows:

The Parking Authority shall have exclusive use of the 18 Parking Lot Spaces; and
The Parking Authority shall relinquish control of the 27 Garage Spaces previously assigned for its exclusive use to Newton Town Centre for the exclusive use of the residents of the building; and
The Parking Authority shall be granted exclusive use of 9 newly assigned Garage Spaces to be located along the garage fence line facing Trinity Street; and

WHEREAS, taken together, the 18 Parking Lot Spaces and 9 fence line Garage Spaces newly assigned for the exclusive use of the Parking Authority fully replace the 27 Garage Spaces reassigned to Newton Town Centre; and

WHEREAS, the Parking Authority desires to annually assign these 27 newly assigned parking spaces for the exclusive use of businesses located on Spring Street, Trinity Street, Moran Street, and/or Union Street, as determined by outreach conducted by the Newton Town Manager/Parking Authority Secretary and Newton Community Development Director; and

WHEREAS, the parking spaces granted to selected businesses shall be valid for one calendar year beginning on January 1st and ending on December 31st of each year; and

WHEREAS, the chosen businesses of the 27 parking spaces will receive a decal or hangtag pass from the Parking Authority to place in their vehicle to be able to utilize their non-transferrable space, which shall be at no additional cost;

NOW, THEREFORE BE IT RESOLVED, by the Town of Newton Parking Authority, that an annual selection process for 27 parking spaces at or near Newton Town Centre be coordinated by the Newton Town Manager/Parking Authority Secretary and Newton Community Development Director; and

BE IT FURTHER RESOLVED, that these 27 spaces shall not have any time restrictions; and

BE IT FURTHER RESOLVED, that permittees must move their vehicles upon request of the Newton Town Manager/Parking Authority Secretary or Newton Town Centre or its designee; and

BE IT FURTHER RESOLVED, that maintenance and upkeep of all parking spaces assigned for exclusive Parking Authority use shall be the sole responsibility of Newton Town Centre or its designee; and

BE IT FURTHER RESOLVED, that a copy of this certified resolution shall be provided to Newton Town Centre for their records.

CERTIFICATION

THIS IS TO CERTIFY that the above is a true copy of a Resolution adopted by the Newton Parking Authority at a regular meeting conducted on December 3, 2020 via video conferencing.

Thomas S. Russo, Jr.
Secretary to the Parking Authority

2021

NEWTON PARKING AUTHORITY

1st Thursday each month as listed**

Municipal Building

39 Trinity Street

8:45am

February 4

September 2

April 1

November 4

June 3

December 2

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

Report Printed 2020-11-23 11:07:10

TOWN OF NEWTON

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

DATE	CHECK #	PAID TO	AMOUNT	VOID AMOUNT	VOID DATE	REASON
11/23/2020	23223	286 CURRENT ACCOUNT	11,250.00			
11/23/2020	23224	113 JCP&L	584.35			
11/23/2020	23225	1280 VERIZON WIRELESS, INC.	76.02			

			11,910.37			
			=====			
			11,910.37			