

**Newton Parking Authority Meeting  
December 3, 2020 – Minutes  
Via ZOOM**

**Roll Call** – meeting called to order at 8:48 a.m. by Kenneth Edwards

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

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

**Approval of Minutes**

Motion to approve November 5, 2020 Minutes as presented, by Mr. Leone, seconded by Ms. Kweselait.  
Approved 3-0.

**Financial Reports**

Mrs. Schlosser explained a typo was in the original Treasurer' report submitted, it did not reflect the correct checking account balance. An updated report was sent to all members. A Motion to approve October 2020 Treasurer Report, as presented, by Mr. Mitchell seconded by Mr. Boyle.  
Approved 5-0.

**Old Business** - None.

**New Business**

- a) Resolution H-2020 – Approve (Adopt) 2021 Budget

**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.

Mr. Russo noted for the record there was no one from the public wishing to speak on the budget.  
Motion to approve by Ms. Kweselait, seconded Mr. Mitchell by Approved 5-0.

b) Resolution I-2020 – Resolution Regarding Public Parking Spaces at Newton Town Center 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 1<sup>st</sup> and ending on December 31<sup>st</sup> 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.

Motion to approve by Mr. Leone, seconded Ms. Kweselait by Approved 5-0.

c) Review of 2021 Meeting Schedule

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

d) Review of Purchase Ledgers for Parking Passes – October 2020 – No discussion.

**Approval of Bills**

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

Motion to approve bills items **a-c** as presented, made by Mr. Leone, seconded by Ms. Kweselait.  
Approved 5-0.

**Public to be Heard** - None.

**Executive Session** - None.

Mr. Russo thanked Mr. Leone for his service on the Parking Authority. Mr. Leone has chosen not to be reappointed, he will hopefully be relocating in the near future.

Motion to Adjourn by Mr. Mitchell, seconded by Ms. Kweselait. Approved 5-0.

**ADJOURNED AT 8:55 a.m.**

**Next meeting is February 4, 2021 at 8:45 a.m. via ZOOM.**

**Respectfully submitted,**

*Thomas S. Russo, Jr.*

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