

**Newton Parking Authority Meeting
February 4, 2021 – Minutes
Via ZOOM**

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

Present: Mr. Boyle, Ms. Kweselait, Ms. Le Frois, Vice Chairman 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

Excused:

Open Public Meetings Act Statement – read by Chairman Edwards.

Approval of Minutes

Motion to approve December 3, 2020 Minutes as presented, by Ms. Kweselait, seconded by Mr. Mitchell.
Approved 4-0. Abstained: Ms. Le Frois.

Financial Reports

Motion to approve November 30, 2020 Treasurer's Report, December 31, 2020 Treasurer's Report, and 2020 Receipts and Disbursements, as presented, by Vice Chairman Mitchell, seconded by Ms. Kweselait. Approved 5-0.

Old Business - None.

New Business

- a) Introduction of Helen Le Frois as Parking Authority member
- b) Annual Reorganization – Edwards, Chairman; Mitchell, Vice Chairman, Russo, Secretary. Motion to approve the slate of officers as presented by Ms. Kweselait, seconded by Ms. Le Frois. Approved 5-0.
- c) Resolution A-2021 – Designation of PACO for Calendar Year 2021. Motion to approve by Ms. Kweselait, seconded by Mr. Boyle. Approved 5-0.

WHEREAS, N.J.A.C. 17:27-3.3 requires the Parking Authority to appoint a Public Agency Compliance Officer "P.A.C.O."; and

WHEREAS, the P.A.C.O. is the liaison between the NJ Department of Treasury, Division of Purchase and Property Contract Compliance and the Public Agency and is the Public Agency point of contact for all matters concerning implementation and administration of the statute and regulations relative to ensuring compliance with equal employment opportunity and affirmative action in public contracting;

NOW, THEREFORE BE IT RESOLVED, that Monica Meibach, C.M.F.O. for the Town of Newton and Treasurer for the Newton Parking Authority, be named as Public Agency Compliance Officer for the Newton Parking Authority for calendar year 2021; and

BE IT FURTHER RESOLVED, that a certified copy of this Resolution be forwarded to the NJ Department of Treasury, Division of Contract Compliance and Equal Employment Opportunity, as requested by said agency.

- d) Resolution B-2021 – Authorize the Execution of an Agreement for Auditing Services for 2021 with Wielkotz & Company, LLC. Motion to approve by Ms. Le Frois, seconded by Ms. Kweselait. Approved 5-0.

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 Wielkotz & Company, LLC has furnished an appropriate contract for 2021;

NOW, THEREFORE BE IT RESOLVED, by the Newton Parking Authority that the Chairman, the Town Manager/Secretary, and the Treasurer for the Parking Authority are hereby authorized to execute said 2021 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.

- e) Sussex County Dennis Library – Parking Proposal – Mr. Joe Biuso, Director, Facilities Management Division, Sussex County, presented plans for the renovations to the Newton Branch of the Sussex County Library. Mr. Biuso asked for Parking Authority support in designating 5-7 spaces on Elm Street for dedicated use for Library patrons Monday-Friday, 9:00am-9:00pm. Mr. Russo suggested the Parking Authority grant approval for spaces without time restrictions, with the understanding that creation of the spaces would need to be done by ordinance by the Town Council under recommendation of the Town Engineer. Parking Authority unanimously agreed this renovation project would be beneficial to Newton residents and visitors alike. Mr. Biuso was asked by Mr. Russo to contact the Town Engineer, Harold E. Pellow & Associates, to begin the process. Mr. Biuso thanked everyone for their support.
- f) Sussex County Community College/McGuire’s Redevelopment Area – RFQ – Mr. Russo mentioned that the joint RFQ from SCCC, Town of Newton, and Newton Parking Authority, has been advertised. Mr. Russo also asked the Parking Authority Chairman if Ms. Le Frois could be appointed the Parking Authority representative liaison to the RFQ Review Committee. There was no objection to the same.
- g) Review of Purchase Ledgers for Parking Passes – November and December 2020 – No discussion.
- h) New Staff Member – Mr. Russo mentioned that he recently hired Ms. Leslie Temes as the new Parking Enforcement Officer. Ms. Temes will attend a future meeting of the Parking Authority.

Approval of Bills

Motion to approve bills items a-i as presented, made by Ms. Kweselait, seconded by Mr. Mitchell.

Approved 5-0.

a. Amano Inc. _____	\$535.00
b. Town of Newton, Current Account _____	\$84.54
c. JCP&L _____	\$626.42
d. Take a Powder Inc., d/b/a Meter Product _____	\$352.00
e. Verizon Wireless, Inc. _____	\$76.02
f. J. Caldwell & Associates, LLC _____	\$3,500.00
g. JCP&L _____	\$1,057.57
h. Verizon Wireless, Inc. _____	\$76.02
i. Weights & Measures Fund _____	\$300.00

Public to be Heard - None.

Executive Session - None.

Motion to Adjourn by Ms. Le Frois, seconded by Ms. Kweselait. Approved 4-0. (Mr. Mitchell left at 9:30 a.m.)

ADJOURNED AT 9:35 a.m.

Next meeting is April 1, 2021 at 8:45 a.m. via ZOOM.

Respectfully submitted,

Thomas S. Russo, Jr.

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