

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

**Roll Call** – meeting called to order at 8:49 a.m. by Chairman Mitchell.

**Present:** Mr. Boyle, Ms. Kweselait, Ms. Le Frois, Chairman Mitchell  
**Also Present:** Teresa A. Oswin, Deputy Town Manager  
**Excused:** Thomas S. Russo, Jr., Newton Town Manager/PA Secretary  
Theresa Schlosser, Tax Collector

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

**Approval of Minutes**

Motion to approve September 2, 2021 Minutes as presented, by Ms. Le Frois, seconded by Mr. Boyle. Chairman Mitchell abstained. Approved 3-0.

**Financial Reports**

Motion to approve August 31, 2021 and September 30, 2021 Treasurer Reports, as presented, by Ms. Kweselait, seconded by Mr. Boyle. Approved 4-0.

**Old Business** – Ms. Le Frois advised Monica Miebach gave an update on the Parking Authority’s financial situation and plans for new meters, kiosks and mobile apps to the Town Council at their meeting on October 25<sup>th</sup>. The Council seemed pleased with the plans.

**New Business**

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

**THIS AGREEMENT** is made this 1<sup>st</sup> day of January, 2022, 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, 2022 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, 2022; and a like sum on the first day of June, 2022; the first day of September, 2022; and the first day of December, 2022. 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 Mr. Boyle, seconded by Ms. Kweselait. Approved 4-0.

- b. Resolution E-2021 – Appointment of Treasurer for the Newton Parking Authority for Calendar Year 2022

**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 2022; 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 Ms. Kweselait, seconded by Mr. Boyle. Approved 4-0.

- c. Resolution F-2021 – Resolution Authorizing the Execution of an Agreement with BLD, LLC for Lot #3 – the Western Plaza Lot for Calendar Year 2022

**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, 2022.

Motion to approve by Mr. Boyle, seconded by Ms. Le Frois. Approved 4-0.

- d. Resolution G-2021 – Approve 2022 Budget

**WHEREAS**, the Annual Budget and Capital Budget for the Town of Newton Parking Authority for the fiscal year beginning, January 1, 2022 and ending, December 31, 2022 has been presented before the governing body of the Parking Authority at its open public meeting of November 4, 2021; and

**WHEREAS**, the Annual Budget as introduced reflects Total Revenues of \$94,850.00, Total Appropriations, including any Accumulated Deficit if any, of \$ 94,850.00 and Total Unrestricted Net Position utilized of \$0.00; and

**WHEREAS**, the Capital Budget as introduced reflects Total Capital Appropriations of \$47,000.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$47,000.00; 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 4, 2021 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, 2022 and ending, December 31, 2022 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 2, 2021.

Ms. Le Frois questioned if the amount in the Capital budget will cover the costs for the new meters and mobile apps.

Motion to approve by Mr. Boyle, seconded by Ms. Kweselait. Approved 4-0.

- e. Review of Purchase Ledgers for Parking Passes – August 2021, September 2021 – No discussion.

**Approval of Bills**

Motion to approve bills items a-j as presented, made by Mr. Boyle, seconded by Ms. Kweselait. Approved 4-0.

a.	Town of Newton – Current Account _____	\$11,250.00
b.	Town of Newton – Current Account _____	\$76.02
c.	Amano McGann, Inc. _____	\$390.00
d.	Amano McGann, Inc. _____	\$390.00
e.	JCP&L _____	\$268.37
f.	Minisink Press, Inc. _____	\$466.00
g.	Staples _____	\$60.47
h.	Amano McGann, Inc. _____	\$390.00
i.	Amano McGann, Inc. _____	\$553.00
j.	JCP&L _____	\$875.15

**Public to be Heard** - None.

Mr. Boyle asked again if we could look into additional signage on Spring Street let the public know where the parking is and how many spots each lot has. Ms. Le Frois and Chairman Mitchell agreed. Ms. Le Frois asked if we are considering a mobile app for parking, could we incorporate a map and information on how many spots are available to the public. Mr. Boyle mentioned years ago there use to be a sign on Spring Street indicating where the Adams Street Lot is.

Ms. Oswin will relay the request to Mr. Russo.

Motion to Adjourn by Ms. Kweselait, seconded by Ms. Le Frois. Approved 4-0.

**ADJOURNED AT 9:03 a.m.**

**Next meeting is December 2, 2021 at 8:45 a.m.**

**Respectfully submitted,**



**/s/ TERESA A. OSWIN  
DEPUTY TOWN MANAGER**