

**Newton Parking Authority Meeting  
September 1, 2022 – Minutes  
Via ZOOM**

**Roll Call** – meeting called to order at 8:47 a.m. by Chairman Le Frois.

**Present:** Mr. Boyle, Ms. Kweselait, Chairperson Le Frois  
**Also Present:** Theresa Schlosser, Tax Collector  
Thomas S. Russo, Jr., Newton Town Manager/PA Secretary  
**Excused:** Vice Chairperson Mitchell, Jessica Wood-Rosso, Parking Enforcement Officer

**Open Public Meetings Act Statement** – read by Chairperson Le Frois.

**Approval of Minutes**

Motion to approve April 7, 2022 Minutes as presented, by Ms. Kweselait, seconded by Mr. Boyle. Approved 3-0.

**Financial Reports**

Motion to approve April 30, 2022, May 31, 2022, June 30, 2022, and July 31, 2022 Treasurer Reports, as presented, by Ms. Kweselait, seconded by Mr. Boyle. Approved 3-0.

**Old Business** – Ms. Schlosser discussed the new parking rates and the installation of the new parking kiosks. Mr. Boyle questioned if there are old phone lines that need to be canceled with the installation of new kiosks. Ms. Schlosser stated no. Mr. Boyle also questioned if the kiosks have solar powered sources. Ms. Schlosser stated yes. Ms. Kweselait questioned the cost of replacement solar batteries. Ms. Schlosser will find out and advise.

Mr. Russo gave an overview of parking lot usage and sales. He also mentioned an upcoming meeting to revise the RFP/RFQ for the McGuire's location to include hotels. Chairperson Le Frois may also participate.

**New Business**

- a. Resolution E-2022 – Certification of Annual Audit for the Town of Newton Parking Authority

**WHEREAS**, N.J.S.A. 40A:5A-15 requires the Governing Body of each local authority to cause and annual audit of its accounts to be made; and

**WHEREAS**, the annual audit report for the fiscal year ended December 31, 2021 has been completed and filed with the Director of the Division of Local Government Services pursuant to N.J.S.A. 40A:5A-15; and

**WHEREAS**, N.J.S.A. 40A:5A-17 requires the Governing Body of each Authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board; and

**WHEREAS**, the members of the Governing Body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations" in accordance with N.J.S.A.40A:5A17;

**NOW, THEREFORE BE IT RESOLVED**, that the Governing Body of the Town of Newton Parking Authority hereby certifies to the Local Finance Board of the State of New Jersey that each Governing Body member has personally reviewed the annual audit report for the fiscal year ended December 31, 2021, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by Group Affidavit in the form prescribed by the Local Finance Board;

**BE IT FURTHER RESOLVED** that the Secretary of the Authority is hereby directed to promptly submit to the Local Finance Board the aforesaid Group Affidavit, accompanied by a certified true copy of this resolution.

Motion to approve Resolution E-2022 by Mr. Boyle, seconded by Ms. Kweselait. Approved 3-0.

- b. Review of Purchase Ledgers for Parking Passes – April, May, June, and July 2022 – No discussion. Motion to approve by Ms. Kweselait, seconded by Mr. Boyle. Approved 3-0.

**Approval of Bills**

Motion to approve bills items **a-u** as presented, made by Mr. Boyle, seconded by Ms. Kweselait. Approved 3-0.

<b>a.</b>	Constellation NewEnergy – Gas Div _____	\$217.33
<b>b.</b>	Current Account _____	\$76.02
<b>c.</b>	Eric M. Bernstein & Associates, LLC _____	\$286.00
<b>d.</b>	JCP&L _____	\$428.15
<b>e.</b>	Monica Miebach _____	\$39.98
<b>f.</b>	Take a Powder Inc DBA Meter Product _____	\$975.00
<b>g.</b>	Amano McGann, Inc. _____	\$940.00
<b>h.</b>	Constellation NewEnergy – Gas Div _____	\$199.23
<b>i.</b>	Current Account _____	\$38.01
<b>j.</b>	Current Account _____	\$11,250.00
<b>k.</b>	Eric M. Bernstein & Associates, LLC _____	\$260.00
<b>l.</b>	JCP&L _____	\$617.21
<b>m.</b>	Constellation NewEnergy – Gas Div _____	\$92.82
<b>n.</b>	Current Account _____	\$119.70
<b>o.</b>	Gatehouse Media New York Holdings, Inc. _____	\$15.60
<b>p.</b>	JCP&L _____	\$309.49
<b>q.</b>	Amano McGann, Inc. _____	\$653.00
<b>r.</b>	Current Account _____	\$176.01
<b>s.</b>	Eric M. Bernstein & Associates, LLC _____	\$221.00
<b>t.</b>	JCP&L _____	\$324.06
<b>u.</b>	Staples _____	\$30.11

**Public to be Heard** - None.

Mr. Russo informed the members that an EV Charging Station grant that was recently awarded. Chairperson Le Frois thanked the municipal staff for work on the grant.

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

**ADJOURNED AT 9:10 a.m.**

**Next meeting is November 3, 2022 at 8:45 a.m. via Zoom.**

**Respectfully submitted,**



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