

**Newton Parking Authority Meeting**  
**April 6, 2023 – Minutes**  
**Via ZOOM**

**Roll Call** – meeting called to order at 8:50 a.m.

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

**Open Public Meetings Act Statement** – read by Mr. Russo.

**Approval of Minutes**

Motion to approve December 1, 2022, Minutes as presented, by Mr. Boyle, seconded by Ms. Kweselait. Approved 2-0. Abstained Ms. Shotwell-Vaitkevicius and Mr. Teets.

**Financial Report**

Motion to approve November 30, 2022, December 31, 2022, January 30, 2023, and February 28, 2023, Treasurer Reports, as presented, by Mr. Boyle, seconded by Ms. Kweselait. Approved 4-0.

**New Business**

- a. Annual Reorganization – Motion to approve Mr. Teets, Chair, by Mr. Boyle, seconded by Ms. Kweselait, Approved 4-0. Motion to approve Mr. Mitchell, Vice Chair, Mr. Russo, Secretary, by Ms. Kweselait, seconded by Mr. Boyle. Approved 4-0.
  
- b. Resolution A-2023 – Designation of Public Agency Compliance Officer for Calendar Year 2023 (Monica Miebach). Motion to approve Resolution A-2023 by Ms. Kweselait, seconded by Mr. Boyle. Approved 4-0.

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 Miebach, 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 2023; 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.

- c. Resolution B-2023 – Authorize the Execution of an Agreement For Auditing Services for 2023 with Nisivoccia, LLP. Motion to approve Resolution B-2023 by Mr. Boyle, seconded by Ms. Kweselait. Approved 4-0.

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, Ms. Kathryn Mantell, RMA of the accounting firm Nisivoccia, LLP has furnished an appropriate contract for 2023;

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 2023 audit contract on behalf of the Parking Authority; and

BE IT FURTHER RESOLVED that a copy of the fully executed contract be forwarded to Ms. Kathryn Mantell, and that a notice of this award be published in accordance with the Local Public Contracts Law.

- d. Review of Purchase Ledgers for Parking Passes – November 2022, December 2022, January 2023, and February 2023. No discussion.

**Approval of Bills**

Motion to approve bills items a-cc as presented, made by Ms. Shotwell-Vaitkevicius, seconded by Ms. Kweselait. Approved 4-0.

a. Constellation Newenergy – Gas Div _____	\$184.34
b. Current Account _____	\$152.04
c. Current Account _____	\$11,250.00
d. JCP&L _____	\$314.99
e. Parkeon, Inc. _____	\$268.25
f. Quill Corporation _____	\$274.99
g. Staples Credit Plan, Inc. _____	\$73.96
h. Sussex County Economic _____	\$80.00
i. Take a Powder Inc DBA Meter Product _____	\$835.00
j. W.B. Mason, Inc. _____	\$55.11
k. Constellation Newenergy – Gas Div _____	\$26.51
l. Current Account _____	\$38.01
m. Current Account _____	\$38.01
n. JCP&L _____	\$229.71
o. Minisink Press Inc _____	\$208.00
p. Parkeon, Inc. _____	\$253.90
q. JCP&L _____	\$75.06
r. Parkeon, Inc. _____	\$266.50
s. Weights and Measures Fund _____	\$300.00
t. Constellation Newenergy – Gas Div _____	\$264.10
u. Current Account _____	\$12,000.00
v. JCP&L _____	\$642.41
w. Parkeon, Inc. _____	\$229.75
x. Constellation Newenergy – Gas Div _____	\$96.05
y. Current Account _____	\$114.03
z. Eric M. Bernstein & Associates, LLC _____	\$429.00
aa. JCP&L _____	\$297.94
bb. Parkeon, Inc. _____	\$299.40
cc. Statewide Insurance Fund _____	\$12,000.00

**Public to be Heard** - None.

Motion to Adjourn by Ms. Kweselait, seconded by Ms. Shotwell-Vaitkevicius. Approved 4-0.

**ADJOURNED AT 8:56 a.m.**

**Next meeting is June 1, 2023, at 8:45 a.m. via Zoom.**

**Respectfully submitted,**



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