

**Newton Parking Authority Meeting
December 7, 2023 – Minutes
Via ZOOM**

Roll Call – meeting called to order at 8:46 a.m.

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

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

Approval of Minutes

Motion to approve November 2, 2023 Minutes as presented, by Ms. Shotwell-Vaitkevicius, seconded by Ms. Kweselait. Approved 4-0.

Financial Report

Motion to approve October 31, 2023 Treasurer's Report, as presented, by Ms. Kweselait, seconded by Ms. Shotwell-Vaitkevicius. Approved 4-0.

New Business

- a. Resolution H-2023 – Adopt 2024 Budget.

WHEREAS, the Annual Budget and Capital Budget for the Town of Newton Parking Authority for the fiscal year beginning, January 1, 2024 and ending, December 31, 2024 has been presented for adoption before the Governing Body of the Parking Authority at its open public meeting of December 7, 2023; 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 \$129,000.00, Total Appropriations, including any Accumulated Deficit if any, of \$129,000.00 and Total Unrestricted Net Position utilized of \$0.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$12,000.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$12,000.00; 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 7, 2023 that the Annual Budget and Capital Budget/Program of the Town of Newton Parking Authority for the fiscal year beginning, January 1, 2024 and ending, December 31, 2024 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.

Motion to approve Resolution H-2023 by Ms. Kweselait, seconded by Ms. Shotwell-Vaitkevicius. Approved 4-0.

- b. Resolution I-2023 – Resolution Regarding Public Parking Spaces at Newton Town Centre.

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 1st and ending on December 31st 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 Resolution I-2023 by Mr. Boyle, seconded by Ms. Kweselait.
Approved 4-0.

- c. 2024 Meeting Schedule – Motion to approve the 2024 Meeting Schedule by Ms. Kweselait, seconded by Ms. Shotwell-Vaitkevicius.
Approved 4-0.
- d. Review of Purchase Ledgers for Parking Passes – October 2023. 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.	Boonton Tire Supply Inc.	\$1,046.45
b.	Constellation NewEnergy – Gas Div	\$92.69
c.	Current Account	\$12,000.00
d.	Devo & Associates LLC	\$801.67
e.	Parkeon, Inc.	\$63.00
f.	Parkeon, Inc.	\$228.00
g.	Pellow, Harold & Asso, Inc.	\$112.00
h.	Stamp Fulfillment	\$417.15
i.	Staples	\$144.62
j.	Wood-Rosso, Jessica	\$66.97

Public to be Heard – Erin Coristan – Division Street – She and her neighbor have no access to overnight parking and would like to know if there are any other options in the area. Mr. Russo suggested outreach to SCCC for any parking options at McGuire’s Technical Center.

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

ADJOURNED AT 9:00 a.m.

Next meeting is February 1, 2024, at 8:45 a.m. via Zoom.

Respectfully submitted,



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