

**Newton Parking Authority Meeting
February 1, 2024 – Minutes
Via ZOOM**

Roll Call – meeting called to order at 9:00 a.m.

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

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

Approval of Minutes

Motion to approve December 7, 2023 Minutes, and January 11, 2024 Minutes, as presented, Ms. Kweselait, seconded by Ms. Shotwell-Vaitkevicius. Approved 4-0.

Financial Reports

Motion to approve November 30, 2023 and December 31, 2023, Treasurer's Reports, and 2023 Receipts and Disbursements as presented, by Ms. Shotwell-Vaitkevicius, seconded by Ms. Kweselait. Approved 4-0.

New Business

- a. Annual Reorganization – Motion to reappoint Chairman Teets by Ms. Shotwell-Vaitkevicius, seconded by Mr. Boyle. Approved 4-0. Motion to approve Ms. Kweselait, Vice Chair, by Mr. Boyle, seconded by Ms. Shotwell-Vitkevicius. Approved 4-0. Motion to approve Mr. Russo, Secretary, by Ms. Kweselait, seconded by Mr. Boyle. Approved 4-0.
- b. Resolution B-2024 – Designation of Public Agency Compliance Officer for Calendar Year 2024 (Monica Miebach).

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 2024; 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. No public to be heard on said Resolution or budget reoption.

Motion to approve Resolution B-2024 by Ms. Shotwell-Vaitkevicius, seconded by Mr. Boyle. Approved 4-0.

- c. Resolution C-2024 – Authorize the Execution of an Agreement for Auditing Services for 2024 with Nisivoccia LLP

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. John Mooney, RMA of the accounting firm Nisivoccia, LLP has furnished an appropriate contract for 2024;

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 2024 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. John Mooney, and that a notice of this award be published in accordance with the Local Public Contracts Law.

Motion to approve Resolution C-2024 by Ms. Kweselait, seconded by Ms. Shotwell-Vaitkevicius. Approved 4-0.

d. Review of Purchase Ledgers for Parking Passes – November and December 2023. No discussion.

Approval of Bills

Motion to approve bills items **a-e** as presented, made by Ms. Kweselait, seconded by Ms. Shotwell-Vaitkevicius.

Approved 4-0.

a.	Current Account _____	\$422.39
b.	JCP&L _____	\$594.08
c.	Jersey Shirts & Designs _____	\$183.00
d.	Parkeon, Inc. _____	\$50.75
e.	Parkeon, Inc. _____	\$228.00

Public to be Heard – None.

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

ADJOURNED AT 9:05 a.m.

Next meeting is April 4, 2024, at 8:45 a.m. via Zoom.

Respectfully submitted,



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