

**Newton Parking Authority Meeting  
February 6, 2025 – Minutes  
Via ZOOM**

**Roll Call** – meeting called to order at 8:48 a.m.

**Present:** Ms. Kweselait, Mr. Boyle, Mr. Mitchell, Ms. Shotwell-Vaitkevicius, Chairman Teets  
**Also Present:** Kathryn Alcock on behalf of 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 Mrs. Alcock.

**Annual Reorganization**

Motion to reappoint Chairman Teets by Ms. Shotwell-Vaitkevicius, seconded by Ms. Kweselait. Approved 5-0. Motion to reappoint Ms. Kweselait by Mr. Mitchell, seconded by Mr. Boyle. Approved 5-0. Motion to reappoint Mr. Russo as Secretary by Ms. Kweselait, seconded by Ms. Shotwell-Vaitkevicius. Approved 5-0.

**Approval of Minutes**

Motion to approve December 5, 2024 Minutes as presented, by Ms. Kweselait, seconded by Mr. Mitchell. Approved 5-0.

**Financial Reports**

Motion to approve November 30, 2024 and December 31, 2024, Treasurer's Reports, and 2024 Receipts and Disbursements as presented, by Mr. Boyle, seconded by Ms. Shotwell-Vaitkevicius. Approved 5-0.

**New Business**

- a. Resolution A-2025 – Designation of Public Agency Compliance Officer for Calendar Year 2025 (Thomas M. Ferry).

**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 Thomas M. Ferry, 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 2025; 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.

Motion to approve Resolution A-2025 by Ms. Kweselait, seconded by Mr. Mitchell. Approved 5-0.

- b. Resolution B-2025 – Authorize the Execution of an Agreement for Auditing Services for 2025 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 2025;

**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 2025 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 B-2025 by Ms. Kweselait, seconded by Mr. Mitchell. Approved 5-0.

c. Review of Purchase Ledgers for Parking Passes – November and December 2024. No discussion.

**Approval of Bills**

Motion to approve bills items a-j as presented, made by Mr. Mitchell, seconded by Ms. Shotwell-Vaitkevicius.  
Approved 5-0.

a.	JCP&L _____	\$525.54
b.	Minisink Press Inc. _____	\$204.00
c.	Parkeon, Inc. _____	\$244.00
d.	Walmart _____	\$71.76
e.	Nisivoccia LLP _____	\$1,500.00
f.	Parkeon, Inc. _____	\$356.30
g.	Parkeon, Inc. _____	\$488.00
h.	Devo & Associates LLC _____	\$294.00
i.	JCP&L _____	\$595.72
j.	Weights and Measures Fund _____	\$300.00

**Public to be Heard** – None.

Motion to Adjourn by Ms. Shotwell-Vaitkevicius, seconded by Mr. Mitchell. Approved 5-0.

**ADJOURNED AT 8:54 a.m.**

**Next meeting is April 3, 2025, at 8:45 a.m. via Zoom.**

Respectfully submitted,



**Kathryn Alcock on behalf of:  
/s/ THOMAS S. RUSSO, JR.,  
TOWN MANAGER/PA SECRETARY**