

METUCHEN PARKING AUTHORITY
NOVEMBER 20, 2012 MINUTES

PRESENT:

Commissioners: Len Roseman, Rick Dyas, John DeFoe and Sean Massey
Borough Council Liaison: Mr. Muldoon
Chamber Liaison:
Legal Counsel: James Graziano, Esq.
Executive Director:

The usual order of business was suspended to allow Mr. Bruce Levin to address the commissioners. He related that he had been speaking with Mr. Crownover about a light in the Halsey lot which he considers a safety issue since June. He noted that the pole was removed from its base last Saturday. He thanked the Commissioners for their attention to the matter.

Mr. Joseph Critelli, authority auditor discussed financial statements with the commissioners. He gets the bank statements, reconciliation and escrow account. The depository account is compared to the sales ledger sheet for 3 months to tie into the daily deposits shown on the bank statements. Paychex's adjustments are also made by Mr. Critelli. The financial reports and payroll tax records are reviewed. WR 30 is the basis for payroll. January utility bills for prior year service are included in the prior year. Journal entries have been made to correct items in parking deck. His figures come from the ledger and are reconciled with the deposits. Mr. Roseman asked how he confirms that deposits reflect actual collections. He noted that the sticker sales could be calculated, but not meter collections. Mr. DeFoe expressed his concern for discrepancies between monthly reports and quarterly financial statements.

MINUTES:

The minutes of the October 16, 2012 meeting were moved for approval by Mr. Dyas seconded by Mr. Massey and approved unanimously.

BILLS:

The Bill list was amended for Martha Cole, her check reflecting the correct amount. Mr. DeFoe moved to approve the Bill list as amended which was seconded by Mr. Massey and approved unanimously.

CORRESPONDENCE

Shaw Environmental was reviewed and noted. The Department of Community Affairs and zoning notices were reviewed.

Mr. Muldoon advised that the alleyway is meant to be a pedestrian passageway but was blocked. Mr. Graziano said that it was owned by the adjacent property owners. The Authority has no ownership interest in it. To seek an easement would cost fair market value. Mr. Roseman

explored potential issues presented by the alleyway. Mr. Graziano said the Mr. Mongelli might be accommodating on changes. The Haahs' parking survey noted the problem with the alleyway. The Borough Council could close it down. The authority placed the barricades and the trial period is going well. Mr. Graziano suggested that he, Mr. Muldoon and Mr. Mongelli meet to discuss the issue.

FINANCIAL REPORT:

Mr. Roseman noted the reconciliation issues had been addressed by Mr. Critelli. His rule of thumb of \$103,000 monthly continues.

October Income: \$105,074.60; year to date Income: \$1,059,046.60.

EXECUTIVE DIRECTOR'S REPORT:

None.

OLD BUSINESS:

Mr. Graziano discussed the Memorandum of Understanding regarding Pearl Development and its enhancement by the Willentz firm. Some details must still be worked out. A special meeting may be scheduled for next week to consider approval of the MOU. Mr. Graziano emphasized the necessity of protecting the authority from liability. Mr. Massey asked for 3 days to review the Memorandum.

NEW BUSINESS:

The 2013 Budget was presented for Adoption. Mr. Dyas moved to adopt the budget and a roll call vote was taken with ayes from Mr. Roseman, Mr. Dyas, Mr. DeFoe and Mr. Massey.

REPORT OF COUNCIL LIASION

Mr. Muldoon asked about fireworks this year. He advised that if the funding is provided the fireworks will take place.

ADJOURNMENT:

Mr. Dyas moved to adjourn, seconded by Mr. Massey and approved unanimously at 8:49 P.M. The next meeting of the Authority is scheduled for December 18, 2012

Respectfully submitted,