

**METUCHEN PARKING AUTHORITY**  
**FEBRUARY 17, 2015 MINUTES**

**PRESENT:**

Commissioners: John DeFoe, Richard Dyas, and Sean Massey  
Borough Council Liaison:  
Chamber Liaison: Richard Topping  
Legal Counsel: James Graziano  
Executive Director: Thomas Crownover

**MINUTES:**

Several corrections to the minutes were requested. The modified minutes of the January 2015 meeting were moved for approval by Mr. Massey, seconded by Mr. Dyas and unanimously approved.

**BILLS:**

Mr. Crownover noted unusual expenses for Pearl and sidewalk snow and ice removal by DCR as well as the purchase of a new pickup truck. The Director also asked for approval to pay an electrician for urgent repair of two lights in the Halsey lot. Mr. Graziano asked about a payment to LRK for work regarding payment in lieu of parking. Mr. DeFoe noted payment to LRK in January's bill list. The bill list with the added J. Dwyer Electric bill was moved for approval by Mr. Massey, seconded by Mr. Dyas and approved unanimously.

**CORRESPONDENCE**

Mr. DeFoe reviewed the zoning matters, neither of which impact the authority.

**FINANCIAL REPORTS (Subject to Audit):**

Mr. Crownover observed January's income was reduced from prior years. Sticker revenue was down. The Director anticipated improved revenue in February. Pearl sticker revenue was lower than expected. Mr. Crownover advised that stickers from Memorial came to Pearl with the closing of that lot and now the lot has reopened with the sale of stickers in the reopened lot. The Director will review sticker revenue and advise the commissioners.

Mr. DeFoe questioned several expense categories and budgeting issues. Mr. Graziano asked about the pickup truck purchase. Mr. Crownover said he had discussed the purchase with Borough Administrator, Bill Boerth, who recommended the authority purchase the vehicle without Borough borrowing.

**JANUARY INCOME: \$90,420.52; YEAR TO DATE INCOME: \$90,420.52**

## **EXECUTIVE DIRECTOR'S REPORT:**

Mr. Crownover discussed pay by cell and it was the consensus of the commissioners that the authority should use the same vendor that Nexus will use in the Parking Deck. Use of a customer wallet in all transactions was thought to be undesirable.

The Director discussed available garage space on Liberty Street which might meet our needs upon demolition of our building at 25 Pearl. It was noted that we were at least several months away from needing to move from our present space.

## **OLD BUSINESS:**

Professional service contracts were discussed. Mr. Graziano recommended keeping the current special counsel. Mr. Massey moved to award Mr. Graziano's law firm appointment as attorney for the Authority which was seconded by Mr. Dyas and approved unanimously. Mr. Massey then moved to award the Authority auditor appointment to Joseph Critelli. Seconded by Mr. Dyas the motion was approved unanimously.

Mr. Graziano advised the need for an engineer to approve work on the deck. Approval of an engineer was tabled for the March meeting. The lease description of the Authority's right of approval should be used to vet selection of an engineer.

## **NEW BUSINESS:**

Proposed Borough Ordinance 2015-4 regarding payment in lieu of parking was discussed. The commissioners reached a consensus to encourage borough passage of this ordinance. The Director was asked to write a letter confirming this to the Mayor and Council.

Mr. DeFoe advised of a recent meeting with Mr. Critelli which helped address escrow accounting.

Mr. Graziano and Mr. Crownover will create a bid for signage, way finding and branding. Funding for this work was discussed.

## **REPORT OF COUNCIL LIASION**

None.

## **CHAMBER OF COMMERCE:**

Mr. Topping asked if the Chamber schedule of events had been received by the commissioners. He noted that the Chamber survey on parking was to be sent to all businesses in Metuchen.

The Chamber plans four open meetings rather than one this year.

**ADJOURNMENT:**

Adjournment was moved by Mr. Massey, seconded by Mr. Dyas and approved unanimously.

Respectfully submitted,

/s/ Thomas Crownover