

**PARKING AUTHORITY OF THE BOROUGH OF METUCHEN**  
**Minutes of the Meeting of November 15, 2016**

**PRESENT:**

Commissioners: Leonard J. Roseman, Chairman, John DeFoe, Vice-Chairman, Anthony Campisi and Edmund O'Brien.

Borough Council Liaison:

Chamber Liaison:

Legal Counsel: Daria Anne Venezia

Business Manager: Cory Zaneto

Chairman Roseman stated that this meeting was being held in conformity with Chapter 231, P.L. 1975, called the Senator Baer Open Public Meetings Act. As required by the statute, notification of the meeting was provided to and published in the Home News Tribune and Metuchen-Edison Sentinel and filed with the Borough Clerk.

The Chairman reported that the new commissioner had not yet been appointed. The Chairman asked for a motion to suspend the regular order of business. Mr. DeFoe moved and Mr. O'Brien seconded.

The Commissioners unanimously adopted the following:

RESOLUTION COMMENDING RICHARD DYAS FOR HIS SERVICE TO THE BOROUGH OF METUCHEN.

At this time, all of the Commissioners and several public members commended Richard Dyas for his service to the Borough of Metuchen over the years and for his service as Commissioner of the Metuchen Parking Authority. Mr. Dyas was wished well by all present.

The next item on the agenda was election of a Treasurer. On motion duly made, by Anthony Campisi, seconded by John DeFoe and unanimously approved, Edmund O'Brien was elected Treasurer.

**MINUTES:**

Approval of the September minutes was moved by J. DeFoe, seconded by E. O'Brien and unanimously approved.

**BILL LIST:**

The Chairman stated that there is one addition to the bill list which is a payment to the Borough of Metuchen in the amount of \$4,000.00 for shared services. Upon motion duly made by J. DeFoe, seconded by E. O'Brien and unanimously approved, the bill list was approved as amended.

**CORRESPONDENCE:**

Mr. Zaneto will be reviewing the correspondence in the future to present to the Commissioners.

**FINANCIAL REPORTS:**

The Chairman stated that the accountant has helped with implementing Quick Books, the software for the financial records. The new software will allow the Authority to generate various reports.

The Chairman also reported on a review of the occupancy levels of the Halsey Lot. The Commissioners discussed the parking lot adjacent to the former A&P liquor store.

The Commissioners discussed the demand for meters and parking. The Commissioners discussed maximizing usage as opposed to waiting to see how the usage plays out over the next few months. A discussion of whether meters should be installed at the Halsey Lot ensued.

The Chairman asked Mr. Zaneto to visit Halsey Lot and perform an informal survey to see how the Authority can accommodate the public. Mr. Campisi noted that many of the merchants think their customers are interested in parking on the street and in the lots. The members agreed that there is a misconception that there is not sufficient parking.

The Commissioners also discussed enforcement and that the Authority needs direction from the Borough.

**NEW BUSINESS:**

Under New Business, there were a number of resolutions. Ms. Venezia explained that Resolution 2016-23 adopts a budget amendment to reflect amounts paid to the Borough. 2016-24 is a clean up resolution to identify employees and commissioners required to be covered by a surety bond. Resolution 2016-25 reflects changes in staff and commissioners. Resolution 2016-26 awards a contract to Venezia & Nolan, P.C. for legal services. Resolution 2016-27 appoints Corey Zaneto as Certifying Finance Officer. This individual is charged with certifying that sufficient funds exist to pay any contract that is awarded. Resolution 2016-28 changes the authority to the Chairman to roll over the CD's at Metuchen Savings Bank. The Chairman stated each CD currently has a 1 year term.

The Chairman stated he would contact the accountant to discuss the investments.

Upon motion duly made by J. DeFoe, seconded by E. O'Brien, the Commissioners determined to consider the resolutions by consent and adopted the following resolutions:

Resolution No. 2016-23

Resolution of the Parking Authority of the Borough of Metuchen  
Approving Budget Amendment

Recorded Vote:	<u>Aye</u>	4	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Roseman, Leonard J.	X				
DeFoe, John	X				
Campisi, Anthony	X				
O'Brien, Edmund	X				

Resolution No. 2016-24

Resolution of the Parking Authority of the Borough of Metuchen  
Designating the Employees and Commissioners to be Covered by a Surety Bond

Recorded Vote:     Aye   4     No            Abstain            Absent

Roseman, Leonard J.   X  
DeFoe, John            X  
Campisi, Anthony      X  
O'Brien, Edmund       X

Resolution No. 2016-25

Resolution of the Parking Authority of the Borough of Metuchen  
Authorizing Signatures for Trustee and Banking Transactions

Recorded Vote:     Aye   4     No            Abstain            Absent

Roseman, Leonard J.   X  
DeFoe, John            X  
Campisi, Anthony      X  
O'Brien, Edmund       X

Resolution No. 2016-26

Resolution of the Parking Authority of the Borough of Metuchen  
Authorizing Award of Contract for Legal Services to Venezia & Nolan, P.C.

Recorded Vote:     Aye   4     No            Abstain            Absent

Roseman, Leonard J.   X  
DeFoe, John            X  
Campisi, Anthony      X  
O'Brien, Edmund       X

Resolution No. 2016-27

Resolution of the Parking Authority of the Borough of Metuchen  
Designating Certifying Finance Officer

Recorded Vote:     Aye   4     No            Abstain            Absent

Roseman, Leonard J.   X  
DeFoe, John            X  
Campisi, Anthony      X  
O'Brien, Edmund       X

Resolution No. 2016-28

Resolution of the Parking Authority of the Borough of Metuchen  
Authorizing Roll-Over of Certificate of Deposit Funds

Recorded Vote:     Aye   4     No            Abstain            Absent

Roseman, Leonard J.   X  
DeFoe, John            X  
Campisi, Anthony      X  
O'Brien, Edmund       X

**REPORT OF COUNCIL LIAISON:**

Councilman Muldoon was not present.

**CHAMBER OF COMMERCE:**

None

A. Campisi reported on a meeting of the Business Improvement District. Parking and beautification issues were discussed.

J. Leal asked how the Authority communicates with its customers. The Chairman stated that the Authority should review this.

**ADJOURNMENT:**

Upon motion duly made by J. DeFoe, and seconded by E. O'Brien, the meeting was adjourned.

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Daria Anne Venezia, Counsel