

**METUCHEN PARKING AUTHORITY**  
**APRIL 19, 2016 MINUTES**

**PRESENT:**

Commissioners: Leonard Roseman, John DeFoe, Anthony Campisi, Ed O'Brien and Richard Dyas  
Borough Council Liaison: Jay Muldoon  
Chamber Liaison:  
Legal Counsel: Daria Venezia  
Executive Director: Thomas Crownover

**GUESTS:**

Over 20 people attended this meeting in the large conference room at Borough Hall. Their interest was the response of the Authority to a Borough resolution proposing \$75,000 annually be added to the payment in lieu of taxes to support a Special Improvement District. Mr. DeFoe moved placing the issue to the top of the Agenda, was seconded by Mr. Dyas and approved unanimously. The Authority discussed its own resolution authorizing the chairman to execute the proposed agreement.

Mr. Dyas expressed concerns about this resolution and the disposition of Pearl funds, in light of the financial needs of the Authority. Mr. Roseman responded that the Authority has no debt and the Pearl sale proceeds are substantial. The chairman said that the elected representatives on Borough Council have the prerogative of choosing how these funds will be used. Mr. Dyas pointed out that the agreement recited that payment was for the Special Improvement District. Mr. Muldoon emphasized the transparency of the agreement. Commissioner O'Brien expressed concern over a direct payment by the Authority to the District. He also said policy decisions are to be made by the Borough Council. Mr. Muldoon noted that the District would have an annual review of its budget by Council and that the Authority will have a seat on the District Board. Mr. Dyas asked if the Authority would be liable for debts of the District. Ms. Venezia said that a third party beneficiary provision could help avoid that issue.

The chair then invited public comment. Dotty Winhold and numerous others spoke in favor of the District and expressed appreciation for the support of the Authority in this effort. Nancy Jessen said that the streetscape should be improved but was not in favor of the Business Improvement District. Eric Berger, a landlord located on Main Street, spoke in favor of funding the District which will help improve Metuchen for town workers and attracting appropriate new businesses.

Mr. DeFoe moved approval of the resolution. A roll call vote recorded approval by chairman Roseman as well as commissioners O'Brien, Campisi and Defoe with a no vote by commissioner Dyas.

A discussion on names for the deck and the plaza followed. Mr. Roseman thought "Metuchen" should be used where possible to connect these locations to the Borough. A motion to return to

the regular order of business was moved by Mr. DeFoe, seconded by Mr. Campisi and approved unanimously. The room cleared at this point leaving one member of the public in attendance.

### **MINUTES:**

Mr. DeFoe moved acceptance of the minutes, was seconded by Mr. Dyas and approved unanimously.

### **BILL LIST:**

Mr. Defoe asked about the reimbursement of the Director for his purchase of a chair. The Bill List was moved for approval by Mr. Dyas, seconded by Mr. Campisi and unanimously approved.

### **CORRESPONDENCE:**

The Department of Environmental Protection letter was discussed. The Director was instructed to follow up on the response to DEP. The chair asked who responded and for which property.

Studio L'Image was discussed. Mr. Muldoon described the typography and color scheme feedback sought regarding the three concepts contained in Studio's Email. A gateway sign will be a coordinated with the directional signs. Mr. Muldoon will also contact additional interested parties for feedback. Mr. Roseman said "Metuchen Plaza" is preferable to merely "plaza". Names of private businesses on directional signs were discussed. Mr. Campisi mentioned that Ridgefield had business names on signs and had a vibrant downtown. Mr. DeFoe asked about funding for the signage effort. Additional funds would be necessary for sign fabrication.

Mr. Roseman said water line work on New Street would slow the deck opening. Only the Pearl entrance would be operable due to Woodmont's work on Woodmont Way. Mr. DeFoe asked if police and fire were OK with only one entrance and exit. Solving the water issue will allow opening of the deck.

Director Crownover advised the commissioners on New Brunswick's experience with single space credit card meters. They reported credit card transaction fees of 9% of revenue. The Director said that Parkmobile had transaction fees of 13% at our Durham lot. Ms. Venezia noted that New Brunswick's meters allowed adding time by Internet. Mr. Roseman asked to have representatives of the various vendors attend coming meetings to inform us of details. Mr. DeFoe thought that better data for meter management would be good for downtown. Progressive pricing in New Brunswick helps move cars from street parking to lots. Bill Philips of Meter Products who represents MacKay meters will be invited to our May meeting.

Our employee handbook was discussed. In past years it was always concluded that we should not change our handbook. Paychex who provides payroll checks for us proposed a \$2,300 fee to write a handbook in compliance with current law. Mr. Muldoon said the borough was working to update its handbook and that perhaps the Authority could benefit from their work. ADP proposed to provide a free handbook wizard to create a compliant handbook with payroll service at a rate competitive with Paychex.

Commissioner O'Brien questioned the use of bike lockers. Mr. Crownover explained that deterioration of the locks make most of the lockers inoperable. It was suggested that NJ Transit be contacted in regard to lock repair.

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

The financial reports were reviewed.

**MARCH INCOME: \$81,964.25; YEAR TO DATE INCOME: \$235,283.99**

**EXECUTIVE DIRECTOR'S REPORT:**

It was noted that cigarette butt receptacles were place on the cemetery path.

The Director discussed the placement of Authority staff at the deck. Our customers already appear at Liberty Street and there would not be any need for having staff at the deck. Mr. Roseman thought we could see how using Liberty Street worked and not staff the deck. Dailies would be handled at the deck by Nexus.

**OLD BUSINESS:**

**NEW BUSINESS:**

Authority counsel, Venezia described a resolution authorizing auction of surplus property including office furniture and 130 lbs. of foreign coins. Mr. Campisi moved the auction resolution was seconded by Mr. Dyas and approved unanimously.

Line striping work was complimented by Mr. Campisi who also raised a problem with coin handling experienced by Art Mohr. Mr. Crownover advised that TD Bank would no longer allow us to use their coin counter and demanded that we simply hand over the coin without getting a receipt and let an armored car service count it. Becky was working on resolving the problem with TD. Mr. Roseman said we should deposit it in our account and give the Borough a check each month.

**REPORT OF COUNCIL LIASION**

**CHAMBER OF COMMERCE:**

**ADJOURNMENT**

Mr. Campisi moved adjournment was seconded by Mr. Dyas and approved unanimously.

Respectfully submitted,  
/s/ Thomas Crownover