

**METUCHEN PARKING AUTHORITY**  
**SEPTEMBER 15, 2015 MINUTES**

**PRESENT:**

Commissioners: Leonard Roseman, John DeFoe, Sean Massey, Anthony Campisi and Richard Dyas  
Borough Council Liaison: Jay Muldoon  
Chamber Liaison:  
Legal Counsel:  
Executive Director: Thomas Crownover

**MINUTES:**

The Minutes of the August 18, 2015 meeting were moved for approval by Mr. Massey, seconded by Mr. Dyas and approved unanimously.

**BILL LIST:**

The bill list includes a \$650,000 payment to the Borough of Metuchen. Mr. DeFoe asked about work on our Access data base (permit sales). Seminars on enforcement and procurement are also on the bill list. Mr. DeFoe moved the Bill list for approval to include license fees for Interim Parking. Mr. Dyas seconded and it was unanimously approved.

**CORRESPONDENCE:**

Mr. Roseman reviewed items of correspondence individually. A brief discussion concerning the POW/MIA event followed. The October 1<sup>st</sup> Woodmont groundbreaking event will take place on Pearl lot. Mr. Roseman complimented Woodmont's work on the American Legion building on Halsey lot. A Borough Council resolution approving the Authority contribution formula was noted. Authority auditor, Joseph Critelli, wrote to advise that he would not provide auditing services after the third quarter 2015. Mr. Roseman noted Mr. Graziano was appointed Municipal Judge for the Borough of Metuchen.

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

Mr. DeFoe noted a reduction in revenue. Interim parking is reducing revenue. Mr. Muldoon confirmed that Pearl permit holders have been dispersed among the interim lots but continue to use Pearl permits along with hang-tags to enter specific lots. Mr. Roseman thought our interim lots are being underutilized and asked for utilization reports. The Director reported that Parkmobile revenue had not been added to this month's revenue.

**AUGUST INCOME: \$84,863.49; YEAR TO DATE INCOME: \$745,549.68**

**EXECUTIVE DIRECTOR'S REPORT:**

### **OLD BUSINESS:**

Signage bids were received on the morning of the meeting. Mr. Roseman asked for volunteers to evaluate the bids and report at the October meeting. Mr. Muldoon and Mr. Dyas said they would assume that task.

### **NEW BUSINESS:**

Resolution 2015-23 Joint Insurance Fund for property and casualty coverages was moved by Mr. DeFoe, seconded by Mr. Dyas and approved unanimously.

Mr. Roseman discussed the Authority commitment for a \$1 million dollar contribution by the Authority for 2015 in addition to the \$380,000 shown in the Budget.

Mr. DeFoe questioned the sense of the budget amendment not reflecting the anticipated million dollar grant funds from the Borough. A brief discussion followed. Resolution 2015-25 amending the Budget was moved by Mr. DeFoe, seconded by Mr. Dyas and a roll-call vote followed with the Chairman Roseman, Mr. DeFoe, Mr. Dyas, Mr. Campisi and Mr. Massey voting in favor and none voting against.

Resolution 2015-24 to provide engineering services of Maser Consulting, P.A. for the creation of a parking lot at 52 Inn Place was considered. Mr. DeFoe sought a more specific statement of the services under consideration. Mr. Roseman recommended that the commissioners act on the resolution rather than put it off for a month. Mr. DeFoe asked for a contract to review before acting. It was concluded that resolution 24 would be tabled until October.

### **REPORT OF COUNCIL LIASION**

Councilman Muldoon discussed parking for townworkers. Mr. Crownover confirmed that permits could be shared among employees. New Street and Friendly's could provide parking them. Part-time employees couldn't justify the price of a permit. The Director had been in touch with the business owner and awaits a response from him.

### **CHAMBER OF COMMERCE:**

Mr. Topping asked about the location of a porta-potty for an upcoming event. The Director had already discussed possible locations in New Street lot with Lorraine Altman.

Mr. Dyas moved closed session to discuss contractual matters, was seconded by Mr. DeFoe and approved unanimously.

Afterwards a return to regular session was moved by Mr. Dyas, seconded by Mr. DeFoe and approved unanimously.

**ADJOURNMENT**

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

Respectfully submitted,  
/s/ Thomas Crownover