

**METUCHEN PARKING AUTHORITY**  
**SEPTEMBER 17, 2013 MINUTES**

**PRESENT:**

Commissioners: Leonard Roseman, John DeFoe, Sean Massey and Rick Dyas  
Borough Council Liaison: Jay Muldoon  
Chamber Liaison:  
Legal Counsel: James Graziano  
Executive Director: Thomas Crownover

**MINUTES:**

The minutes of the August 20, 2013 meeting were moved by Mr. Massey, seconded by Mr. Dyas and approved unanimously.

**GUESTS:**

Mr. Stephen Kitsco for the Municipal Alliance drug and alcohol prevention program requested to use Pearl lot to raise funds through flea market rental of tables during each Saturday in October. Mr. Defoe clarified that this was a Borough of Metuchen program. They will set up near the American Legion while the Farmers' Market will operate simultaneously.

Sheri-Rose Rubin and Nelson Li appeared on behalf of the Farmers' Market. Mr. Roseman emphasized that Woodmont is aware of the importance of providing for the needs of the market in the anticipated Piazza. Mr. Graziano offered to pass the Market's correspondence on to Woodmont. Mr. Muldoon noted the need for basic statistics on vendors and patrons and Mr. Roseman asked about parking capacity needs since the surface lot will not exist. Future growth of the market was discussed along with the possibility of indoor / outdoor facilities. Mr. Graziano asserted that indoor space might be unavailable. Ms. Rubin commented on the relationship of the market to the Chamber of Commerce. Mr. Graziano expected that once issues were resolved with the American Legion, Woodmont would be speaking with community groups about their expectations. Mr. Li asked to extend the market through October.

**BILLS:**

Mr. Massey moved the Bill List for approval and was seconded by Mr. Dyas. The motion was approved unanimously.

**CORRESPONDENCE:**

1. Farmers' Market letter from Ms. Rubin will be considered under New Business.
2. United Public Safety's concept of in-house violations processing may significantly increase Authority revenue.

3. Mr. Graziano delivered a check from Woodmont for \$30,500.00 to reduce “Parking Deck Expenses” rather than considering it as income. A second check for \$25,000.00 will be returned to Woodmont for reissue to Wilentz for services related to the Deck.

### **FINANCIAL REPORT:**

Mr. Roseman noted that salary expense may need additional funds transferred to that account.

**August Income: \$104,918.03; Year to date Income: \$869,564.07.**

### **EXECUTIVE DIRECTOR’S REPORT:**

United Public Safety proposed in-house violations administration to process uncontested tickets. The goal would be to increase revenue for the Authority by the fines paid. Mr. Crownover estimated that revenue could be \$40,000.00 or more annually.

Cost connected to UPS would be \$4,000.00 per hand held unit plus \$2,000.00 monthly for software licensing. Their software would run side by side with our existing software.

Mr. Roseman asked Mr. Crownover to determine the annual violation fines for the Authority and how it is presently distributed. The concept will be presented to Nelson / Nygaard for its consideration in development of a parking plan. Mr. Roseman noted that discounting of violation fines is done in New York City. He also asked to find competitors and bidding was discussed. Mr. Roseman asked if our current system could do this. The judiciary hardware and software would not be available to us. But perhaps we could develop our own and avoid software licensing fees.

Mr. Crownover noted that parking lot litter is a problem. The DPW sweeper is often in repair. In addition, overtime labor costs to clean lots on Saturday adversely affects DPW’s budget.

Our lots have not been clean. A service to clean lots was suggested. Mr. Crownover will look into that. We formerly swept lots daily. Mr. Graziano pointed out that reimbursement for labor would not benefit DPW’s budget and would simply go into the general fund. Mr. Roseman countered that a budget line to accommodate reimbursement might provide budget relief to DPW. Mr. Crownover was asked to determine if inmates might be available to clean our lots.

### **OLD BUSINESS:**

Mr. Roseman inquired about Nelson / Nygaard’s “kick off” meeting and the status of its efforts. Mr. Massey advised that stakeholders will have an opportunity to provide their input. Direct focus groups will be relied upon. Business owners, the Chamber of Commerce and others will be contacted. Mr. Graziano asked when Mr. Roseman might be called upon for his input. Mr. Roseman questioned the nature of the data being collected and expressed his concern that many people with significant experience with parking issues had not yet been contacted. Mr. Massey assured Commissioners that the plan will reflect the values of the Authority and stakeholders. Mr. Dyas asked if the plan will show how we should proceed in the future.

Mr. Dyas moved to enter closed session to discuss personnel issues and was seconded by Mr. DeFoe followed by unanimous approval. Mr. Dyas sometime later moved to end closed session and was seconded by Mr. Defoe and approved unanimously.

**NEW BUSINESS:**

Extension of the Farmers' Market until the week prior to Thanksgiving; Metuchen Alliance use of Pearl lot for flea markets on October Saturdays; and Halloween Parade use of Pearl were moved for approval by Mr. Massey, seconded by Mr. Dyas and unanimously approved.

**REPORT OF COUNCIL LIASION**

**ADJOURNMENT:**

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

Respectfully submitted,