

METUCHEN PARKING AUTHORITY
OCTOBER 21, 2014 MINUTES

PRESENT:

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

MINUTES:

Mr. Massey moved the minutes of the September 16th meeting as amended, was seconded by Mr. Dyas and approved unanimously.

BILLS:

Mr. DeFoe questioned parking lot signage and was advised by the Director that new and replacement signage for some of our lots was included in the Bill List. Mr. Massey Moved to pay the bills, was seconded by Mr. DeFoe and approved unanimously.

FINANCIAL REPORTS (Subject to Audit):

Mr. Defoe noted an error on the Revenue Comparison Report which is derived from the Income Statement. Mr. Crownover advised that the manual creation of the Revenue Comparison Report more likely gives rise to error than the Income Statement which is computer generated and verified with each deposit. Mr. DeFoe questioned reporting for Inn Place. This capital item is not reflected in the monthly financials. Questions needing guidance from Authority accountant, Joseph Critelli were discussed.

The Sticker Status Report was consulted to shed light on permit revenue reduction.

OCTOBER INCOME: \$103,803.34; YEAR TO DATE INCOME: \$1,030,697.43

EXECUTIVE DIRECTOR'S REPORT:

Mr. Crownover observed that 2015 authority budget forms promulgated by Department of Local Government Services had been substantially expanded to require much more data.

Mr. Roseman gave an overview of parking opportunities that may aid our interim parking plan. Mr. Dyas asked about the grass lot between the childcare building on Center Street and Middlesex Avenue. Resurfacing would be required to remove snow. Mr. Roseman mentioned the possible use of Middlesex Avenue going up to Bridge Street. Communication by January 1, 2015 with Pearl parkers about interim parking would be appropriate. Mr. Ciecielka of Nexus continues to work on interim plans. Mr. Campisi recommended the New Street meters be used for permit holders.

Mr. DeFoe returned to the budget and questioned the assumptions for 2015. Mr. Graziano noted the uncertainty presented by 2015. The commissioners discussed these issues at length and concluded that approval of the proposed budget for 2015 was appropriate.

It was decided to contract for snow removal from Pearl lot and walkways with DCR until 12/31/14 but not to exceed \$17,500. Pearl and walkways snow removal for 2015 will be subject to bid.

A new pickup truck and snow plow will be purchased to service coin collections and snow removal. Bonding by the Borough was discussed and Mr. Crownover will discuss this with Mr. Boerth. State contract on the vehicle should facilitate this purchase.

OLD BUSINESS:

None.

NEW BUSINESS:

The 2015 Budget Approval Resolution was moved by Mr. Massey, seconded by Mr. Dyas and subject to a Roll Call vote resulting in approval by each Commissioner present but abstained from by Mr. DeFoe.

Mr. Graziano recommended a motion for 2014 snow removal, not to exceed \$17,500. Mr. Massey moved with second by Mr. Dyas to award DCR snow removal for the remainder of 2014 but not to exceed \$17,500 which was approved unanimously by the commissioners.

Mr. DeFoe asked about the impact on the borough contribution of a pickup truck purchase. The Director advised that there should be sufficient funds to avoid reduction of the contribution. Mr. Dyas moved to approve the state contract purchase of a pickup truck with second by Mr. Massey and followed by unanimous approval.

REPORT OF COUNCIL LIASION

Mr. Muldoon discussed a bicycle survey and asked about bike lockers. Mr. Roseman asked about bikes parked at the station. Mr. Roseman raised the issue of handicap parking. The final plan discusses the issue but confusion arose from use of a prior draft of the plan. The management study requires attention. Information will be presented to the Chamber of

Commerce by Mr. Roseman. A general membership meeting at Hailey's was planned with Mr. Roseman to speak. Mr. Massey planned to be present. Mr. Roseman assigned management plan efforts to several committees. The Director was asked to plan for removal of the Authority offices and garage. Equipment storage and office space will be considered.

Mr. Massey reviewed short term / long term assignments and asked for a document to organize them. Complete streets and other items in the Parking Management Plan can be captured in the working document. Mr. Massey will take charge of an organizing spreadsheet.

Mr. DeFoe discussed Main Street enforcement. Mr. Muldoon commented on budgeting for these items and offered to help with signage.

The accessibility committee was discussed by Mr. Roseman. Mr. Dyas stated his support for the issue and its importance. Mr. Muldoon advised that spaces were required per lot and reminded us that the train is not the only destination of our lot patrons. Mr. Ciesielka advised that the deck would have about 20 handicap spaces. Mr. Graziano noted the requirement of providing access to facilities served by such parking spaces. Mr. Massey tied in complete streets with accessibility. Mr. Muldoon observed that the accessibility committee had no budget.

On Pay By Cell, ParkMobile retreated from the 35 cent proposal and has gone to 45 cents with the Authority collecting revenue equal to cash transactions. Mr. Crownover was asked to discuss subsidizing the PM fee with New Brunswick. Long term meters will be enabled with Pay By Cell. A new schedule 3 will be requested for the ParkMobile contract.

ADJOURNMENT:

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

Respectfully submitted,

/s/ Thomas Crownover