

MONTCLAIR PARKING AUTHORITY
MINUTES OF REGULAR MEETING
MARCH 25, 2009

Chairperson Matthews called the meeting to order at 7:08 p.m. and read the Open Public Meetings Notice. The Pledge of Allegiance was recited.

Present: Commissioner Church, Commissioner Jacobs, Commissioner Storms,
Commissioner Typaldos, Chair Matthews, Executive Director Teubner, and Attorney Lee
Absent: Commissioner Powell, Commissioner Silverman

The minutes of the February 25, 2009 meeting were adopted on a motion by Commissioner Jacobs, seconded by Commissioner Typaldos and unanimously approved by all present.

Executive Director's Report

Church Street Parking Lot

Executive Director John Teubner reported that discussions have continued regarding responsibility for lease payment for the Church Street Parking Lot. After further review it now appears that the MPA may be responsible for the lease payment. It was agreed that further discussion of this issue will take place in Executive Session.

Parking Variance Fee

Director Teubner explained that a parking variance fee is a fee which would be paid by builders/developers in lieu of providing the required number of parking spaces, i.e. a monetary fee assessed to applicants for every parking space they are deficient. The Planning Board feels that any deficiency in parking should be borne by those who are creating the deficiency and continues to entertain the idea of a fee as a way to build a fund which would then be used to build parking lots, walkways, etc. One concern of the Commissioners is that developers would consider the fee as part of the cost of the development and not concern themselves with providing parking. Director Teubner assured everyone that the Planning Board would still require builders to provide some parking and they would insure that the fee is so high that developers would consider it prohibitive to build it into their cost of the development. Director Teubner had already met on Monday, March 23rd with Planner Karen Kadus to discuss the issue. He said he would continue to keep the MPA updated on this issue.

One Day Scratch off Permits

Director Teubner distributed a sample permit and explained how it works, the cost (\$.40 to produce and \$5 to purchase), strides to make the permit counterfeit-proof and the penalty for forgery attempts. The permits will initially be sold in the Parking Authority offices with a plan to eventually have them available for sale at The Crescent Deck at Montclair Center, 24-7. The scratch-off will be a key piece in the plans for overnight parking. Ways of marketing the permit were discussed as was making them available in more locations.

UMBA - Just Do It Weekend

Director Teubner reported that the Upper Montclair Business Association is planning their yearly clean up and ask the Authority to reimburse them for the materials their volunteers will use in cleaning up the parking lots in the business district. Last year the MPA authorized up to \$700 in reimbursement and ended up paying \$500. Mr. Teubner recommends that we again agree to the arrangement; the goodwill gesture has a very positive public relations affect and also enables MPA workers to focus on other areas. Commissioner Typaldos recommended that the Authority send a letter to all the business associations letting them know the MPA would be willing to reimburse them up to a certain amount for any beautification/clean-up they would undertake in parking areas in their districts. Director Teubner will compose a draft letter and forward to Commissioner Typaldos for her input.

In answer to a query regarding the schedule for repairs to the parking lots, Mr. Teubner told the Commissioners that the MPA intends to begin repairs with the Upper Montclair Parking Plaza, move to the Grove Street Lot and then the Bellevue/Lorraine Lot. This will be scheduled for the Spring/Summer of 2009.

Chairman's Report

Chair Matthews reported on the status of the Parking Authority taking over enforcement. Although everyone involved, i.e. Township Manager Hartnett, Mayor Fried and Township Attorney Alan Trembulak agrees that enforcement should become the Authority's responsibility, the ordinance making it so has yet to be introduced. The Chair reiterated that the Authority will work toward having the resolution passed at the April 7 Council meeting. Commissioner Storms, who serves as chair of the Enforcement sub-committee, will meet with Director Teubner tomorrow to develop a timeline for the MPA's assumption of this responsibility and share this information via e-mail with the Commissioners prior to the April meeting. Once we receive verbal confirmation from the Township that this action is forthcoming, the Authority will begin discussions with Judge Booker on how best to expedite this and what the exact financial arrangement will be.

Chair Matthews discussed the MPA's financial situation which included a hefty increase in expenses surrounding snow removal (over \$150,000 due to a snowy winter), meter revenues being lower than expected, event parking (as it relates most especially to The Wellmont Theatre which is under-subscribed and not as busy as originally projected), and the loss of the Church Street Lot. Mr. Teubner agreed to provide permit projections at the next meeting and the Executive Director, Commissioner Powell and Commissioner Jacobs will make their recommendations at the next meeting relating to revenue enhancements.

Chair Matthews reported that the Authority is on-target with the strategic plan, summary of which the Executive Director agreed to distribute to everyone. It was suggested that, as a way of being pro-active in communicating with the public, the Director have a quarterly Q and A column in the Montclair Times answering frequently asked questions regarding parking in Montclair and the MPA's role. It was also suggested that the success of on-line permit sales be featured in a Montclair Times story.

The Chair reported on the status of the proposed hiring of an administrative staff person to take on some of the financial responsibilities now assumed by Mr. Teubner and to provide the support Tara McBride had given; Tara will be leaving at the end of April. Discussion followed as to whether the MPA can assume such a cost at this time considering the economy. However, it was pointed out that as the organization becomes more complex and takes on more responsibilities, the need for qualified personnel increases. The Executive Director is already spread very thin and this will only get worse in the coming months. After serious debate it was agreed that the Authority would do all it could to keep expenses down, Tom Calu will work on revenue enhancements and take part in a meeting on April 2nd on that subject and we will move ahead with the new hire. On motion made by Commissioner Storms, seconded by Commissioner Church, a resolution authorizing the creation of the position and hiring of a Manager of Finance and Administration was adopted by unanimous voice vote.

Presentation - Township-wide Parking Assessment

Consultant Tom Calu distributed his report and recommendation on the feasibility and efficacy of conducting a town-wide parking assessment. Weighing all the salient facts his recommendation is that a town-wide assessment is not necessary. He recommends an incremental approach, i.e. determine what tasks need to be worked on, prioritize these tasks and ask Tom to come back with a report. This can be accomplished much more efficiently and provide much more useful information. After some debate it was suggested that possible tasks include determining high demand areas, discuss possibility of a different rate structure based on demand, and planning the most efficient use of the enforcement personnel. It was agreed that Commissioners Storms and Silverman meet with Consultant Calu on April 1st to discuss the task prioritization.

Public Comment

There were no members of the public present

Action Items

The bill list was presented by Mr. Teubner and after a brief discussion, particularly of the PSE&G bill for the Fullerton Deck (Executive Director Teubner explained that Public Service had not done a meter reading of that site in many years which we see reflected in the latest bill) a motion was made by Commissioner Church and seconded by Commissioner Jacobs. The resolution of the Montclair Parking Authority authorizing payment of bills was adopted by unanimous voice vote.

At 8:50 p.m. Chair Matthews read the notice regarding Execution Session. Motion was made by Commissioner Jacobs, seconded by Commissioner Storms to enter Executive Session. Said motion passed by unanimous voice vote.

At 9:20 p.m. on a motion from Commissioner Church, seconded by Commissioner Typaldos, a resolution to leave executive session was adopted by unanimous voice vote.

Commissioner Church moved that a resolution authorizing a lease payment to Herod, LLC in the amount not to exceed \$11,850 in connection with the Church Street Lot for 2008 and 1st quarter 2009. Said resolution was seconded by Commissioner Typaldos and adopted by unanimous voice vote.

On a motion made by Commissioner Storms, seconded by Commissioner Typaldos the meeting was adjourned at 9:30 p.m.

Submitted by: Annette Speach

Next Meeting: April 22, 2009