

MONTCLAIR PARKING AUTHORITY

MINUTES OF REGULAR MEETING

May 27, 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 Powell, Commissioner Silverman, Commissioner Storms, Chair Matthews, Executive Director Teubner, and Attorney Lee

Absent: Commissioner Typaldos

The minutes of the April 22, 2009 meeting were adopted on a motion by Commissioner Jacobs, seconded by Commissioner Storms and unanimously approved by all present.

2008 Audit Presentation

Executive Director Teubner introduced Ed Winkle of Ferraioli, Wielkottz, Cerullo & Cuva, the accounting firm responsible for preparing the 2008 Parking Authority audit. Mr. Winkle briefly presented highlights of the audit pointing out that the net assets of the MPA were \$2,364,091. Since the Commissioners had reviewed the audit prior to the meeting Mr. Winkle asked for questions. Chair Matthews asked about the one recommendation made by the firm which was the institution of a voucher system. Mr. Winkle pointed out that establishing a system which required vendors to sign a voucher prior to receiving payment was required by New Jersey statutes. The Executive Director reported that a corrective action plan would be devised. It was pointed out that a signed voucher would not be necessary when issuing a refund on the purchase of parking permits. A new accounting feature for all government entities, Note 13, involving posting of retirement benefits was discussed although it was pointed out that, while in the future it might be a large expense, would not appear on the balance sheet until an MPA employee retired. A motion was made by Commissioner Powell to approve the audit. Said motion being seconded by Commissioner Jacobs, the resolution was adopted by unanimous voice vote of all present.

Chair Matthews thanked Mr. Winkle for his report. Mr. Winkle left the meeting.

Chair Matthews also asked Attorney Lee to look into the threshold amount for vouchers noting that this system would create delays in paying bills.

Executive Director's Report

Paving Projects/Capital Expenditure Plan

Executive Director John Teubner reported that an assessment of all Township lots determined that the Grove Street and Upper Montclair Plaza lots were in most immediate need of repair. The Grove Lot had been hot patched and looked somewhat better and was not such a safety threat. Mr. Teubner distributed a document detailing the condition of the two lots, the repair work required and the three options which would restore them to safe, presentable condition. The options were broken down by price ranging from low cost - providing a bare minimum of repair with the disadvantage of not lasting many years - to high cost - giving the lots a much longer life. The director also mentioned a fourth option described as infra-red treatments involving melting the pavement and re-sealing it. The advantages are lower cost, less waste, longer lasting, and no need to close the lots as they could section each lot off and repair one area leaving another open to the public; the striping could then be done by MPA employees. It was estimated that an infra-red repair of the Grove Street Lot would cost \$16,000 as compared to the low estimated cost of \$100,000 or high cost of \$210,000. After some discussion Executive Director Teubner was directed to obtain pictures of examples of the infra red method and references. Because this method would not address the problem with tree roots that exists at the Upper Montclair Parking Plaza it was suggested Atlantic Infra-red be engaged to repair the Grove Street Lot as a pilot and that the Township's Department of Community Services be invited to view the work providing them with the opportunity to ascertain if this method might be used on Township streets. For the Upper Montclair Parking Plaza, standard bid documents would be developed for the milling and paving work.

July 4th Parking - Crescent Deck

As in past years the Commissioners agreed to offer the parade volunteers free parking at the Crescent Deck from 8 a.m. to 4 p.m. on the 4th of July.

South End Parking Plaza

Director Teubner reported that Fourth Ward Councilor Renee Baskerville has asked that permit parking in the South End Lot be turned into metered parking as permit sales are very low. Councilor Baskerville said she would speak to the Police about increased enforcement in the area and would get the word out to ward residents of the increase in metered spaces.

Mr. Teubner also noted that Pine Street from Bloomfield Avenue to Glenridge Avenue was being repaved next week impacting accessibility of the train station lot at certain times of the day. Township ordinances had also recently been introduced to provide more metered parking on that section of Pine Street.

Commissioner Storms introduced a discussion regarding the meter maintenance/replacement plan. Mr. Teubner said that such a plan was in place but at present the Authority did not have the manpower necessary to execute it.

The Chair also took the opportunity to remind the Commissioners to complete and file their Disclosure forms with the Township Clerk.

Chairman's Report

Chair Matthews asked Attorney Bakari Lee about the availability of stimulus money for shovel ready projects. Bakari reported on Build America Bonds (BABs) which were part of the Recovery Act. While a good option for the Authority to explore, only 8 successful issuances had occurred as of February 17, 2009. Attorney Lee outlined the program and a discussion followed among the Commissioners weighing the pros and cons for possible application by the MPA. Director Teubner and the Finance Committee will continue to explore this program.

Parking Enforcement

Chairman Matthews reported that the proposal of moving Parking Enforcement Officers to the MPA remained status quo making the August start date moot. The impact of this on the MPA budget and the lease payment was also raised and it was suggested that the MPA continue to take a proactive approach reaching out to Township Council members to familiarize them with the history and operations of the Authority, various financial aspects and highlighting what our plans are for the future. The Chair thanked Mayor Fried, the Council's liaison to the MPA, for his continued support.

Planning Board representative

Mayor Fried raised the idea of having a Parking Authority representative present at Planning Board meetings as so often parking issues arise. Executive Director Teubner mentioned that he planned on attending the June 8th meeting as he had been alerted to the significant parking element involved in that agenda. A lengthy discussion followed regarding the advantage of having a parking authority representative at meetings, how this would work and attempts to define the role of the MPA representative. A suggestion was also made to require variance seekers to appear before the MPA when large parking issues are at stake. Attorney Lee said he would look into these suggestions. Mr. Teubner said he would apprise the MPA of what transpired at the June 8 Planning Board meeting.

Committee Reports

Finance Committee Report

Commissioner Jacobs reported that the sub-committee has attempted to meet with MSU representatives to discuss a shared services proposal regarding parking operations. A meeting has once again been set up for next week at the university.

A revised copy of the Revenue Increasing/Cost Reducing Concepts sheet was distributed and Director Teubner reported on the updated new developments as follows:

Lower energy costs

Attorney Lee reported that more time is required to determine the status of new laws recently created regarding energy.

Change in staff shifts	Upon analysis, determined not to be a recommended option at this time.
Crescent Deck Parking Permits	Will be increased in two phases beginning July of 2009.
Meter Collection Security Check	Preliminary review of operations is currently being completed.
Holiday Parking Program	Mr. Teubner will share a letter to businesses which is currently being drafted.
Pocket Lots	Utilizing the existing pay stations at the Bay Street Deck to allow non permit holders an additional option for single day parking is being looked at.
Parking Management and Meter Repair Services	Preliminary discussions are underway with both Glen Ridge and MSU.

Parking Operations Committee

Commissioner Church reported on discussions to increase revenue at some parking locales. One option, discussed with Tom Calu, is the feasibility of using the Watchung Lot, Valley and Maple Lots on Saturdays, converting permit spaces to metered spots. Chair Matthews suggested that our staff fill out observation forms and provide us with fact based data on lot usage.

Parking Advisory Committee

Commissioner Silverman reported that there is some concern about PAC membership, i.e. filling vacancies and providing re-orientation to members. Sgt. Dan Pronti who serves as Police Department liaison to the PAC addressed the issue of overnight enforcement (or lack thereof) which required an amendment to the ordinance which as written could not be enforced in Court. The amendment has been introduced and a hearing will be held on the proposed amendment at the June 9th Council meeting. Once the ordinance is amended, overnight parking regulations will once again be enforced. Sgt. Pronti also discussed reducing the four foot setback for driveways which could be amended to read "up to 4 feet" which would serve the dual purpose of providing more visibility to those exiting their driveways while not losing as much potential parking space.

Public Comment

The Mayor raised the issue of alternative, creative uses of lots on weekends such as for farmer's markets, skateboarding, book sales, etc.

Action Items

The bill list was presented by Mr. Teubner and after a brief discussion, particularly of the PSE&G bill which it was noted is now completely up to date, the last payment for snow removal, possibility of creating more metered spaces on Valley Road between Trinity and Orange Road, a motion was made by Commissioner Church and seconded by Commissioner Powell to authorize payment of bills which was adopted by unanimous voice vote.

It was noted that a public hearing had been advertised for this evening to discuss an increase in permit parking rates at The Crescent Deck at Montclair Center. Said increase can be justified because the Crescent Deck is manned; it will take place in two stages. No one wishing to be heard, a motion was made by Commissioner Storms, seconded by Commissioner Jacobs to set new parking rates at the Crescent Deck at Montclair Center. Said resolution was adopted by unanimous voice vote.

At 10:10 p.m. Chair Matthews read the Executive Session resolution. A motion to move into Executive Session was made by Commissioner Jacobs, seconded by Commissioner Storms and approved by unanimous voice vote.

At 10:35 p.m. on motion from Commissioner Silverman, seconded by Commissioner Church, a resolution to leave executive session was adopted by unanimous voice vote.

On motion made by Commissioner Powell, seconded by Commissioner Jacobs the meeting was adjourned at 10:36 p.m.

Submitted by: Annette Speach

Next Meeting: June 24, 2009