

MONTCLAIR PARKING AUTHORITY

ANNUAL MEETING MINUTES

December 9, 2009

Chairperson Matthews called the meeting to order at 7:07 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 Bakari Lee

Absent: Commissioner Typaldos

The minutes of the October 28, 2009 meeting were adopted on a motion by Commissioner Powell, seconded by Commissioner Jacobs and unanimously approved by all present.

Executive Director's Report

First Night Request

Executive Director John Teubner reported that, as in the past, Cultural Affairs Coordinator Eileen Sheehan had requested that the Authority waive parking fees in the downtown lots on New Year's Eve to encourage community participation in First Night events. While the memo neglected to specify the exact hours this would impact, Mr. Teubner clarified that free parking was requested beginning at 6 p.m. on New Year's Eve. This represents a loss of approximately \$2,000 in revenue to the MPA, a not inconsiderable amount considering the decrease in Authority revenues in recent months. After some discussion it was agreed that when this resolution was proposed during the New Business portion of tonight's meeting, the resolution be adopted.

Holiday Bagging Program

The Executive Director reported that the meters will be bagged this weekend and the two hours of free holiday parking will begin on December 14 and continue to December 28th. Mr. Teubner reported that the plan is to have the meter attendant empty as many meters as possible before the 14th. The Parking Enforcement Offices will carry extra bags in their vehicles if replacements are needed at any time throughout the two week period. The PEO's will be actively enforcing during this period, chalking tires and focusing on transit areas and on-street meters. In discussing the decision not to advertise the program in the newspaper Mr. Teubner advised that this year's program cost the Authority more than in the past – formerly the MEDC covered the cost of bags and stickers – so notification will be provided on the website. A meter rehabilitation program is planned to coincide with the holiday parking program. Four hundred meters will be painted and repaired.

Budget/Financial Information

Director Teubner presented a segmented budget analysis as requested. He acknowledged that the Township is aware that the Authority cannot make the projected lease payment. Diminution of revenues will continue at the deck unless we raise rates commensurate with the rise in operation costs which we have yet to do. One suggestion is to charge more on Sundays (currently the fee is \$1 for Sunday parking in The Crescent Deck) Chair Matthews thanked Mr. Teubner for the new budget format.

In updating the Commissioners on the recent snowfall Director Teubner said that the top of Bay Street deck had been a little icy. A slight drainage problem seems to create a puddling effect; the plan is to treat the top of the Bay Street deck as we do the Fullerton Deck i.e. close it whenever possible during snow events

Chairman's Report

The Director and Chair reported on MPA's appearance at December 8th Council meeting, Conference session. They thanked Mayor Fried for the opportunity which was helpful in providing the Council with an update on MPA operations and particularly in relation to the Intralocal Agreement, giving them a more accurate picture of the challenges we face. One result of this presentation was the creation of an ILA committee comprised of the Mayor, Councilor Lewis and alternating Deputy Mayor Terry and Councilor Murnick and MPA representatives; the first meeting of this group is scheduled for Wednesday, December 16, 2009 at 10 a.m.

The Director and Chair also provided a brief synopsis of a recent meeting with the Department of Community Affairs to discuss the ILA.

Chair Matthews reported on the event held in November at the Bay Street Deck to kick off the commencement of weekend train service. At the request of the Transportation Advisory Committee, the Authority had agreed to waive parking fees on weekends at the Bay Street deck until the end of the year as a way to encourage ridership. Don Zief, chair of the TAC, has now requested that the Authority continue to offer free parking on weekends at the deck into 2010.

A discussion followed wherein Vice Chair Jacobs pointed out that the MPA is facing some financial challenges of our own and he stated that we have a responsibility to be conscious of our own financial straits. Mayor Fried, who is the Township Council's liaison to the MPA, urged the Authority to remember that we want to encourage people to use mass transit and he suggested that perhaps if we feel we have to charge a fee that it be a lower fee than the norm. It was agreed that the MPA would extend the free weekend parking for three months but request some additional analysis be done to figure out the revenue the MPA is giving up which could then possibly be factored into the renegotiated ILA. This analysis would also include asking Don Zief to give us up-to-date numbers of weekend usage.

It was reported that Dale Jacobs had been reappointed by a resolution of the Township on November 24th to serve on the MPA for an additional four year term; Mayor Fried expects Commissioner Powell's appointment to be made at Township Council's meeting of December 15th.

Public Comment

The Transportation Advisory Committee will take responsibility for advertising the new weekend service; they will provide notices and MPA staff will place them in all the stations.

Committee Reports

Commissioner Silverman, chair of the newly named Traffic and Parking Advisory Committee, reported about parking and traffic problems at Bradford School. There have been serious congestion and safety problems in the afternoons near the school. The TPAC drafted a proposal which they presented at a meeting that was held at the school with parents, teachers, residents and Township staff. As a result of this proposal, Township Engineer Kim Craft is gathering information that will aid in drafting a Township ordinance designating 20 – 30 permit spaces for teachers, creating a pick up area for parents and designating an area for short term parking for visitors.

MSU parking problems were also on the TPAC agenda. Another deck is being constructed on the campus and discussions have begun as to what to do for residents near the University in the interim to relieve congestion including installation of 4 hour meters on Valley Road north of Mt. Hebron Road. This topic segued into a discussion of what constitutes a "snow emergency" during which cars must be moved off the street. It was agreed that this must be more clearly defined.

Commissioner Silverman also mentioned the problem of Sunday parking among church goers. Enforcement practice till now has been not to strictly enforce unless a complaint is filed with Police. It has been suggested that going forward the areas with Sunday morning problems be defined and they be properly "signed."

Chair Matthews asked about participation among TPAC members which Matt replied was good. Going forward there will be one Parking Enforcement Officer at each meeting on a rotating basis which will be helpful in sharing information on both sides.

Intralocal Agreement Committee

A meeting of the MPA's ILA Committee is scheduled for Monday, December 14th in the afternoon followed by a meeting on Wednesday with the MPA's subcommittee and the Council's recently named ILA subcommittee. The Authority's subcommittee has been meeting for several months. The Chair thanked Mayor Fried for his support.

Action Items

The bill list was presented by Mr. Teubner and after a brief discussion a motion to adopt the bill list was made by Commissioner Powell and seconded by Commissioner Church. The resolution of the Montclair Parking Authority authorizing payment of bills was adopted by unanimous voice vote.

A resolution setting the 2010 meeting schedule was discussed; it is consistent with the by-laws i.e. MPA meetings are scheduled the fourth Wednesday of each month except November and December. On motion made by Commissioner Church, seconded by Commissioner Silverman, the resolution was adopted by unanimous voice vote.

A resolution establishing a Cash Management Plan and naming official depositories for the Parking Authority of the Township of Montclair for the calendar year 2010 was raised. The Executive Director explained that the CMA Plan will take effect January 1st. Motion was made by Commissioner Jacobs and seconded by Commissioner Church. Said resolution was adopted by unanimous voice vote.

A resolution designating Tina Iordamlis as the Public Agency Compliance Officer was adopted by unanimous voice vote on motion made by Commissioner Church and seconded by Commissioner Storms.

A resolution waiving parking fees for December 31, 2009 in honor of "First Night" in the Township of Montclair was proposed. During a brief discussion it was mentioned that the MPA should be named as a First Night sponsor in the advertising. Motion was made by Commissioner Powell and seconded by Commissioner Silverman. The resolution was adopted by unanimous voice vote.

Nominations and Elections

After a brief discussion nominations were made as follows:

Gregory Matthews as Chair – moved by Commissioner Powell, seconded by
Commissioner Church

Duane "Dewey" Storms as Vice Chair – moved by Gregg Matthews, seconded by
Commissioner Jacobs

Dale Jacobs as Treasurer – moved by Commissioner Church, seconded by Commissioner
Powell

Ronnie Powell as Secretary – moved by Commissioner Storms, seconded by
Commissioner Jacobs

The slate as listed above was adopted by unanimous voice vote.

A discussion followed regarding the possibility of designating the Authority an entity under the Redevelopment Plan. This would mean a more pro-active role for the MPA allowing more latitude in operating.

The need to hold a meeting later this month was also raised; the budget is on hold until the Township formally agrees to forgive the back payment on the ILA. DCA would be notified, the budget adjusted and then adopted. The ILA would be amended by striking out the section on accumulated back payments and the budget would need to reflect that.

At 8:53 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 9:50 p.m. on a motion from Commissioner Powell, seconded by Commissioner Storms, a resolution to leave executive session was adopted by unanimous voice vote.

It was agreed that a 1% increase pool based on performance be created.

On motion made by Commissioner Powell, seconded by Commissioner Church the meeting was adjourned at 9:52 p.m.

Submitted by: Annette Speach