

Hackettstown Parking Authority

Meeting Minutes

February 6, 2017

Open Meeting

The motion was made at 6:00PM by Claudia Conway to open the meeting. The following board members were present; Keith DeTombeur, Claudia Conway, Christine LaBadie, Bill Kuster, Art Sheldon and Kathleen Block, Treasurer/Secretary. Walt Haviar (Meter Man) was also present.

Claudia read the Public Meetings Act/Statement of Compliance.

The board saluted the flag.

Acknowledgement of Public and/or Guest

Walt's Report:

Walt asked about the pole needed in Lot 3. Bill said it is on DPW's schedule however we may want to consider hiring someone if it needs to be done sooner. Kathy will ask Scott for a timeline.

Walt said he was not using hand held number 4 because there is no strap. He is only using the other three handhelds. Kathy explained she was told the state is not willing to pay for a strap as it is not a necessity. They will only replace the hand held if it is not working.

Approval of Minutes

Art made a motion to approve the January 9, 2017 Meeting Minutes. Christine seconded. All were in favor.

Approval of Treasurer Report

The board reviewed the January 2017 Treasurer Report. Claudia made a motion to approve. Art seconded. All were in favor.

Correspondence

The board reviewed the BID's request for a band sponsorship at the St. Patrick's Day parade of \$1,500. Christine made a motion to donate the \$1,500. Art seconded. All were in favor.

Kathy distributed an updated board member and employee contact listing.

Old Business

Kathy updated the board on the Domino's Pod in lot 1. Domino's paid for an additional month due to the contractor running behind. The board agreed 3 months is the maximum time the pod can be in the lot. Kathy will contact the owner to let him know this.

New Business

The board discussed trailers parked in Lot 1. Due to a town ordinance, the trailers cannot be permitted to be parked in the lots. Permits are for vehicles only – not commercial vehicles or trailers. Kathy will notify the owners.

The board discussed the two hour parking limit on Main St. which is now being enforced.

The board discussed hiring Carlos as a temporary employee. Kathy said he needs to come in to fill out paperwork for payroll purposes. Keith will contact Carlos to come in and fill out the appropriate paperwork.

Chairman Report

The Mayor, Jim Sheldon, Bill and Claudia met with a gentleman representing Harrington Construction who is looking to purchase the Chick's Barber Shop building. He wanted to discuss with the Town and Parking Authority preliminary ideas for the building and municipal lot. He was referred to zoning at this time.

Claudia let the board know the office is now being locked. Kathy said since she shares the office, the office is open until 5pm when others are here and locked when everyone leaves.

Executive Session

Claudia made a motion to adjourn the meeting at 6:25PM. Keith seconded. All were in Favor.

The next HPA Board meeting will be March 6, 2017.

Respectfully Submitted,

Kathleen Block
Secretary/Treasurer