

Hackettstown Parking Authority

Meeting Minutes

May 1, 2017

Open Meeting

The motion was made at 6:02 PM by Claudia Conway to open the meeting. The following board members were present; Claudia Conway, Christine Labadie, Art Sheldon, Bill Kuster, Keith DeTombour, and Kathleen Block, Treasurer/Secretary.

Claudia read the Public Meetings Act/Statement of Compliance.

The board saluted the flag.

Approval of Minutes

Bill made a motion to approve the March 6, 2017 Meeting Minutes. Keith seconded. All were in favor. Christine and Art abstained.

Art, Claudia, and Bill voted to approve the April 11, 2017 Meeting Minutes. Keith and Christine abstained.

Approval of Treasurer Report

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

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

Correspondence

The board reviewed the BID's letter requesting free parking in all lots for Marquee and BID events May through September. Bill made a motion to approve. Christine seconded. All were in favor. Kathy will request dates for the rest of the year.

Old Business

The board reviewed the amendment to the by-laws. Keith suggested meetings may be canceled at the discretion of the Chairman *and* another board member. All agreed. Kathy revised the amendment. Claudia made a motion to approve the revised amendment to the by-laws. Christine seconded. All were in favor.

New Business

Claudia let the board know Kathy would like to change her summer hours to Tuesdays and Thursdays 9-3 beginning the week of June 19th and changing back to her regular hours the week of September 4th. The board approved.

The board discussed a request from Retro-builders to rent two additional spots in Lot 1. Keith made a motion to approve two additional spots in the back of the lot, and Retro-builders will need to pay for the signs. We will put them up. Christine seconded. All were in favor.

Keith discussed issues with a business near Washington St. that is in need of parking and could utilize 3 spots on Washington St. The board discussed further and agreed the business owner should go to the Town Council

Kathy let the board know Walt would like to offer a business on Main St. and/or its employees the option of a permit parking space. The board agreed the business should request this directly from the Parking Authority.

Claudia discussed updating the permit fees. Kathy will research other parking authorities to see what they charge. She will also contact the State Authority to see what they recommend.

The board discussed the Lot 2 lease that is up in July. Kathy will reach out to Mr. Berkowitz to please advise.

Chairperson Reports

Claudia let the board know someone had suggested smart meters. Keith and Christine said the board had looked into this at one time and had agreed it was too costly.

Claudia let the board know plastic bags were not purchased for the meters for NJKA as the bags were very expensive. The permit signs and area is working well without the bags.

Chairperson Election

Art nominated Keith.

Christine Nominated Bill.

Keith declined.

Bill accepted and was elected new Chairperson.

Executive Session

Claudia made a motion for Executive Session at 6:40PM. The board moved back to regular session at 6:52PM.

Claudia made a motion to adjourn the meeting at 6:58. Keith seconded. All were in Favor.

The next HPA Board meeting will be June 5, 2017.

Respectfully Submitted,

Kathleen Block
Secretary/Treasurer

