

# Hackettstown Parking Authority

## Meeting Minutes

June 4 2018

### Open Meeting

The motion was made at 5:00 PM by Bill Kuster to open the meeting. The following board members were present; Bill Kuster, Peter Paftinos, Warren Wilson, and Kathy Block, Treasurer/Secretary.

Leonard Kunz and Christine LaBadie were absent.

The board saluted the flag.

Bill read the Public Meetings Act/Statement of Compliance.

### Approval of Minutes

Peter made a motion to approve the May 7, 2018 Meeting Minutes. Warren seconded. All were in favor.

### Approval of Treasurer Report

The board reviewed the May 2018 Treasurer Report. It was noted that Lot 2 income increased this month. Peter made a motion to approve the May 2018 Treasurer Report. Warren seconded. All were in favor.

### 2017 Audit

All reviewed the 2017 Audit. Peter made a motion to approve the Correction Plan and Resolution regarding transitioning from Excel Spreadsheets to Quickbooks. Warren seconded. The vote was as follows:

	YES	NO	ABSENT
Bill Kuster	X		
Peter Paftinos	X		
Warren Wilson	X		
Christine LaBadie			X
Lenny Kunz			X

All signed the Annual Audit Group Affidavit form.

Kathy will file the above with the Bureau of Financial Regulation and Assistance/Division of Local Governments.

### Old Business

The board discussed signage for the lots and estimates. The Authority will purchase the signs from Garden State Highway products. Warren made a motion on purchasing the signs for all lots with a blue background and white lettering. Peter seconded. All were in favor. The board also discussed directional signs and locations for the signs. The Authority will get quotes and sketches from Hollie Studios for the next meeting. Bill will also discuss with Danette Dyer any requirements for bids and advertisement for all signs to be purchased.

### **New Business**

The board reviewed the ticket report for May.

The board discussed a curb replacement for Lot 1. There are three aprons and a sidewalk. Bill will get specs and quotes from Scott. Bill will discuss bids and advertisement for the curb as well with Dannette.

Warren made a motion to adjourn the meeting at 5:26. Peter seconded. All were in favor.

The next HPA Board meeting will be July 2, 2018 at 5PM.

Respectfully Submitted,

Kathleen Block  
Secretary/Treasurer