**Hackettstown Parking Authority**

 **Meeting Minutes**

**January 9, 2017**

**Open Meeting**

The motion was made at 6:01PM by Keith DeTombeur 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. Wa lt Haviar (Meter Man) was also present.

Keith read the Public Meetings Act/Statement of Compliance.

The board saluted the flag.

**Chairperson and Vice Chairperson Election**

Christine nominated Claudia for Chairperson. All were in favor.

Claudia nominated Christine for Vice Chairperson. All were in favor.

**Acknowledgement of Public and/or Guest**

**Walt’s Report:**

Walt asked Bill the status of the pole needed in Lot 3. Bill let Walt know it is on their list.

**Approval of Minutes**

Bill made a motion to approve the December 5, 2016 Meeting Minutes. Christine seconded. All were in favor.

**Approval of Treasurer Report**

The board reviewed the December 2016 Treasurer Report. Art made a motion to approve. Christine seconded. All were in favor.

**Correspondence**

The board reviewed the thank you letter sent to Kathleen Klein regarding labeling the cookie donations for the Hometown Holiday Celebration.

**Old Business**

Kathy updated the board on the Domino’s Pod in lot 1. Domino’s paid the rent for the two spaces and supplied the insurance certificate.

**New Business**

All signed the Money Market paperwork and supplied appropriate I.D. for Kathy to return to the bank.

Kathy received a letter from the state to designate a Public Compliance Officer for the Parking Authority. Bill explained this position. All agreed Kathy should be the Compliance Officer. Kathy and Claudia signed the form. Kathy will send the form into the State.

Kathy passed around the Oath of Office forms for each board member to sign. Bill will notarize and give back to Kathy to keep on file.

**Executive Session**

Keith made a motion to adjourn the meeting at 6:16PM. Claudia seconded. All were in Favor.

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

Respectfully Submitted,

Kathleen Block

Secretary/Treasurer