**Hackettstown Parking Authority**

**Meeting Minutes**

**December 6th, 2021**

**Open Meeting**

The motion was made at 5:00 pm by Jim Lambo to open the Meeting. The following Board Members were present: Jim Lambo, Jessica Westgate, and Greg Gaertner. Charlie Munk was absent.

**Approval of Minutes**

November Meeting Minutes – Motion to Approve by Greg Gaertner and 2nd by Jessica Westgate. All Board Members present were in Favor.

**Approval of Treasurer Report**

Bank Statements for October and November were Prepared – Motion to Approve by Greg Gaertner and 2nd by Jessica Westgate. All Board Members present were in Favor.

**New Business**

The State Approval of the Adopted Budget 2022 was presented by Patricia Whaley. Jim Lambo, Jessica Westgate and Greg Gaertner were all AYEs, Charlie Munk is an Absent. Patricia Whaley will forward the Adopted Budget accordingly.

There were issues with the per diem Meter Person. The present Board decided not to hire, but needed to collect the HPA property that was given. Jim Lambo would try alternative means to contact and acquire the HPA items. The Board will post an Ad for 2 Meter Persons. Jim Lambo also suggested possibly utilizing the DPW for upgrading the Meters with batteries and reset. Jim Lambo will speak with Bill Kuster also.

Patricia Whaley presented the new Payroll Schedule for 2022 and Meeting Schedule for 2022. Payroll schedule is Sunday thru Saturday for 2 weeks with the pay date the following Wednesday. Motion to Approve by Jessica Westgate and 2nd by Greg Gaertner. All Board Members present were in Favor.

**Chairman Reports**

Jim Lambo made a motion to adjourn the meeting at 5:30pm. Charlie seconded the motion. All present Board Members were in Favor.

**The Next HPA Board meeting will be January 10th, 2022.**

Respectfully Submitted,

Patricia Whaley

Treasurer