

**MEETING AGENDA**  
**September 18, 2024**

**Regular Meeting at 6 pm**

**Statement:** Open Public Meetings Act

**Call to Order:**

**Approval of Minutes:**

Minutes of the August 21, 2024 Regular Meeting  
Executive Session Minutes of the August 21, 2024 Regular Meeting

**Public Comments:**

**Mayor's Report:**

**Town Council Liaison's Report:**

**Professional Report:**

Parking Consultant's Annual Report

**Executive Director Report:**

Activity Report

**Old Business/New Business:**

**Executive Session:**

Contractual Items  
Personnel Matters

**Official Action Items:**

**Resolution No. 2024-080: RESOLUTION AUTHORIZING THE PAYMENT OF BILLS**

**Resolution No. 2024-081: RESOLUTION AUTHORIZING THE PAYMENT OF BILLS  
RELATED TO THE DEHART LOT OPERATION**

**Resolution No. 2024-082: RESOLUTION OF THE PARKING AUTHORITY OF THE  
TOWN OF MORRISTOWN ADOPTING THE 2023 AUDIT CORRECTIVE ACTION  
PLAN CERTIFICATION**

**Resolution No. 2024-083: RESOLUTION AUTHORIZING MUNICIPAL BIDS TO CONDUCT  
AN ONLINE PUBLIC SALE AUCTION VIA THE INTERNET OF THE PARKING  
AUTHORITY OF THE TOWN OF MORRISTOWN SURPLUS PROPERTY**

**Resolution No. 2024-084: CERTIFYING THAT NET REVENUES FOR YEAR 2023  
SHALL AT LEAST EQUAL THE NET REVENUE REQUIREMENT AS  
ESTABLISHED UNDER SECTION 7.06 AND 7.06(b) – GENERAL RESOLUTION  
OF THE MORRISTOWN PARKING AUTHORITY REVENUE BONDS SERIES  
2017 A, 2017 B AND 2017 C, SERIES 2021 AND SERIES 2023**

**Resolution No. 2024-085: RESOLUTION AMENDING RESOLUTION NO. 2024-001  
AUTHORIZING SETTING EMPLOYEE SALARIES AND WAGES EFFECTIVE  
JANUARY 1, 2024**

**Adjournment:**

**\*Placed at table**

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE PARKING AUTHORITY OF THE TOWN OF MORRISTOWN, HELD WEDNESDAY, AUGUST 21, 2024, AT THE OFFICES OF THE PARKING AUTHORITY, 14 MAPLE AVENUE, SUITE 101, MORRISTOWN, NEW JERSEY, AT 6:00 P.M. PREVAILING TIME**

The meeting was called to order by Vice Chairperson Tighe, who then announced that adequate notice of the Regular Meeting of The Parking Authority of the Town of Morristown was provided by notice to The Daily Record and The Star-Ledger, filed with the Executive Director of the Parking Authority of the Town of Morristown, posted on the Bulletin Board at the Parking Authority Office Building, and mailed to any person who has requested and prepaid established fee for such mailing. In addition, subsequent notice was made with the instructions for accessing the virtual meeting by Zoom. This notice was sent to the newspapers and listed on the official website of the Town of Morristown.

Present: Commissioners Knapik, Rogers, Stamato, and Tighe

Also Nicole Fox - Executive Director

Present: Gregory Deal – Director of Facilities, Jason Sieira - Director of Financial Operations, Eric Cantos – Executive Administrative Assistant, Maureen Montague Esq. of Greenbaum Rowe Smith & Davis LLP, MPA Auditor Paul Cuva from Wielkocz & Company LLC,

Absent: Chairperson Lloyd

At this point, Ms. Fox presented the Minutes of the Regular Meeting of July 31, 2024, and the Executive Session Minutes of July 31, 2024. On the motion of Commissioner Stamato, seconded by Commissioner Tighe, the Regular Meeting Minutes and Executive Session Minutes were accepted for the record on the following vote:

Ayes: Commissioners Knapik, Stamato and Tighe  
Nays: None  
Absent: Chairperson Lloyd  
Abstention: Commissioner Rogers

**Public Comment**

The Chairman then opened the public portion of the meeting for public comment.

Seeing that no public was present, the Chairman closed the comment portion of the meeting.

**Mayor's Report** – None.

**Town Council Liaison Report** – None.

**Presentation-** Paul Cuva, the Authority's Auditor from Wielkocz & Company LLC, presented the 2023 Audit Report to the commissioners and MPA staff in attendance. The auditor reviewed the budgeted vs actual revenues and expenses with the Board for 2023. The auditor also discussed the designated and undesignated balances in net position at 12/31/2023. Discussion was also made regarding the 2024 lease revenue and upcoming capital projects of the Authority.

**Executive Director Report** –

Executive Director Fox reported that the Authority is still seeking a Property Manager, and there are also open positions for Maintenance and PARCS Supervisors. Ms. Fox updated that the authority has begun transitioning lot parking customers to the new MPA customer portal. She also mentioned that the Dehart Nested gate will be lowered, and penalties will be incurred for violators. Ms. Fox also reported that the Solar/EV project application was made to the Planning Board

Planning Board and that permits were submitted pending the Planning Board's courtesy review. Additionally, Ms. Fox highlighted the high number of summonses that have also produced several errors. Ms. Fox noted that staff have been encouraged to take their time to avoid mistakes related to placards or permits. Finally, the Executive Director reported that the contract for urgent repair work in Dalton is authorized as of tonight, and emergency repair work at Dehart is expected to be completed by Friday.

**Old Business** – None.

**New Business** – None.

On motion of Commissioner Stamato and seconded by Commissioner Rogers, the Board moved into Executive Session. All were in favor.

On motion of Commissioner Rogers and seconded by Commissioner Stamato, the Board moved to return to the regular order of business. All were in favor.

**Official Action Items:**

**Resolution No. 2024-073:** Resolution Authorizing the Payment of Bills

On motion of Commissioner Tighe, and seconded by Commissioner Knapik, the Resolution was accepted on the following vote:

Ayes: Commissioners Knapik, Rogers, Stamato and Tighe  
Nays: None  
Absent: Chairperson Lloyd  
Abstention: None

**Resolution No. 2024-074:** Resolution Authorizing the payment of Bills related to the DeHart Lot Operation

On motion of Commissioner Stamato, seconded by Commissioner Knapik, the Resolution was accepted on the following vote:

Ayes: Commissioners Knapik, Rogers, Stamato and Tighe  
Nays: None  
Absent: Chairperson Lloyd  
Abstention: None

**Resolution No. 2024-075:** Resolution Confirming Review of Annual Audit Report for Fiscal Year Ended December 31, 2023

On motion of Commissioner Rogers, and seconded by Commissioner Tighe, the Resolution was accepted on the following vote:

Ayes: Commissioners Knapik, Rogers, Stamato and Tighe  
Nays: None  
Absent: Chairperson Lloyd  
Abstention: None

At this point, Commissioner Stamato inquired about the absence of general counsel invoices from the Bill List. The Executive Director responded that she had recently requested revisions to the most recent invoices to separate project-related activity.

**Resolution No. 2024-076:** Resolution Confirming Bid Threshold and Authority of the Qualified Purchasing Agent to Award Public Contracts that are Below the Bid Threshold

On motion of Commissioner Rogers, and seconded by Commissioner Knapik, the Resolution was accepted on the following vote:

Ayes: Commissioners Knapik, Rogers, Stamato and Tighe  
Nays: None  
Absent: Chairperson Lloyd  
Abstention: None

**Resolution No. 2024-077:** Resolution Authorizing an Agreement with Schnell for Urgent Repairs to the Dalton Garage

The Executive Director reported that an incorrect contractor had been listed in the contract, provided but is corrected to reflect Schnell)

On motion of Commissioner Tighe, and seconded by Commissioner Rogers, the Resolution was accepted on the following vote:

Ayes: Commissioners Knapik, Rogers, Stamato and Tighe  
Nays: None  
Absent: Chairperson Lloyd  
Abstention: None

**Resolution No. 2024-078:** Resolution Approving the Agreement, Pursuant to N.J.S.A 40A:11-6, with Schnell Contracting Limited, LLC for Immediate Repairs of the Dehart Parking Garage.

On motion of Commissioner Rogers and seconded by Commissioner Knapik, the Resolution was accepted on the following vote:

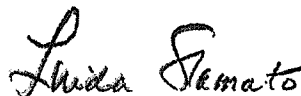
Ayes: Commissioners Knapik, Rogers, Stamato and Tighe  
Nays: None  
Absent: Chairperson Lloyd  
Abstention: None

**Resolution No. 2024-079:** Resolution Authorizing the Executive Director to Execute an Amended and Restated Parking License Agreement with Sunstone Hotels Morristown, LLC

On motion of Commissioner Rogers, and seconded by Commissioner Knapik, the Resolution was accepted on the following vote:

Ayes: Commissioners Knapik, Rogers, Stamato and Tighe  
Nays: None  
Absent: Chairperson Lloyd  
Abstention: None

On motion of Commissioner Rogers, the meeting was adjourned.



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Linda Stamato, Secretary

**RESOLUTION NO. 2024-080**

**RESOLUTION AUTHORIZING THE PAYMENT OF BILLS**

**BE IT RESOLVED** by the PARKING AUTHORITY OF THE TOWN OF MORRISTOWN, that the following bills or items of demand, in the total sum of \$651,760.07 authorized and approved for payment of Operating Fund.


**BE IT FURTHER RESOLVED** that the Parking Authority of the Town of Morristown has determined that adequate funds are available and committed for the purposes described herein.

**BE IT FURTHER RESOLVED** that a check or checks of the Authority, drawn on ConnectOne Bank payable to the parties claiming payment in the amounts due on said bills or items of demand, as included in the attached Exhibit A and incorporated by reference herein, be executed in the name of the Authority by its Chairperson and/or its Vice Chairperson and its Executive Director, Director of Facilities or Director of Financial Operations for a total of three signatures.

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This resolution shall take effect immediately.

I hereby certify the above to be a true copy of a Resolution adopted by the Parking Authority of the Town of Morristown this 18th day of September 2024.



Linda Stamato, Secretary

Governing Member:	Aye	Nay	Abstain	Absent
Commissioner Knapik	/			
Commissioner Lloyd	/			
Commissioner Rogers	/			
Commissioner Stamato	/			
Commissioner Tighe	/			

RESOLUTION NO. 2024-081

**RESOLUTION AUTHORIZING THE PAYMENT OF BILLS RELATED TO  
THE DEHART LOT OPERATION**

**BE IT RESOLVED** by the PARKING AUTHORITY OF THE TOWN OF MORRISTOWN, that the following bills or items of demand, in the total sum of \$6,927.00 authorized and approved for payment of DeHart Lot Operation.

**BE IT FURTHER RESOLVED** that the Parking Authority of the Town of Morristown has determined that adequate funds are available and committed for the purposes described herein.

**BE IT FURTHER RESOLVED** that a check or checks of the Authority, drawn on Peapack Gladstone payable to the parties claiming payment in the amounts due on said bills or items of demand, as included in the attached Exhibit A and incorporated by reference herein, be executed in the name of the Authority by its Chairperson and/or its Vice Chairperson and its Executive Director, Director of Facilities or Director of Financial Operations for a total of three signatures.

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This resolution shall take effect immediately.

I hereby certify the above to be a true copy of a Resolution adopted by the Parking Authority of the Town of Morristown this 18<sup>th</sup> day of September 2024.

*Linda Stamato*

\_\_\_\_\_  
Linda Stamato, Secretary

Governing Member:	Aye	Nay	Abstain	Absent
Commissioner Knapik	✓			
Commissioner Lloyd	✓			
Commissioner Rogers	✓			
Commissioner Stamato	✓			
Commissioner Tighe	/			

**RESOLUTION NO. 2024-082**

**RESOLUTION OF THE PARKING AUTHORITY OF THE TOWN OF MORRISTOWN ADOPTING THE 2023 AUDIT CORRECTIVE ACTION PLAN CERTIFICATION**

WHEREAS, by Resolution the Commissioners of the Parking Authority of the Town of Morristown have certified that they have received the 2023 annual audit and have personally reviewed the audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations" in accordance with N.J.S.A. 40A: 5A-17; and

WHEREAS, the Audit includes Comments and Recommendations requiring action by the Authority; and

WHEREAS, N.J.A.C. 5:31-7.6(i) requires a "corrective action plan, in the form of a resolution, to be adopted by the members of the governing body with respect to Comments and Recommendations made in the audit, shall be filed forthwith the Division within 45 days of receipt of the annual audit"; and

WHEREAS, a corrective action plan addressing these Comments and Recommendations has been prepared by the Authority; and

WHEREAS, the Commissioners of the Authority have reviewed this 2023 Corrective Action Plan (attached hereto).

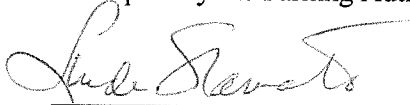
NOW, THEREFORE BE IT RESOLVED, by the governing body of the Parking Authority of the Town of Morristown the following:

1. The Commissioners hereby approve and adopt the 2023 Corrective Action Plan.
2. The Secretary of the Authority is hereby directed to promptly submit to the Director of the Division of Local Government Services this Corrective Action Plan, accompanied by a certified true copy of this resolution.

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This resolution shall take effect immediately.

I hereby certify the above to be a true copy of a Resolution adopted by the Parking Authority of the Town of Morristown this 18<sup>th</sup> day of September, 2024.

  
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Linda Stamato, Secretary

Governing Member:	Aye	Nay	Abstain	Absent
Commissioner Knapik	✓			
Commissioner Lloyd	✓			
Commissioner Rogers	✓			
Commissioner Stamato	✓			
Commissioner Tighe	✓			

**RESOLUTION NO. 2024-083**

**RESOLUTION AUTHORIZING MUNICIBIDS TO CONDUCT AN ONLINE PUBLIC SALE AUCTION VIA THE INTERNET OF THE PARKING AUTHORITY OF THE TOWN OF MORRISTOWN SURPLUS PROPERTY**

**WHEREAS**, the Parking Authority of the Town of Morristown is the owner of certain surplus property that is no longer needed for public use; and

**WHEREAS**, the Parking Authority of the Town of Morristown is desirous of selling said surplus property in “as is” condition without express or implied warranties.

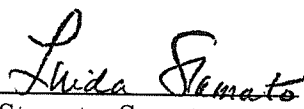
**\*\*SEE LIST ATTACHED HERETO AND MADE A PART HEREOF\*\***

**NOW THEREFORE, BE IT RESOLVED** by the Commissioners of the Parking Authority of the Town of Morristown, being the governing body thereof, as follows:

- (1) The sale of surplus property shall be conducted through Municibids pursuant to State Contract A-70967/T2581 in accordance with the terms and conditions of the State Contract. The terms and conditions of the agreement entered into with Municibids is available online at govdeals.com and also available at the Morristown Parking Authority Office, located at 14 Maple Ave, Morristown, NJ.
- (2) The sale is being conducted pursuant to Local Finance Notice 2008-9.
- (3) A list of the surplus property is attached and made a part hereof
- (4) The surplus property as identified shall be sold in “as is” condition without express or implied warranties with the successful bidder required to execute a Hold Harmless and Indemnification Agreement concerning the use of said surplus property.
- (5) The Town of Morristown reserves the right to accept or reject any bid submitted.

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This resolution shall take effect immediately.

I hereby certify the above to be a true copy of a Resolution adopted by the Parking Authority of the Town of Morristown this 18<sup>th</sup> day of September, 2024.

  
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Linda Stamato, Secretary

Governing Member:	Aye	Nay	Abstain	Absent
Commissioner Knapik	/			
Commissioner Lloyd	/			
Commissioner Rogers	/			
Commissioner Stamato	/			
Commissioner Tighe	/			



**RESOLUTION NO. 2024-084**

**CERTIFYING THAT NET REVENUES FOR YEAR 2023 SHALL AT LEAST EQUAL THE NET REVENUE REQUIREMENT AS ESTABLISHED UNDER SECTION 7.06 AND 7.06(b) – GENERAL RESOLUTION OF THE MORRISTOWN PARKING AUTHORITY REVENUE BONDS SERIES 2017 A, 2017 B AND 2017 C, SERIES 2021 AND SERIES 2023**

**WHEREAS**, the Parking Authority, pursuant to Article VII Section 7.06 and 7.06 (b) – General Resolution (Morristown Parking Authority Revenue Bonds Series 2017A, 2017 B and 2017 C, Series 2021 and Series 2023) is obligated to certify as to the financial status of the Parking Authority based on a review of the operation, performance and financial performance of the Parking Authority; and

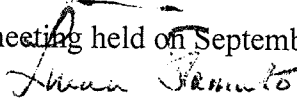
**WHEREAS**, the Executive Director has reported to the Parking Authority Commissioners that based upon a review of the Level G Associates, LLC, Annual Report, dated September 2024, Table 2, page 13, and pages 19 “2024 Debt Service Coverage Projected” that details the performance of the system; and

**WHEREAS**, the Executive director has reported that based upon her knowledge of the operations, performance and financial performance of the Parking Authority, the Parking Authority is sound.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Parking Authority of the Town of Morristown, as, follows:

1. The Authority has determined that it continues to fix, impose, charge and collect tolls, fares, fees and other charges for the use of the Parking Facilities as shall be required in order that in each fiscal year that revenue shall at least equal the Net Revenue Requirement for such year; and
2. That the Executive Director is directed to certify this information to trustee for the bonds and to take actions to continue to ensure that the obligations of said General Resolution – Article VII Section 7.06 and 7.06 (b) continue to be met.

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I certify that the foregoing is a true copy of a Resolution introduced and adopted by the Parking Authority of the Town of Morristown at a meeting held on September 18, 2024.

  
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Linda Stamato, Secretary

Governing Member:	Aye	Nay	Abstain	Absent
Commissioner Knapik	✓			
Commissioner Lloyd	✓			
Commissioner Lucia	✓			
Commissioner Stamato	✓			
Commissioner Tighe	✓			

**RESOLUTION NO. 2024-085**

**RESOLUTION AMENDING RESOLUTION NO. 2024-001 AUTHORIZING  
SETTING EMPLOYEE SALARIES AND WAGES EFFECTIVE  
JANUARY 1, 2024**

**WHEREAS**, on January 4, 2024, the Commissioners of the Parking Authority for the Town of Morristown approved Resolution No. 2024-001, and subsequent resolutions on January 17, March 20, 2024, April 17 Resolution No. 2024-030 and Resolution No. 2024-045, Resolution No. 2024-049 authorizing salaries for employees of the Authority; and

**WHEREAS**, there exists a need to make modifications to add certain titles and make modifications to wages effective January 1, 2024; and

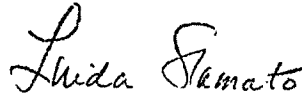
**NOW, THEREFORE, BE IT RESOLVED** by the Parking Authority of the Town of Morristown Resolution No. 2024-001, Resolution No. 2024-030, Resolution No. 2024-045 and Resolution No. 2024-049 shall be amended to include the following:

1. Section 1 shall include the position of Human Resource/Customer Service Manager with a minimum salary of \$65,000 and a maximum salary of \$95,000.
2. Section 2 shall include the position of Operation Assistant Supervisor with a minimum hourly rate of \$22.00 and a maximum rate of \$26.00.

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This resolution shall take effect immediately.

I hereby certify the above to be a true copy of a Resolution adopted by the Parking Authority of the Town of Morristown this 18<sup>th</sup> day of September, 2024.



\_\_\_\_\_  
Linda Stamato, Secretary

Governing Member:	Aye	Nay	Abstain	Absent
Commissioner Knapik	✓			
Commissioner Lloyd	✓			
Commissioner Rogers	✓			
Commissioner Stamato	✓			
Commissioner Tighe	✓			