



**City of Lambertville**  
**Special Session**  
**Thursday, February 11, 2016, 6:30 p.m.**  
**Phillip L. Pittore Justice Center**  
**25 South Union Street, Lambertville**  
**Minutes**

**STATEMENT OF COMPLIANCE WITH THE OPEN PUBLIC MEETINGS ACT.**

The meeting was called to order at 6:35 p.m. by Mayor DelVecchio who read the following statement of compliance with the Open Public Meetings Act into the record: This meeting is being held in compliance with the Open Public Meetings Act with the required notice send to the Democrat, the Times, posted the agenda to the bulletin board at city hall, the website at [www.lambertvillenj.org](http://www.lambertvillenj.org), and noticed various people on the list serve, inclusive of department heads, city attorney and city engineer.

**ROLL CALL.**

The City Clerk called the roll as follows:

Present: Councilman Sanders, Councilwoman Warner, Council President Stegman, Mayor DelVecchio.

Absent: Councilwoman Asaro.

**PLEDGE OF ALLEGIANCE.**

Mayor DelVecchio led the public in the Pledge of Allegiance.

**MOMENT OF SILENCE.**

Mrs. Ege led the public in a moment of silence in honor of those serving in the United Stated Armed Forces.

**RESOLUTION TO GO INTO CLOSED SESSION TO DISCUSS CONTRACTS, ACQUISITION OF PROPERTY, POTENTIAL LAW SUITS AND PERSONNEL.**

No closed session.

**MEETINGS WITH VENDERS.**

**Parkmobile, LLC (Pay by Cell for Parking Meters).**

Charles DeBow, Dennis Marco and Henry Saville were present representing Parkmobile LLC. Mayor DelVecchio informed the group that the contract is in the process of being reviewed by the City Attorney. Once executed, Parkmobile will schedule the kick off call with the Implementation Team of Parkmobile, LLC.

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Signs and Stickers: Charles DeBow will send Council President Stegman the designs for signs and stickers for his review and approval. Signs will take 2 to 3 weeks to produce once authorized.

Meter Locations: The Mayor will ask the Police Director to communicate the meter locations, scheduled time, and fees to the representatives of Parkmobile, LLC. The Police Director will also work with Parkmobile, LLC to establish zones.

Customer Service Documents (rules and regulations) will be circulated and available to the customers as they sign up for the program.

Enforcement: the City will purchase a handheld device with internet access so that the Parking Enforcement Officer can sign onto Parkmobile to obtain the information regarding paid spaces.

Promotional Materials: Parkmobile LLC will send all promotional materials to Derek Roseman, the Director of Communications with the City of Lambertville for his review and dissemination to the public, local newspapers and the Chamber of Commerce. They will also provide the City with 200 business cards for local retail establishments to give to customers. All promotional materials will say "Coming Soon" and reference adjacent communities who are using Parkmobile.

Training: Parkmobile, LLC will work with the Police Director to train Parking Enforcement Officers and City Employees on how to retrieve the information.

Announcements: They will also obtain quotes from the Mayor to use in all of their promotional materials and social marketing. They will be offering a promotional code for \$1.00 off for all new customers which will be paid for by Parkmobile, LLC.

Start Date: The start date is set for March 15<sup>th</sup>, one week prior to Restaurant Week to give vendors time to get use to the new program.

Financial Information: Parkmobile, LLC will make a monthly deposit into the City's account for all fees generated through the Pay-by-Cell program. The reports are available in "real time" for both the Finance Department and the Police Department to review.

**Flanagan Productions (Redesign of City Website).**

John Flanagan was present to review the redesign of the City's website with the Mayor and Council. Mr. Flanagan discussed the redesign of the City's website with the members of Council present. Discussion ensued.

The goal is to go live by May 15. The design of the new website is the first step in the process.

Mayor DelVecchio left the meeting to attend his son's basketball game.

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Council President Stegman asked the City Clerk to send the survey results to Councilwoman Asaro and Councilwoman Warner.

Department Heads: The City Clerk will send the information to John Flanagan so that he knows who would be maintaining their individual departments on the website.

Forms: The goal is to create populatable forms online so that the users do not need to retype or hand write the forms. Echo Sign is one of the vendors recommended. The fee is \$49.

Other Websites: Council President Stegman informed Mr. Flanagan that there were features on other websites that the City liked and he would like to include those features on the City's website. Mr. Flanagan asked the city for a list of elements or features we would like to see included in the redesign.

Social Media Policy: Mr. Flanagan will send the City a draft of the Social Media Policy.

Photo Gallery: Mr. Flanagan will create a spotlight for a local artist whose photo will be featured on the City's website.

## **ANNOUNCEMENTS.**

DOG AND CAT LICENSES are available for purchase starting Friday, January 2, 2016 at City Hall, 18 York Street. The fee for a spayed dog or cat is \$15. Licensing of dogs a requirement of the NJSA 4. **A \$25 late fee imposed beginning March 1, 2016.**

PARKING PERMITS for those residing on metered streets will be available for purchase starting the week of December 23rd at City Hall. The annual fee is \$45 for a Permanent Residential Parking Permit, \$60 for a Transferrable Permit, and \$25 for a Temporary Parking Permit.

LANDLORD REGISTRATION is due by April 1, 2016. All rental units must be registered with the City of Lambertville (Ordinance 2010-23). All rental properties with two (2) or more rental units must also register with the State of New Jersey. **The fee is \$50 per application and if not completed by April 1<sup>st</sup>, there is a \$50 late fee imposed.**

MUNICIPAL PARKING AT THE PHILLIP L. PITTORE JUSTICE CENTER: Space Number 36 is available to lease for \$55 per month. If interested, please call Shelley Corrado at 609-397-0110.

LAMBERTVILLE NAMED ONE OF 9 MOST ROMANTIC CITIES AMERICA! The link is: <http://internet.hughesnet.com/9-most-romantic-cities>

LPS IS SCHEDULING REGISTRATION APPOINTMENTS for February 23-25, 2016. Parents can go to <http://lps.shrsd.org/> or call the school at 609-397-0183 to find out more information.

Any child who will be 5 years old by the October 1st cutoff should register for school. Not only does it help to give the kids an introduction to the school, it helps the district plan for the kindergarten year.

**CITY OFFICES CLOSED:** All City offices will be closed on Friday, February 12 and Monday, February 15 in observance of Washington and Lincoln's Birthday. Garbage and Recycling scheduled for Friday, February 12 will be picked up on Thursday, February 11. The Third Can Recycling Program scheduled for 02-15-16 will be picked up on Tuesday, February 16.

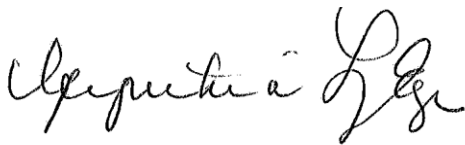
**PUBLIC PARTICIPATION/PETITIONS OF CITIZENS AND PUBLIC DISCUSSION.**

None.

**ADJOURNMENT.**

The meeting adjourned at 8:15 p.m. with a motion made by Councilwoman Warner and seconded by Councilman Sanders. An affirmative voice vote was taken in favor of the motion by all members present. MOTION CARRIED.

Respectfully submitted,



Cynthia L. Ege  
CMR, RMC, City Clerk



*The February 11, 2016 Special Session Minutes were approved at the March 15, 2016 regularly scheduled session of the Governing Body.*