

MINUTES OF REGULAR MEETING  
WEDNESDAY, OCTOBER 9, 2024

DUNELLEN PARKING AUTHORITY

Vice-Chairman Vail called the meeting to order at 7:03 PM in the Authority office.

Open Public Meetings Act was read by Secretary Olsen.

ROLL CALL: Present: Commissioner Osborne, Seader, Vice-Chairman Vail, and Mr. Webber. Messrs. Spengler and Olsen were also in attendance. Chairman Wagner was absent.

APPROVAL OF MINUTES: On motion of Vice-Chairman Vail, duly carried, the Minutes from the September 11, 2024 Regular Meeting were approved as written.

UNFINISHED BUSINESS: Mr. Osborn said he would email Mr. Spengler the Policies & Procedures Handbook to review and reduce to “our needs”, and that he didn’t think it would be onerous. Mr. Osborn asked Mr. Olsen to send him the proposal from Optimum regarding Telephone/Technology upgrades. There was some discussion regarding utilizing 500 Mbps vs 300 Mbps (internet speed) but no decision was made.

Mr. Olsen said the auditors had completed their field work, and that – as far as he knew – there were no issues.

NEW BUSINESS: Mr. Olsen reviewed the proposed 2025 Operating Budget, which reflects a modest (8.8%) overall increase in the total budget (from \$280,900 to \$305,500), with a 28.7% increase in anticipated revenues and a significant -(20.5%) decrease in the use of Unrestricted Net Assets, which has traditionally been used to fill the gap between Revenues and Expenses. The budget includes salary for a third Parking Enforcement Officer position. The Bureau of Authority Regulation will review the budget document as Introduced prior to the December 11<sup>th</sup> Authority’s final meeting of 2024, at which point it can be Adopted. On motion of Mr. Osborn, duly carried, the budget was approved.

OPERATIONS REPORT: With Chairman Wagner’s absence, there was no formal Operations Report.

However, following up on John Confalone’s comments from the prior meeting, Mr. Webber initiated discussion on what could be done as far as re-pricing on-street meters. Mr. Osborn asked about utilizing a kiosk system (in which individual meters in a defined area along the street would be replaced with a single, on-street kiosk). Vice-Chairman Vail wondered how difficult it would be to change meter rates in our existing on-street meter software/firmware. Mr. Spengler offered that Somerville charges \$0.25 for each 15-minute interval. Vice-Chairman Vail suggested we survey some nearby towns for their permit and daily rates in anticipation of a rate increase at some future point. Mr. Osborn asked that the survey focus on towns of similar transit capabilities such as smaller towns with smaller lots, to which no disagreement was put forth. Vice-Chairman Vail said Chairman Wagner, Mayor Cilento and John Confalone were to have met to discuss parking in town, but he did not know the outcome of that meeting. Mr. Osborn thought it would be a mistake to identify “pick-up zones” (with 15 minutes as maximum time on

the meter), and Mr. Seader added that enforcement might need to extend into evening hours. No action was taken.

FINANCIAL REPORT: Reports of financial operations for 2024 were distributed and reviewed.

RESOLUTIONS: On motion of Mr. Seader, duly carried, Bills list #135 in the amount of \$1,973.72 was approved for payment.

Motion to adjourn by Vice-Chairman Vail, duly carried, at 8:02 pm.

Respectfully submitted  
Scott H. Olsen  
Secretary/Treasurer