

MINUTES OF REGULAR MEETING
WEDNESDAY, NOVEMBER 13, 2024

DUNELLEN PARKING AUTHORITY

Vice-Chairman Vail called the meeting to order at 7:01 PM in the Authority office.

Open Public Meetings Act was read by Secretary Olsen.

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

APPROVAL OF MINUTES: On motion of Vice-Chairman Vail, duly carried, the Minutes from the October 9, 2024 Regular Meeting were approved as written.

UNFINISHED BUSINESS: Mr. Spengler has begun reviewing the Policies and Procedures Handbook and asked clarifying questions regarding absenteeism, disciplinary action, employee benefits and how closely the Authority follows the Borough's version of the handbook. The Authority has documentation identifying some of the items Mr. Spengler identified and was to be provided with that documentation so he could continue with his update.

Mr. Olsen did not have any new information regarding the telephone/technology upgrades, but stated the 2025 budget documentation has been submitted to the Authority of Bureau Regulation, where it will be reviewed before it can be adopted at the December 11th meeting.

Mr. Spengler asked if the Middlesex County Joint Insurance Fund's additional Assessment was negotiable, to which Mr. Osborn suggested that if so, the Authority propose a dollar amount less than what is due, while Mr. Olsen was asked to find out how other affected municipalities/authorities are reacting to the request for payment. Mr. Osborn suggested waiting until legal proceedings are forthcoming, to which no disagreement was put forth.

NEW BUSINESS: Draft pages from the 2023 annual Audit were distributed, and after some discussion, it was mutually agreed to table acceptance of the 2023 Audit results until the December 11th meeting. On motion of Mr. Osborn, duly carried, the Interlocal Services Agreement payment of \$20,000 to the Borough of Dunellen was authorized. Mr. Olsen said the Snow Plowing contract for 2025 would be awarded at the next meeting.

OPERATIONS REPORT: Chairman Wagner reviewed the Operation report, stating that the lot is virtually full every day except Fridays, and that he observed only 12 unoccupied spots today. The majority of sales are for daily parkers, although permit sales were up 18 to 48 this month.

Chairman Wagner reviewed the previous lease agreement with the American Legion [where spill-over customers would be able to park and the revenues shared between the Legion and the Authority], suggesting that an agreement could be made effective for January 1st, however Mr. Olsen noted that the expense had not been included in the 2025 budget. Mr. Vail asked if the revenue share would be based on the number of spaces sold, but Chairman Wagner said it would be a fixed monthly cost [regardless of the number of spaces sold] and asked Mr. Spengler to review the agreement, to which no disagreement was put forth.

Chairman Wagner said he met with the Borough's Administrator Alex Miller, Mayor Jason Cilento and John Confalone, owner of "Rome Pizza", regarding Mr. Confalone's premise that there is "no place for his customers to park" and that people "feed the meters". Chairman Wagner said the Administration is considering adding 4-6 "Pick-up" areas that could be used for loading and unloading "zones", and possibly making the entire town 2-hour parking, which would require signage at every entrance to the Borough. No decisions had been made but talks were continuing.

Chairman Wagner said Mayor Cilento had requested the Authority "monitor" parking at Faber School, where school pick-ups and drop-offs have always been problematic.

While discussing changing parking meter rates, Chairman Wagner said that labels with the new rates would need to be considered and included as an additional expense, to which no disagreement was put forth. Mr. Webber asked about the unsightliness of the abandoned Cleaners on North Avenue, and Chairman Wagner responded that the Borough was looking into the issue there, as well as at the used car lot near Triangle Garage on North Avenue and the car detailing operation on Front Street.

Chairman Wagner proposed covering on-street meters for free holiday parking beginning December 9th through the 31st, to which no disagreement was put forth.

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

RESOLUTIONS: On motion of Chairman Wagner, duly carried, Bills list #136 in the amount of \$2,928.24 was approved for payment.

Motion to adjourn by Chairman Wagner, duly carried, at 8:30 pm.

Respectfully submitted
Scott H. Olsen
Secretary/Treasurer