

MINUTES OF REGULAR MEETING
WEDNESDAY, DECEMBER 11, 2024

DUNELLEN PARKING AUTHORITY

Vice-Chairman Vail called the meeting to order at 5:57 PM in the Authority office.

Open Public Meetings Act was read by Secretary Olsen.

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

APPROVAL OF MINUTES: On motion of Mr. Osborn, duly carried, the Minutes from the November 13, 2024 Regular Meeting were approved as written.

UNFINISHED BUSINESS: Mr. Spengler said he is editing the Policies and Procedures Handbook down to a more manageable (and appropriate) size for the Parking Authority.

Chairman Wagner, Mr. Osborn and Parking Superintendent Dave Locke met with representatives from Optimum regarding Telephone/Technology improvements. Mr. Osborn summarized their proposed solution that upgrades the cable line to fiber optics and includes other new hardware. The land-line phone number would be serviced by Optimum, realizing a savings from Verizon and AT&T billings. Optimum further recommends using a Google server for email, and once implemented, all communications would then be made through email [and not through text messaging]. On motion of Chairman Wagner, duly carried, Optimum was authorized to provide telephone and internet service and Chairman Wagner authorized to sign the new agreement.

John Confalone, owner of Rome Pizza on North Avenue, entered the meeting at 6:15 and said he had requested that Mr. Locke “hold off” on covering the meters [for the holidays] because “covering them for a month kills business”. Chairman Wagner said the meters were being covered for 3 weeks. Mr. Confalone also stated there was a car parked downtown for two days that “has not moved” because there is no enforcement. Discussion followed regarding an email Mr. Confalone received from the Authority. Chairman Wagner and Mr. Confalone disagreed on the outcome of a meeting they had had with Mayor Cilento and the Borough’s Administrator Alex Miller. Mr. Vail said it was the Parking Authority Commissioner’s decision on when to cover meters, which has always been done as a courtesy to the businesses and shoppers in the Downtown area.

Mr. Olsen provided bound copies of the 2023 audit to all commissioners, and after some discussion and on motion of Mr. Seader, duly carried, the Results of Audit were accepted, and commissioners were authorized to sign a Group Affidavit indicating they had read, at minimum, the Comments and Recommendations section of the Audit.

Mr. Olsen said the 2025 Introduced Budget has been approved by the Bureau of Local Authority Regulation, and on motion of Mr. Seader, duly carried, the 2025 Authority Budget was then amended to include an additional \$5,400 [for up to 9 months] of expenses for a shared revenue agreement with the Knights of Columbus. Mr. Spengler reviewed a draft version of the agreement, whereby the Knights would provide overflow parking spaces in exchange for a \$600 monthly payment by the Authority. The expense was authorized with a revenue offset from

Unrestricted Net Position. Chairman Wagner said we needed to make sure we are going to fill those spaces before we proceed with the agreement, to which no disagreement was put forth.

Mr. Spengler reviewed a 9-count Notice of Complaint filed by the Middlesex County Joint Insurance Fund (MCJIF) against the Authority for the \$39,361 Supplemental Assessment that remains unpaid. [That figure includes over \$9,228 of accrued interest; the actual unpaid amount is \$30,131.66.] Mr. Olsen provided two possible payment scenarios, and on motion of Mr. Vail, duly carried, Mr. Olsen was authorized to represent the Authority's willingness to repay the Special Assessment and propose a payback schedule that would 1) include a payment before the end of the year, and 2) pay off the balance due over seven years, without accruing interest.

NEW BUSINESS: On motion of Chairman Wagner, duly carried, the Snow Plowing contract for 2025 was awarded to Michael Miller Paving.

OPERATIONS REPORT: Chairman Wagner reviewed the Operations report, stating that the kiosk pay station had been out of service for three days during the previous period, and that repairs had been made. He said that no income that would have been received through the machine was being collected during that time since there was no way for those customers to pay.

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

RESOLUTIONS: On motion of Mr. Seader, duly carried, Bills list #137 in the amount of \$37,103.83 was approved for payment.

Motion to adjourn by Chairman Wagner, duly carried, at 7:02 pm.

Respectfully submitted
Scott H. Olsen
Secretary/Treasurer