

MINUTES OF REGULAR MEETING
WEDNESDAY, MAY 8, 2024

DUNELLEN PARKING AUTHORITY

Chairman Wagner called the meeting to order at 6:58 PM in the Authority office.

Open Public Meetings Act was read by Secretary Olsen

ROLL CALL: Present: Commissioners Osborn, Seader, Vail, Webber and Chairman Wagner. Mr. Olsen was also in attendance, as was Mr. Fitzgerald, who attended by phone.

APPROVAL OF MINUTES: On motion of Mr. Osborn, duly carried, the minutes from the April 10, 2024 Regular Meeting were approved as written.

EXECUTIVE SESSION: On motion of Mr. Osborn, duly carried, Executive Session was entered at 7:01 p.m. and at 7:12p.m., Executive Session was ended with a return to the Regular Session. No action was taken regarding the Executive Session.

UNFINISHED BUSINESS: Chairman Wagner advised that Carl Riccio (PAR Building) and Mr. Patel (RRR Newgen, LLC) are working on a deal between them to accommodate Mr. Patel's request for additional parking. He posited that the Parking Authority would have no direct involvement in this deal because Mr. Riccio would merely be allowing Mr. Patel the "use of the spaces" rather than "sub-leasing". Mr. Osborn and Mr. Seader both questioned whether the Authority would have any liability if there were an accident in one of these spaces. Mr. Fitzgerald answered that it depends on how the agreement between them is written, that Mr. Riccio should have to maintain insurance, and that Mr. Riccio should send him a proposed draft agreement, to which no disagreement was put forth.

Regarding the Policies and Procedures Handbook, Messrs. Osborn and Webber will review the latest version of the Handbook, to which no disagreement was put forth.

NEW BUSINESS: Chairman Wagner suggested some physical changes to the office space, including reorienting the front door so that it opens directly into the Authority offices along with cabinet, table and desk changes. On motion Mr. Vail, duly carried, an amount not to exceed \$2,000 was authorized for these changes.

On motion of Mr. Osborn, duly carried, Parking Enforcement Officer (PEO) Locke was authorized to purchase a "weed wacker" and "leaf blower" for use in maintaining the Authority grounds, in an amount not to exceed \$300.

OPERATIONS REPORT: Chairman Wagner said he would like to hire another part-time PEO and stagger reporting times of all PEO's so that there is overlap and extended field coverage. He also suggested assigning PEO Locke as "Team Leader" to facilitate a "chain of command", to which no disagreement was put forth. Savings for a new hire would be realized based on "breakage" due to the resignation of parking manager Sandy Reed.

Chairman Wagner recommended Authority Commissioners consider restriping the parking lots, but no action was undertaken at this time.

FINANCIAL REPORT: Reports of financial operations for 2024 were distributed and reviewed. Mr. Osborn discussed making improvements to our communications and Information Technology systems, and asked that he, Chairman Wagner, Mr. Olsen and PEO Locke discuss and decide what technology would be most appropriate, to which no disagreement was put forth.

RESOLUTIONS: On motion of Chairman Wagner, duly carried, Bills list #130 in the amount of \$2,359.71 was approved for payment.

CORRESPONDENCE: Mr. Olsen received an email inquiry from the Middlesex County Joint Insurance Fund requesting the Authority's share of the 2020 Deficit Assessment. There was also a notice that Grand Sanitation would increase its rate by \$10 per month to cover increased costs.

Motion to adjourn by Chairman Wagner, duly carried, at 8:17 pm.

Respectfully submitted
Scott H. Olsen
Secretary/Treasurer