

MINUTES OF REGULAR MEETING
WEDNESDAY, AUGUST 14, 2024

DUNELLEN PARKING AUTHORITY

Chairman Wagner called the meeting to order at 7:00 PM in the Authority office.

Open Public Meetings Act was read by Secretary Olsen.

ROLL CALL: Present: Commissioners Osborn, Seader, Vail, Chairman Wagner and Mr. Weber. Mr. Olsen was also in attendance.

APPROVAL OF MINUTES: On motion of Mr. Osborn, duly carried, the Minutes from the July 10, 2024 Regular Meeting and Executive (Closed) Session were approved as written.

EXECUTIVE SESSION: Mr. Olsen advised that the candidate to succeed the late James Fitzgerald as Authority Attorney was unable to attend tonight's meeting, therefore Executive Session was not entered.

UNFINISHED BUSINESS: Mr. Olsen shared a memo dated March 23, 2024, from Mr. Fitzgerald, regarding his review of the Policies and Procedures Handbook. Mr. Osborn said he would update the Handbook based on Mr. Fitzgerald's comments and then provide it to the new Authority Attorney and to the other Commissioners.

There was no update regarding the Telephone/Technology upgrades.

NEW BUSINESS: Chairman Wagner reported that the Fitzgerald Family requested donations In Memory of James Fitzgerald be made to the Dunellen Lions Club, and on motion of Mr. Osborn, duly carried, a \$500 donation was authorized. Mr. Olsen was asked to investigate whether a tree had been donated In Memory of former chairman James Duhamel, to which no disagreement was put forth.

Chairman Wagner discussed the deteriorating condition of the Skinner Plaza Parking Lot and the potholes within. He said he already discussed the situation with Mayor Cilento and would coordinate repairs to be made by the Borough's DPW with Administrator Alex Miller. However, he noted that the terms of the 2009 agreement with the Borough indicated the Authority was responsible for Skinner Plaza's maintenance. Mr. Vail said we may once again need the Borough's help in undertaking a [large-scale, long-term] project such as the resurfacing of the Skinner Plaza lot. Mr. Osborn suggested we leverage shifting ticket revenues from State to Local statute, dedicating the proceeds the Authority could receive towards any Parking Authority obligation towards these issues. No disagreement was put forth. Chairman Wagner said he had sent copies of the proposed statutory changes to the Police Chief, Administrator and Mayor, and was told the matter was under attorney review.

OPERATIONS REPORT: Chairman Wagner reported that 49 permits (up from 47 for the month of July) had been issued to date, and that there is consistently about \$4,000/month revenue from daily parking. He confirmed that a new emergency light bar had been installed on the roof of the Authority's car. In addition, minor repairs and an inspection were also undertaken.

FINANCIAL REPORT: Reports of financial operations for 2024 were distributed and reviewed. Mr. Olsen said he would contact the auditors for a start date certain. Chairman Wagner said he would contact the Fitzgerald family for how to disperse any payments for open invoices from Mr. Fitzgerald.

RESOLUTIONS: On motion of Mr. Osborn, duly carried, Bills list #133 in the amount of \$4,965.51 was approved for payment.

CORRESPONDENCE: In responding to the Middlesex County Joint Insurance Fund's request for assessment repayments, Chairman Wagner suggested that "the Authority is in the process of replacing its former attorney and would seek the new attorney's guidance and counsel before any decision were to be made", to which no disagreement was put forth.

Motion to adjourn by Chairman Wagner, duly carried, at 7:45 pm.

Respectfully submitted
Scott H. Olsen
Secretary/Treasurer