

MINUTES OF REORGANIZATION MEETING  
WEDNESDAY, JANUARY 8, 2025

DUNELLEN PARKING AUTHORITY

Chairman Wagner called the meeting to order at 7:01 PM in the Authority office.

Open Public Meetings Act was read by Secretary Olsen

REAPPOINTING COMMISSIONER: Mr. Seader took the oath of office administered by Chairman Wagner.

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

APPROVAL OF MINUTES: On motion of Chairman Wagner, duly carried, the minutes from the December 11, 2024 Regular Meeting were approved as written.

REORGANIZATION RESOLUTIONS: The following resolutions carried unanimously:

- 01-08-25:#1 Robert Spengler appointed Authority Attorney (motion Mr. Vail)
- 01-08-25:#2 William Wagner appointed Chairman (motion Mr. Seader)

The following eight resolutions were bundled as one package, on motion of Mr. Osborn:

- 01-08-25:#3 Approve 2025 Parking Authority Meeting dates, as follows:  
February 12<sup>th</sup>, March 12<sup>th</sup>, April 9<sup>th</sup>, May 14<sup>th</sup>, June 11<sup>th</sup>, July 9<sup>th</sup>, August 13<sup>th</sup>,  
September 10<sup>th</sup>, October 8<sup>th</sup> (Budget Introduction), November 12<sup>th</sup>, December 10<sup>th</sup>  
(all in 2025) and Reorganization Meeting scheduled for January 14<sup>th</sup>, 2026  
(motion: Seader). Meeting start times remain at 7:00 pm except for December  
11<sup>th</sup>, which will begin at 6:00 pm. [Chairman Wagner said it has worked out well  
having moved Authority meetings to once a month as opposed to every other  
month, to which no disagreement was put forth.]
- 01-08-25:#4 Approve 2025 Paid Holiday Schedule
- 01-08-25:#5 Establish the Courier News as Dunellen Parking Authority's official newspaper
- 01-08-25:#6 Establish Provident Bank, Blue Foundry Bank, TD Bank, PNC Bank, Commerce  
Bank, Valley National Bank and Crown Bank as official Authority Banks and  
Depositories
- 01-08-25:#7 Authorize Petty Cash of \$300.00
- 01-08-25:#8 Appoint Scott Olsen Secretary/Treasurer for 2025 through the 2026  
Reorganization meeting
- 01-08-25:#9 Authorize 2025 Payroll [Parking Enforcement Officer Charlotte LePoidevin  
\$20.19/hr., approximately \$26,247 annually; Parking Enforcement Superintendent  
David Locke \$20.56/hr., approximately \$26,728 annually, Secretary/Treasurer  
Scott Olsen \$25,850 annually]
- 01-08-25:#10 Appoint Suplee Clooney auditor of record for the year ending December 31, 2024  
and for support of the 2025, 2026 Budgets at a cost not expected to exceed \$9,500

UNFINISHED BUSINESS: Chairman Wagner said the new Fiber Optic service from Optimum was installed and that Mr. Olsen should advise the other phone companies that the Borough has switched providers. Mr. Osborn will set up a Google server that should enable communication through email rather than through direct messaging using personal cell phones. He said we would need a site name, and it was determined that the Authority already uses [paofdunellen@optonline.com](mailto:paofdunellen@optonline.com), which he thought could then utilized.

Chairman Wagner said we are not yet ready to sign an agreement with the American Legion regarding the revenue-sharing plan that is to be enacted at some point this year. He reiterated that the Legion is on board with the arrangement, while Mr. Seader noted that, except for Fridays, the parking lots have looked full (which supports expanding parking to the Legion lot.)

Mr. Olsen advised of the payment offer that was sent to and acknowledged by Glen Kurtz from the Middlesex County Joint Insurance Fund, however, no response has been received to date.

Chairman Wagner said he had spoken with Bob Tunison regarding relocating the [interior] entrance door to the Authority office, and that it has been added to their work schedule.

NEW BUSINESS: Chairman Wagner was informed [today] that Peg Lockwood had been appointed as the “Mayor’s Representative to the Parking Authority”. While welcoming her input as a non-resident business-owner, Commissioners were unclear as to whom Ms. Lockwood would be “liaising” to, whether her appointment was proper (given that it had been a council appointee in the past), if she would be attending future meeting and if she would transmit information between the two governmental bodies, similar to the actions of Councilwoman Jessica Dunne (when she was on Council).

OPERATIONS REPORT: Chairman Wagner reported that the solar panel is not recharging the pay station battery, and that he had directed Parking Enforcement Superintendent Dave Locke to get an updated quote for a replacement battery as well as to quote the cost of a new machine and if such a purchase could be made using a State Contract or Co-op pricing.

Chairman Wagner announced that the holiday covers for the on-street meters had been uncovered and removed on New Year’s Eve.

Chairman Wagner discussed changing four on-street metered spaces into “Loading/Unloading” areas to which no disagreement was put forth. Some discussion ensued regarding fee changes for on-street meter parking, but no formal 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 #138 (as of December 31<sup>st</sup>, 2024) in the amount of \$4,619.46 and #139, (as of January 8, 2025) in the amount of \$662.41) were approved for payment.

Motion to adjourn by Chairman Wagner, duly carried, at 8:07 pm.

Respectfully submitted  
Scott H. Olsen  
Secretary/Treasurer