

MINUTES OF REGULAR MEETING
WEDNESDAY, FEBRUARY 12, 2025

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

Introduce Mayor's Representative to the Parking Authority: Margaret (Peg) Lockwood

ROLL CALL: Present: Commissioners Osborn, Vail, Webber and Chairman Wagner. Messrs. Spengler and Olsen was also in attendance, as was Peg Lockwood (by phone)

APPROVAL OF MINUTES: On motion of Chairman Wagner, duly carried, the minutes from the January 8, 2025 Regular Meeting were approved as written.

UNFINISHED BUSINESS: Mr. Spengler reviewed the progress made to date on the employee handbook, and asked for feedback regarding work schedule and fringe benefits (such as paid time off, holidays, pension deductions, accumulated sick time, etc.) and requested that proposed changes be forwarded to him so that he could complete a document he hoped would be comprehensive and succinct. He also wants to add a Table of Contents.

Mr. Osborn reported on his success in establishing the Parking Authority's new Gmail account. For the time being, he will act as the Administrator for the account, and he asked that everyone suggest their own username, using the following convention: First Initial + (Optional Middle Initial) + Lastname + @dunellenpa.org. The banking information for the account needs to be changed, the cost of which is anticipated to be about \$15 per month, to which no disagreement was put forth.

Chairman Wagner discussed purchasing a Dell Omniplex Micro desktop computer to replace the laptop currently being used for the office. Mr. Osborn felt that the quoted price of \$1,279 was too high and recommended a lower price be sought, and on motion of Chairman Wagner, duly carried, a purchase of up to \$800 was authorized.

Mr. Olsen reported that he has not received a response from the Middlesex County Joint Insurance Fund regarding their acceptance of the Authority's proposed repayment schedule. He said he would reach out to the insurance broker (Amy Pieroni from Acrisure) for guidance.

NEW BUSINESS: Mr. Olsen discussed the Defined Contribution Retirement Plan and his understanding of how it could affect the two Parking Enforcement Officers (PEO's). The officers would be contributing 5% of their gross salary to this "Defined Contribution" plan while the Authority would contribute a 3% match plus a small cost for Group Term Life Insurance and Long-Term Disability coverage.

On motion of Mr. Vail, duly carried, the Petty Cash Fund was increased to \$500.

Chairman Wagner said the replacement battery at the beleaguered Pay Station is not holding its charge, and that we are losing revenue because the machine has frequently been inoperable. He said the cost to replace the machine is about \$7,500. Mr. Olsen said if the equipment were

included in a State Contract or Co-op, we could purchase the unit without having to prepare bids ourselves.

OPERATIONS REPORT: Chairman Wagner indicated the four on-street parking spaces for Loading/Unloading (so-called “Park-n-Load spaces”) have been established. He said the Revised Parking Ordinances that PEO Supervisor Locke had worked very hard to prepare were now adopted by the Borough Council and include the following:

- No on-street parking of trailers and boats
- No Parking Anytime signs in Skinner Plaza
- 2-hour Parking limit Borough-wide is still being considered
- Mayor Cilento suggested no parking on North Ave from Madison Ave to Jefferson Street and on North Washington Ave from North Ave to Front Street between 2am-6am, (so that Street Sweeping can be done)
- Car dealer issues are also pending (such as on North Avenue and at the corner of Front Street and Lincoln Ave)

Chairman Wagner suggested that repairs to the Authority’s car be forgone since the anticipated cost (\$2,000) to repair the “turbo” would only affect the car’s performance at higher speeds, to which no disagreement was put forth. The car – a 2015 Chevrolet – has approximately 36,000 miles on it.

FINANCIAL REPORT: Reports of financial operations for 2025 were distributed and reviewed.

RESOLUTIONS: On motion of Mr. Seader, duly carried, Bills list #140 in the amount of \$34,699.99 was approved for payment.

PUBLIC COMMENT: Ms. Lockwood referenced two upcoming events: a 5k Run on March 29th (co-sponsored through a Middlesex County grant, Dunellen Parks & Recreation and the Dunellen Downtown Management Organization), and Spring Into Wellness on May 4, to be held at Washington Memorial Park but includes a Car Show on North Avenue from Washington to Madison Avenues.

Motion to adjourn by Chairman Wagner, duly carried, at 8:09 pm.

Respectfully submitted
Scott H. Olsen
Secretary/Treasurer