

MINUTES OF REGULAR MEETING  
WEDNESDAY, MARCH 19, 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

ROLL CALL: Present: Commissioners Osborn, Seader, Vail, Webber and Chairman Wagner. Mayor's Representative Ms. Peg Lockwood and Messrs. Spengler and Olsen were also in attendance.

APPROVAL OF MINUTES: On motion of Mr. Vail, duly carried, the Minutes from the February 12, 2025 Regular Meeting were approved with the following changes: under Operations, bullet-point 4, "Mayor Cilento suggested no parking on ~~Borough Streets~~ 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)". [The text of the bullet point is identified in quotes "", with ~~striketrough~~ of deleted material and new material underlined.]

UNFINISHED BUSINESS: Mr. Spengler has assembled a draft of the Employee Handbook and has requested input regarding enrollment for employees into one of NJ's Pension plans as well as for Sick and Vacation time. Suggestions should be forwarded to him for further review and consideration.

Mr. Olsen said he hasn't yet received a response from the Middlesex County Joint Insurance Fund regarding the Authority's response to a proposed payment plan to address the contested additional assessment from the MCJIF.

Mr. Olsen is in the process of enrolling one of the Parking Enforcement Officers (PEO) in the State's Defined Contribution Retirement Plan. Mr. Vail agreed to be the "Supervisor" to the Certifying Officer (Mr. Olsen), because both roles are required.

NEW BUSINESS: Chairman Wagner suggested that PEO Superintendent Dave Locke attend the New Jersey Parking Institute Conference 2025 to be held May 20-21<sup>st</sup>, 2025 at Resorts Casino and Hotel in Atlantic City. On motion of Chairman Wagner, duly carried, authorization for overnight accommodations (approximately \$100, including applicable taxes and fees) plus the course registration fee (about \$40) was granted.

Chairman Wagner noted that PEO Supervisor Locke and Mr. Spengler were to attend the Central Jersey Joint Insurance Fund Safety Kickoff campaign at the Pines Manor in Edison on April 16, 2025.

OPERATIONS REPORT: Chairman Wagner reported that meter revenues are expected to be lower due to the frequent failure of the multispace meter in Skinner Plaza. He said two quotes were received for the replacement of the meter, one from Metric and one from IPS. Metric's machine is available through State Contract, and includes a credit card "tap" feature, capability to make change and removal/disposal of both of the old machines. [The other is located near the Washington Avenue entrance to the parking lot.] There would be a monthly cost of \$174 which

includes Maintenance Contract costs, and the purchase price is not expected to exceed \$11,000. The cost of the IPS machine was \$12,200 with installation and shipping costs additional. On motion of Mr. Vail, duly carried, an authorization to purchase the Metric machine in an amount not expected to exceed \$11,000 was adopted.

Chairman Wagner sent the Revenue-sharing agreement to the American Legion for their consideration. Upon a mutually agreeable start date, the Authority would provide a monthly fee to the Legion in exchange for additional customer parking.

Mr. Osborn indicated he is searching for a computer to replace the office laptop.

Chairman Wagner noted that Borough Council recently approved new handicapped parking spaces and said that new signs identifying the spaces would need to be made (but were not the responsibility of the Authority). He also discussed two-hour parking throughout town and said he and Mayor Cilento would be speaking about the potential development of Skinner Plaza.

After some discussion and on motion of Chairman Wagner, duly carried, the on-street parking rate was increased from \$0.25/hour to \$0.50/hour, from the hours of 8 AM to 6 PM. Ms. Lockwood asked that the local businesses be made aware of the change and Chairman Wagner said it would take some time for software/firmware upgrades to be undertaken and that he would advise Mayor Cilento and Borough Administrator Alex Miller of the change.

Chairman Wagner advised that the meters had been removed from several spaces in front of QuickChek to allow for a bus stop at that location, but that he hadn't seen any buses stop there.

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

RESOLUTIONS: On motion of Mr. Seader, duly carried, Bills list #141 in the amount of \$17,171.30 was approved for payment.

PUBLIC COMMENT: Ms. Lockwood said they were looking for Crossing Guards to help with traffic control for the 5K Run scheduled for March 29<sup>th</sup> (co-sponsored through a Middlesex County grant, Dunellen Parks & Recreation and the Dunellen Downtown Management Organization)

Motion to adjourn by Chairman Wagner, duly carried, at 7:50 pm.

Respectfully submitted  
Scott H. Olsen  
Secretary/Treasurer