

MINUTES OF REGULAR MEETING
WEDNESDAY, APRIL 9, 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 Seader, Vail, Webber and Chairman Wagner. Mayor's Representative Ms. Peg Lockwood was in attendance, as was Mr. Olsen. Commissioner Osborn and Mr. Spengler, Esq. were absent.

APPROVAL OF MINUTES: On motion of Chairman Wagner, duly carried, the Minutes from the March 19, 2025 Regular Meeting were approved as written.

UNFINISHED BUSINESS: Chairman Wagner described a personal and sick day policy to use in the Employee Handbook (attached). Mr. Seader suggested adding language to request paid time off in advance to which no disagreement was put forth. The initial probationary period is three months.

Mr. Olsen hasn't received any response or notification from the Middlesex County Joint Insurance Fund (MCJIF) regarding the contested additional assessment from the MCJIF.

Chairman Wagner reported that a final quote was presented from Metric for a replacement meter at a one-time cost of \$11,150.00 and \$190/month maintenance costs, with a 4-6 week lead time. On motion of Chairman Wagner, duly carried, last month's contract award to Metric was increased from \$11,000 to \$11,150. He said that Parking Enforcement Superintendent (POS) Dave Locke has contacted P.O.M. for instructions on changing the rate of the on street meters, including printing out labels for the machines and updating the mechanisms with the new rates. Ms. Lockwood suggested Billy George, the Borough's Public Information Officer, announce the change on social media, to which no disagreement was put forth.

NEW BUSINESS: Nothing to report

OPERATIONS REPORT: Chairman Wagner reported that meter revenues in March were down due to the failing multispace meter in Skinner Plaza. He said Metric's maintenance staff has provided us with batteries to swap out and charge as needed, to keep the machine functioning as long as possible until it can be replaced. He also reported that Pay2Park usage has increased.

Regarding the upstairs apartment rental, Chairman Wagner said that the kitchen exhaust fan is not functioning, which in turn caused the carbon monoxide sensor to activate. Both the kitchen and bathroom fans need to be replaced. Tunison's has not indicated when they intend to start work to rearrange the front entrance to the Authority office.

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

RESOLUTIONS: On motion of Chairman Wagner, duly carried, Bills list #142 in the amount of \$17,434.66 was approved for payment.

PUBLIC COMMENT: Mr. Jeff Roscoe, whose store “Roscoe’s Wrap it Up” is located at 399 North Avenue, requested 15-minute parking restrictions be provided in front of his store to allow his customers a place to park when they visit his shop. He said his regular customers have said they have “nowhere to park”, at which point Ms. Lockwood said the number one concern of most merchants is “we need parking”. Mr. Roscoe also said the residents in the building he shares do not have adequate parking as well. Chairman Wagner said he would make the suggestion to Mayor Cilento and Borough Administrator Alex Miller.

Ms. Lockwood commented on the 5K Run on March 29th (co-sponsored through a Middlesex County grant, Dunellen Parks & Recreation and the Dunellen Downtown Management Organization) and the upcoming car show scheduled for May 4th.

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

Respectfully submitted
Scott H. Olsen
Secretary/Treasurer