

MINUTES OF REGULAR MEETING
WEDNESDAY, MAY 14, 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 and Chairman Wagner. Mayor’s Representative Ms. Peg Lockwood, and Messrs. Spengler and Olsen were also in attendance. Commissioner Webber was absent.

APPROVAL OF MINUTES: On motion of Chairman Wagner, duly carried with modification, the Minutes from the April 9, 2025 Regular Meeting were approved, with these changes: Add the following (new material) in Public Comments: “...Mr. Roscoe also said the residents in the building he shares do not have adequate parking as well and questioned whether parking spaces could be added in front of Fosbre’s Towne Plumbing, where the curbs are painted yellow from the proximity to the former [and now demolished] Rescue Squad building across the street. Chairman Wagner said he would make the suggestion to Mayor Cilento and Borough Administrator Alex Miller.”

UNFINISHED BUSINESS: Mr. Olsen asked for clarification regarding the Vacation Leave policy in the Policies and Procedures Handbook:

First Complete Year	0 days
After 1 and before 6 Years	10 days
After Completing 6 Years	11 days
After Completing 7 Years	12 days
After Completing 8 Years	13 days
After Completing 9 Years	14 days
After Completing 10 Years	15 days
After Completing 10+ Years	Add one day for each successive year up to 25 days max.

Mr. Spengler said he would update the Employee Handbook accordingly. There was some discussion regarding Sick Leave; NJ Law requires employers to give one hour of sick leave for every 30 hours worked, so that language will be added to the Handbook as well.

Mr. Spengler reported on the Central Jersey Joint Insurance Fund (CJJIF) Safety Luncheon which he and Parking Enforcement Supervisor (PES) Locke attended. Mr. Olsen reported on why the relationship with Middlesex County Joint Insurance Fund (MIDJIF) is still relevant, including the idea that issues such as Workers Comp or Harassment could still come forth many years after they occurred, and that those issues – if the genesis was prior to moving to CJJIF – would have to be addressed by MIDJIF.

Chairman Wagner indicated the new Multi-space meter anticipated delivery date would be end of June. He also said the old machine has been working, thanks to Metric providing spare batteries that PES Locke can use to keep the machine functioning.

On motion of Chairman Wagner, duly carried, the contract for removing and relocating the inner front door was cancelled for Tunison's and awarded to Carl Shotwell Construction & Painting, for an amount not expected to exceed \$600.

On motion of Chairman Wagner, duly carried, Mr. Osborn was asked to procure a computer (with related subscriptions and software) for the office by GMK Tech, at a cost not expected to exceed \$400. Mr. Osborn also suggested the Gmail account should be functional shortly. We require a Government-type account, which is more involved than a Business-type account.

NEW BUSINESS: Chairman Wagner said he would request PES Locke have the front steps repainted, to which no disagreement was put forth. In addition, he discussed a request from Ash Patel to lease parking spaces along the embankment-facing portion of Patel's building, and on his motion, duly carried, Mr. Spengler was authorized to prepare a lease agreement for \$15/space/month, which would bring in \$2,160 annually. [Ms. Lockwood said the facility is being rented out for different functions, hence requiring the additional parking spaces.]

Chairman Wagner said the shared-revenue agreement with the American Legion is still under consideration.

OPERATIONS REPORT: Chairman Wagner reported that Pay2Park usage and revenue is up month over month. He said PES Locke has been speaking with POM [the on-street meter manufacturer] to implement new on-street meter rates. Additionally, the search for another Parking Enforcement Officer (PEO) is continuing, and Chairman Wagner asked about a residency requirement, to which Mr. Spengler replied that the law requiring residency was ruled unconstitutional this past January. Chairman Wagner said signs were being made to read "15 Minute Parking" and would replace the signs that indicate "Loading/Unloading".

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

RESOLUTIONS: On motion of Chairman Wagner, duly carried, Bills list #143 in the amount of \$2,705.21 was approved for payment.

PUBLIC COMMENT: Ms. Lockwood said the Spring Into Wellness program was not being rescheduled from the rain out, but that Karl's Klassic Car show would be held on Sunday June 8, requiring the closure of North Ave from Washington to Madison Avenues. She indicated the Open Air Market would be starting this Sunday (May 18th) and that a Street Fair would be held on Saturday June 21st with the dedication of murals beginning at 11:00 am.

Motion to adjourn by Chairman Wagner, duly carried, at 8:23 pm.

Respectfully submitted
Scott H. Olsen
Secretary/Treasurer