

MINUTES OF REGULAR MEETING
WEDNESDAY, AUGUST 13, 2025

DUNELLEN PARKING AUTHORITY

Vice Chairman Vail 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 and Vice Chairman Vail. Mayor's Liaison Ms. Peg Lockwood, and Messrs. Spengler and Olsen were also in attendance. Chairman Wagner and Commissioner Webber were absent.

APPROVAL OF MINUTES: On motion of Mr. Osborn, duly carried, the Minutes from the July 9, 2025 Regular Meeting were approved as written.

UNFINISHED BUSINESS: Mr. Olsen said he had sent a copy of the Authority's Draft Policies and Procedures Handbook to the Central Jersey Joint Insurance Fund for their feedback prior to adoption by Authority Commissioners. To date, there has been no response.

Mr. Olsen reported that Commissioners of the Middlesex County Joint Insurance Fund (MIDJIF) authorized submission of a "Preliminary Dissolution Plan" to the State's Department of Banking and Insurance (DOBI) and Department of Community Affairs (DCA). They (MIDJIF) were to discuss the status of the submission at their meeting of August 21, 2025. Mr. Osborn observed that since DOBI/DCA would be the entities accepting or rejecting the Plan, the Authority will likely be facing those entities rather than MIDJIF in the future. Mr. Spengler said he would review the plan and would decide whether to attend that meeting, to which NO disagreement was put forth.

There was no new information regarding Metric's new multi-space Kiosk machine.

Mr. Olsen said, in a response from Sarah Griffin, Enterprise Account Executive for Optimum, that Optimum was only responsible for porting the line from Verizon, and that they were not authorized to port the line from AT&T (from whom we continue to receive monthly invoices, which have gone unpaid.) Mr. Osborn refuted Ms. Griffin's claims. There was no new information on establishing the Authority's Gmail accounts.

NEW BUSINESS: Vice Chairman Vail discussed a proposal received from Harty Brothers, including vinyl plank in the hallway, carpet tile in the office and commercial carpeting on the steps and landing. On motion of Mr. Osborn, duly carried, a contract for installation of said flooring, in an amount not expected to exceed \$2,429, was approved.

Discussion and action on the Central Jersey Joint Insurance Fund renewal was postponed to a future meeting.

Ms. Lockwood said that an email from Jeff Roscoe of "Roscoe's Wrap it Up" indicated no change in the parking behaviors. Vice Chairman Vail responded that, to his knowledge, parking signs had been ordered.

During a discussion of the feasibility of paying Grand Sanitation annually, Mr. Osborn asked if we could switch the Authority's account to The Canhandlers, a local sanitation company, to which no disagreement was put forth.

There was some discussion regarding purchasing accounting “software” such as QuickBooks to streamline the bookkeeping function. Mr. Osborn wondered: if such a purchase benefits our auditors, would they either provide the software or agree to a reduction in fee to help pay for the cost? No action was taken, but Mr. Olsen agreed to make inquiries with the auditors.

Mr. Olsen shared Commuter Parking Rate comparisons for the Communities of Bloomfield, Cranford, Metuchen, Millburn, Montclair, Rahway, Summit and Westfield.

The idea of using a Purchasing Card (“P” Card) or obtaining an Amazon Government Account was discussed, to be continued in subsequent meetings.

OPERATIONS REPORT: None

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

RESOLUTIONS: On motion of Vice Chairman Vail, duly carried, Bills list #146 in the amount of \$2,568.94 was approved for payment.

PUBLIC COMMENT: Ms. Lockwood reported a car show in Skinner Plaza is scheduled for September 14th to benefit the Plainfield Animal Shelter, and that the Fall Harvest Fest (and concurrent car show) will be held on October 12th.

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

Respectfully submitted
Scott H. Olsen
Secretary/Treasurer