

MINUTES OF REGULAR MEETING
WEDNESDAY, OCTOBER 8, 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 Liaison Ms. Lockwood and Messrs. Spengler and Olsen were also in attendance. Mr. Osborn was absent.

APPROVAL OF MINUTES: On motion of Mr. Vail, duly carried, the Minutes from the September 24, 2025 Regular Meeting were approved with the correction that it was Mr. Osborn, not Chairman Wagner, who could not address the Authority's Gmail accounts without a means of payment.

UNFINISHED BUSINESS: Mr. Olsen has not yet received approval from Central Jersey Joint Insurance Fund for the revised Policies and Procedures Handbook.

Mr. Spengler and Mr. Olsen agreed to jointly draft a response to the Middlesex County Joint Insurance Fund (MIDJIF) outlining a payment plan for the Additional Assessment over a fixed number of years. The net amount of the assessment is \$30,132.

Chairman Wagner said the Metric multi-space Kiosk machine is "on the water" from England and will be stored in a warehouse in Mt. Laurel until we are ready for delivery.

No new information regarding the Gmail accounts as that is dependent on establishing a Purchase Card ("P Card") as a means of payment.

Superintendent Locke will be asked to facilitate an inspection of the upstairs tenant's carpeting for possible replacement.

Ms. Lockwood said the manager at Crown Bank was away on vacation when she tried to meet and Chairman Wagner reported that there may be an easement for the parking lot, which complicates entering a shared-revenue opportunity. Superintendent Locke had suggested approaching Provident Bank/the Post Office for those spaces along the embankment.

NEW BUSINESS: Mr. Olsen reported on the draft audit report for the year ending December 31, 2024. Once the reports are received, he will distribute them to all Commissioners.

Mr. Olsen discussed the draft budget, which included increases in Staff Salaries (including addition of a new part-time position, see Operations Report), Insurance, Snow Plowing and the Interlocal Services Agreement with the Borough. The draft budget increased from \$310,800 in 2025 to \$350,250 as proposed for 2026. Mr. Olsen said the Budget, once approved, needed to be submitted to the State within 60 days of the end of the fiscal year (by November 3, 2025). On motion of Chairman Wagner, duly carried, the 2025 Budget was approved. The public hearing and adoption of the budget is scheduled for December 10, 2025.

OPERATIONS REPORT: Chairman Wagner reported that we sold 71 permits last month, up 9 from the previous month, and close to 100 daily spots.

He disclosed that a potential candidate for part-time work has spoken with staff and that he and Mr. Vail wanted to interview them before an offer is made, to which no disagreement was put forth. The candidate is currently a student at Raritan Valley College and would work afternoons.

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

RESOLUTIONS: On motion of Mr. Osborn, duly carried, Bills list #148 in the amount of \$845.27 was approved for payment.

PUBLIC COMMENT: Ms. Lockwood reported on the upcoming Haunted Trail (at Columbia Park), Harvest Fest (at Washington Monument Park) and Karl's Custom Car Show (at Skinner Plaza).

Motion to adjourn by Chairman Wagner, duly carried, at 7:52 pm.

Respectfully submitted
Scott H. Olsen
Secretary/Treasurer