

MINUTES OF REGULAR MEETING
WEDNESDAY, APRIL 19, 2017

DUNELLEN PARKING AUTHORITY

Chairman Duhamel called the meeting to order at 7:02 PM in the Authority office.

Open Public Meetings Act was read by Secretary Olsen

ROLL CALL: Present: Commissioners Treffinger, Vail, Wagner, White and Chairman Duhamel. Mrs. Reed, Mr. Fitzgerald and Mr. Olsen were also in attendance, as were Parking Enforcement Officer David Locke, Thomas Reed, Joseph Villani (Sr. and Jr.), Corey Klein, Esq., and Robert Scricco.

NEW BUSINESS: Robert Scricco, 333 Front Street, spoke about the grounds in back of his residence. He replaced an old picket fence with a black metal fence and requested the Authority install four “bumpers” to prevent cars from pushing against the new fence as well as replacement signs for the new fence. On motion Chairman Duhamel, duly carried, authorization granted to install bumpers and signs at a cost not to exceed \$1,000.

Joseph Villani, Jr. and through his attorney, Corey Klein of Hehl & Hehl, P.C 370 Chestnut Street, Union, NJ, are seeking a new Lease Agreement with the Authority, to replace the one that expired January 1, 2017, which references the lot behind Devine’s Pharmacy. There are currently 15 metered spaces in the land owned by Mr. Villani and utilized by the Authority. In the past, the Authority paid the landlord \$600 annually for the use of these spaces. Mr. Villani said raising the payment to \$300 monthly would help him cover the cost of insurance, taxes and maintenance. Until such time as redevelopment at the site takes place, the Authority would continue to utilize the spaces and “maintain” the property as it has (such as with snow removal, striping and signage). On motion of Mr. Wagner, duly carried, Mr. Fitzgerald was directed to prepare an amended ten-year lease agreement with 376 North Avenue Associates, reflecting a cost to the Authority of \$300 per month, retroactive to January 1, 2017, for approval at the next Authority meeting, scheduled for May 10, 2017.

APPROVAL OF MINUTES: On motion of Chairman Duhamel, duly carried by unanimous vote, the minutes from the January 11, 2017 Organizational Meeting were approved as written.

UNFINISHED BUSINESS: On motion of Mr. Wagner, duly carried, Hodulik and Morrison were approved to prepare the annual audit of the Authority as at December 31, 2017, at a cost not to exceed \$8,000. On motion of Mr. Vail, duly carried, authorization was given to pay CME Associates \$672 for continued work to resolve ponding issues in Lot D. Mrs. Reed said the installation of 14 meter poles along the embankment had hit an impasse because of underlying concrete, which Mr. Locke said the DPW could not penetrate even with an electric auger. Chairman Duhamel said he would consult DPW Superintendent Ron Safar to rectify.

NEW BUSINESS: Mr. Olsen discussed a recent Open Public Records Act request, which was responded to Mr. Fitzgerald. He also said Annual Financial Disclosure forms were due to be filed online by April 30th.

OPERATIONS REPORT: Mrs. Reed provided a 2017 Operations report and discussed the service that was needed on the multispace meters. She reminded Commissioners that a service contract had not been purchased on these meters and that she would investigate the cost. She also suggested purchasing an encased bulletin board for the front of the house as well as a holder for handouts in the foyer and a new desk. On motion of Mr. Vail, duly carried, Mrs. Reed was authorized to make those purchases at a not to exceed cost of \$1,000.

FINANCIAL REPORT: Mr. Olsen reviewed 2017 Revenues and Expenditures.

RESOLUTIONS: On motion of Mr. Wagner, duly carried, Bills list #72 (in the amount of \$24,930.38) was approved for payment.

CORRESPONDENCE: None

Chairman Duhamel expressed how pleased he was at how Mrs. Reed, Mr. Locke and Mr. Fitzgerald handled all the issues regarding the Villani property discussed above. Mr. Fitzgerald said he and Mr. Locke held an emergency meeting with the Borough's Tax Assessor to help clarify the property boundaries and determine ownership.

Motion to adjourn by Mr. Treffinger, duly carried, at 8:41 pm.

Respectfully submitted:

Scott H. Olsen
Secretary/Treasurer