

MINUTES OF REGULAR MEETING
WEDNESDAY, JANUARY 11, 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. Mr. Fitzgerald and Mr. Olsen were also in attendance. Absent: Mrs. Reed.

APPROVAL OF MINUTES: On motion of Mr. Wagner, duly carried by unanimous vote, the minutes from the December 14, 2016 Regular Meetings were approved as written.

REORGANIZATION RESOLUTIONS: The following resolutions carried unanimously, except as noted:

- 01-11-17:#1 Appoint James P. Fitzgerald Authority Attorney (motion: Vail). Mr. Fitzgerald's hourly rate remains at \$100 per hour while his per meeting rate remains at \$300 per meeting, the combined total not expected to exceed \$8,000.
- 01-11-17:#2 James Duhamel appointed Chairman and William Wagner Vice Chairman for the 2017 year (motion: Treffinger)
- 01-11-17:#3 Approve 2017 Parking Authority Meeting dates, as follows: March 15th, May 10th, July 12th, September 13th, October 11 (Budget Introduction), December 13th (all in 2017) and Reorganization Meeting scheduled for January 10, 2018 (motion: Duhamel). Meeting start times remain at 7:00pm with the exception of December 13th, which will begin at 6:00 pm.
- 01-11-17:#4 Approve 2017 Paid Holiday Schedule (motion: Duhamel)
- 01-11-17:#5 Establish the Courier News as Dunellen Parking Authority's official newspaper (motion: Vail)
- 01-11-17:#6 Establish Provident Bank, Investor's Bank, Bank of America, PNC Bank, Commerce Bank, Valley National Bank and Crown Bank as official Authority Banks and Depositories (motion: Vail)
- 01-11-17:#7 Authorize Petty Cash (motion: Duhamel)
- 01-11-17:#8 Appoint Scott Olsen Secretary/Treasurer for 2017 through the 2018 Reorganization meeting (motion: Wagner)

UNFINISHED BUSINESS: Mr. Olsen discussed various punch list items remaining on the Parking Lot Improvements project, including ponding on the concrete pad near the UMI (i.e. Mr. Patel)/East Coast Lawn Sprinkler (George Seif) property lines. Mr. Patel also raised concerns of ponding near the entrance to his building, and Mr. Fitzgerald recommended Mr. Patel express his concerns in writing, to which no disagreement was put forth.

Mr. Fitzgerald said Tom Coats of NJ Transit was alerted that Transit buses were parking in permit spots and that they would be precluded from parking in our lot. Mr. Fitzgerald suggested our Parking Enforcement Officer (PEO) Locke monitor early morning parking and track bus numbers of violators.

Mr. Olsen said he was directed, at the suggestion of Mayor Seader, to forward the pro forma financing agreement for the Parking Lot Improvements to Borough Attorney John Bruder for his review.

Chairman Duhamel said he talked to DPW Superintendent Ron Safar about installing meter poles in the first 14 spots along the embankment. Mr. Olsen read an email from Mr. Safar, which indicated that a concrete footing behind the curb is preventing them from installing meter poles at that location, and that installing the poles in the newly paved asphalt would lead to early deterioration. Chairman Duhamel said he asked Mrs. Reed to have PEO Locke work with the Borough whenever they can to locate appropriate sites for the poles.

Mr. Olsen indicated the furnace replacement performed by Art Taylor has been completed.

Chairman Duhamel said he was waiting to hear back from the Knights of Columbus regarding a Revenue Sharing agreement for additional parking. While Mr. Treffinger thought the agreement had been signed, Mr. Fitzgerald said there were issues with the dates on the contract.

Chairman Duhamel said Dunellen Associates (owner of Art Color) was willing to revenue-share an additional 16 spaces to the 20 already utilized on their site, at a cost of \$25 per space, per month, up from the current rate of \$20. On motion of Mr. Vail, duly carried, Mr. Fitzgerald was directed to amend the agreement with Dunellen Associates to include the additional spots at the increased rate.

NEW BUSINESS: Mr. Olsen read a letter received from Rose Coppola of Green Brook, whose husband was unable to purchase a three-month permit for her because permits were sold out. (She could not purchase the permit herself when they went on sale at 7:00 am because she takes a 6:36 train. Her husband arrived at the Authority office at 11:00, at which point permits had been sold out.) Chairman Duhamel said customers have been advised that permits are sold on a first come/first served basis. He also indicated that customers line up from the Authority office down to the curb on permit sale days. He said he would ask Mrs. Reed to advise customers who that we are pursuing more permit spot locations at Art Color, the American Legion and Knights of Columbus.

Mr. Olsen read a letter received from Thomas Ronca, a Dunellen resident who lives on Prospect Avenue, asking that restricted, on-street parking be extended from Walnut Street to Center Street. Chairman Duhamel said that while he supports extending the on-street parking restrictions to Center Street, changing the ordinance would require action by the Borough Council, to which no disagreement was put forth. Mr. Vail suggested Mr. Ronca contact the Borough directly.

FINANCIAL REPORT: Mr. Olsen reviewed 2016 Revenues and Expenditures.

RESOLUTIONS: On motion of Chairman Duhamel, duly carried, Bills list #70 (in the amount of \$57,747.01) and #71 (in the amount of \$9,648.60) were approved for payment, and that a bill from CME Associates in the amount of \$396 was also authorized to be paid.

Motion to adjourn by Mr. Wagner, duly carried, at 7:50 pm.

Respectfully submitted:

Scott H. Olsen
Secretary/Treasurer