

MINUTES OF REGULAR MEETING
WEDNESDAY, JANUARY 13, 2016

DUNELLEN PARKING AUTHORITY

Chairman Duhamel called the meeting to order at 7:03 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, as well as Mayor Robert Seader and Peter Riccio (owner of Towne Pharmacy, arrived 7:12). Mr. Fitzgerald and Mr. Olsen were also in attendance. Absent: Mrs. Reed.

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

- 01-13-16:#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.
- 01-13-16:#2 James Duhamel appointed Chairman and William Wagner Vice Chairman for the 2016 year (motion: Vail)
- 01-13-16:#3 Approve 2016 Parking Authority Meeting dates, as follows: March 16th, May 11th, July 13th, September 14th, October 12 (Budget Introduction), December 14th (all in 2016) and Reorganization Meeting scheduled for January 11, 2017 (motion: Duhamel). Meeting start times remain at 7:00pm with the exception of December 13th, which will begin at 6:00 pm.
- 01-13-16:#4 Approve 2016 Paid Holiday Schedule (motion: Wagner)
- 01-13-16:#5 Establish the Courier News as Dunellen Parking Authority's official newspaper (motion: White)
- 01-13-16:#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: Treffinger)
- 01-13-16:#7 Appoint Hodulik & Morrison as Official Auditors not to exceed \$8,000 (Tabled until following meeting)
- 01-13-16:#8 Authorize Petty Cash (motion: Wagner)
- 01-13-16:#9 Appoint Scott Olsen Secretary/Treasurer for 2016 through the 2017 Reorganization meeting (motion: Treffinger)
- 01-13-16:#10 Approve 2016 Salaries and Wages as follows: Charlotte Gebhardt [P/T] \$13.75 David Locke: [P/T] \$16.50 Sandy Reed \$51,500 Scott Olsen \$20,600 (motion: Duhamel)

APPROVAL OF MINUTES: On motion of Mr. Treffinger, duly carried by unanimous vote, the minutes from the December 16, 2015 Regular Meetings were approved as written.

UNFINISHED BUSINESS: Mr. Riccio explained the necessity to have 10 non-metered spaces facing the south end of the redeveloped Towne Pharmacy building, 14 two-hour metered parking spaces along the embankment closest to Washington Avenue and space for a dumpster.

Chairman Duhamel and Mr. Fitzgerald countered that the Authority never agreed to those terms in either initial or subsequent meetings between the Authority and Mr. Riccio or his representatives. Following much discussion, the Authority and Mr. Riccio agreed to the above terms, providing that Mr. Riccio pay the Authority \$5,000 annually by July 1st of each year. (Motion: Wagner, duly carried)

NEW BUSINESS: On motion of Mr. Treffinger, duly carried, a check in the amount of \$600 is to be issued to 376 North Avenue Associates for the annual lease of the parking lot formerly owned by Ed & Lucille Reidinger (behind Devine's Pharmacy).

CME Associates (Engineering contractor) is preparing plans and specifications for repaving of the Towne Pharmacy lot. It is anticipated those plans will be ready for approval at our next meeting.

Mrs. Reed received proposals from two companies for the repairs to the chimney at 345 Front Street. After reviewing the proposals and on motion of Chairman Duhamel, Allstate Dependable LLC was awarded a contract not to exceed \$2,300 for the job.

OPERATIONS REPORT: Mrs. Reed provided a 2015/2016 Operations report.

FINANCIAL REPORT: Mr. Olsen reviewed 2015 Revenues and Expenditures.

RESOLUTIONS: On motion of Mr. Vail, duly carried, Bills list #62 (in the amount of \$800.54) and #63 (in the amount of \$1,668.45) were approved for payment.

Motion to adjourn by Mr. White, duly carried, at 8:32 pm.

Respectfully submitted:

Scott H. Olsen
Secretary/Treasurer