

MINUTES OF VIRTUAL REORGANIZATION MEETING
WEDNESDAY, JANUARY 11, 2023

DUNELLEN PARKING AUTHORITY

Chairman Wagner called the meeting to order at 7:10 PM in the Authority office.

Open Public Meetings Act was read by Secretary Olsen

ROLL CALL: Present: Commissioners Osborn, Seader, Vail, Webber and Chairman Wagner. Mr. Fitzgerald and Mr. Olsen were also in attendance.

APPROVAL OF MINUTES: On motion of Chairman Wagner, duly carried with abstention from Mr. Osborn, the minutes from the December 14, 2022 Regular Meeting was approved as written.

REORGANIZATION RESOLUTIONS: The following resolutions carried unanimously:

- 01-11-23:#1 Appoint James P. Fitzgerald Authority Attorney (motion: Chairman Wagner). Mr. Fitzgerald's hourly rate remains at \$100 and his per meeting rate at \$325 per meeting, with the combined total not expected to exceed \$8,000.
- 01-11-23:#2 William Wagner appointed Chairman and Cliff Vail Vice Chairman for the 2023 year (motion: Webber)
- 01-11-23:#3 Approve 2023 Parking Authority Meeting dates, as follows: March 8th, May 10th, July 12th, September 13th, October 11th (Budget Introduction), December 13th (all in 2023) and Reorganization Meeting scheduled for January 10th, 2024 (motion: Seader). Meeting start times remain at 7:00pm with the exception of December 13th, which will begin at 6:00 pm.
- 01-11-23:#4 Approve 2023 Paid Holiday Schedule (motion: Osborn)
- 01-11-23:#5 Establish the Courier News as Dunellen Parking Authority's official newspaper (motion: Vail)
- 01-11-23:#6 Establish Provident Bank, PNC Bank, Commerce Bank, Valley National Bank and Crown Bank as official Authority Banks and Depositories (motion: Vail)
- 01-11-23:#7 Authorize Petty Cash (motion: Seader) of \$300.00
- 01-11-23:#8 Appoint Scott Olsen Secretary/Treasurer for 2023 through the 2024 Reorganization meeting (motion: Chairman Wagner)
- 01-11-23:#9 Establish 2023 Salaries and Wages (motion: Seader) as follows:
Charlotte Gebhardt [Part-time (P/T)]: \$18.22/hour (approx. \$23,686 annually)
David Locke [P/T]: \$18.59/hour (approx. \$24,167 annually)
Scott Olsen: \$23,297 annually
Sandy Reed: [P/T]: \$27.87 hourly (approximately \$36,231 annually)
- 01-11-23:#10 Appoint PKF O'Connor Davies auditor of record for the year ending December 31, 2022. Based on the Authority's current financial position, Mr. Olsen was asked to contact Andy Hodulik of PKF O'Connor Davies and request a lower fee than what was proposed, to which no disagreement was put forth. Resolution was TABLED until the March 8th meeting, pending feedback from the Auditor.

UNFINISHED BUSINESS: Mr. Olsen discussed the Supplemental Assessment that the Middlesex County Joint Insurance Fund (MidJIF) levied against the Authority beginning in 2022 and possible actions the Authority could take against the MidJIF, including payment of the Assessment in subsequent years. Mr. Osborn questioned the consequences for not making subsequent payments and whether having paid the 1st installment (which was made prior to his tenure as Commissioner) was any “admission” of the Authority’s liability. Mr. Fitzgerald said he did not have any additional information then had already been provided by the Department of Banking and Insurance, which, in summary, said the MidJIF was statutorily entitled to collect the Supplemental Assessment (because of the “all-for-one” nature of a Joint Insurance Fund [JIF]) but could neither assess interest for non-payment nor block entities from joining a different JIF. Mr. Olsen believed there was enough funding included in the 2023 budget to provide for the 10% payment of the 2023 Supplemental Assessment, which he thought would be due in April, 2023.

Mr. Fitzgerald was asked to revise the rental agreement with the tenants residing above 345 Front Street and to draft a letter notifying them of an increase in rents effective April 1, 2023, to which no disagreement was put forth.

NEW BUSINESS: Mr. Olsen indicated the 1st installment due the Central Jersey JIF on February 15th was in the amount of \$14,750. [Payment would be authorized at the next Authority meeting, to which no disagreement was put forth.] On motion of Chairman Wagner, duly carried, Mr. Fitzgerald was appointed as the Authority’s representative to the Central Jersey Joint Insurance Fund.

OPERATIONS REPORT: Chairman Wagner reviewed the Authority’s operations as of the end of December. He said he speaks daily with both Parking Enforcement Officers [PEO’s], reported that the machines are all working well, and indicated that implementation of a mobile parking solution was progressing. KHovanian has removed their trailer from the Skinner Parking Lot, and suggested we not charge them for the few days in January that the trailer remained in place, to which no disagreement was put forth. He reported that permit sales have been steady and that daily parkers are returning, both welcome indicators of a recovery.

Chairman Wagner said he was reviewing internal policies and procedures and would provide updates in the future to Commissioners. Mr. Olsen was asked to send a pdf copy of the Borough of Dunellen’s Employee Handbook to both the Chairman and Mr. Fitzgerald for their input and ultimate implementation.

FINANCIAL REPORT: Reports of financial operations for 2022 were distributed and reviewed.

RESOLUTIONS: On motion of Mr. Seader, duly carried, Bills list #118 (as of December 31st, 2022) in the amount of \$5,802.47 and #119, (as of January 11, 2023) in the amount of \$1,621.00) was approved for payment.

Motion to adjourn by Chairman Wagner, duly carried, at 8:18 pm.

Respectfully submitted
Scott H. Olsen
Secretary/Treasurer