

MINUTES OF REGULAR MEETING
WEDNESDAY, MARCH 8, 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, Vail, Webber and Chairman Wagner. Mrs. Reed, Mr. Fitzgerald and Mr. Olsen were also in attendance. Mr. Seader was absent.

APPROVAL OF MINUTES: On motion of Chairman Wagner, duly carried, the minutes from the January 11, 2023 Reorganization Meeting were approved as written.

REORGANIZATION RESOLUTION: The following resolution carried unanimously:

03-08-23:#1 Appoint PKF O'Connor Davies auditor of record for the year ending December 31, 2022 (motion: Mr. Vail). Andy Hodulik of PKF O'Connor Davies agreed (via email exchange with Mr. Olsen) to a fee reduction from \$10,000 to \$9,500 and indicated that PKF had not billed for additional time required to release the 2021 Audit due to changes to the interlocal agreement between the Borough and the Authority. Mr. Vail responded that no additional time should be required for the 2022 audit, to which no disagreement was put forth.

UNFINISHED BUSINESS: The Middlesex County Joint Insurance Fund (MidJIF) levied a Supplemental Assessment of \$36,553.35 against the Authority in 2021, based on operational deficits between the years 2001 and 2020. A financing plan was proposed by the MidJIF, and the Authority paid 10% (\$3,655.34) in good faith in December, 2022. The plan requires a 15% payment (\$5,483.00) due on or before April 1, 2023 with the remaining 75% due in 7 equal installments no later than April 1st of each year beginning on or before April 1, 2024. After some discussion, it was decided (with no disagreement put forth) that no payment would be made at this time, until additional information is provided regarding:

- Recovering \$2.0 million from the excess carrier
- Excess Liability policy that was put in place in 2021
- Data loss for all open and closed claims by line of coverage
- Copies of audited records, contracts and budgets

On motion of Chairman Wagner, duly carried, Acrisure [Amy Pieroni] was named as the Authority's Risk Management Consultant for 2023. Mr. Fitzgerald reported that he attended a meeting as the Authority's representative to the Central Jersey Joint Insurance Fund.

Mrs. Reed indicated that an updated rental agreement with the upstairs tenants at 345 Front Street has been executed.

OPERATIONS REPORT: Mrs. Reed reviewed the Authority's operations. She said the Pay by Phone app (through mPay2Park) was nearly ready to launch and that new signage was needed to

announce and coincide with the launch. She reported on the number of permits sold to date and believes approximately \$850 is needed for the purchase of meter parts. Approval to order the signs and parts was approved with no disagreement put forth. Mrs. Reed's Operations report included Parking Enforcement Officer Locke's memo to Chairman Wagner regarding complaints of cars parking on New Market Road and the actions needed to rectify the situation. The proposed remedy requires amending conflicting sections of the Borough code and has been forwarded to the Borough's Administrator.

Mrs. Reed received a request from the owners of the Cave Kitchen food truck to use Skinner Plaza for an event planned for June 10th. Chairman Wagner advised that proof of insurance coverage would be needed for the day of the event.

Chairman Wagner proposed the Borough consider adopting a local parking ordinance, suggesting that ticket revenues would then be fully retained by the Borough instead of splitting with the State. He indicated the Authority could share those fees, as currently the Authority acts as the Borough's enforcement arm without any financial gain.

Chairman Wagner proposed several internal operational changes to increase enforcement coverage and sales opportunities, including standardizing uniforms for employees.

NEW BUSINESS: Mr. Olsen announced the Borough's intention of relocating its administrative operations to St. Luke's Lutheran Church at the intersection of New Market Road and Walnut Street, which it is acquiring. There may be an opportunity for the Parking Authority to relocate there as well, but few details were available.

Mr. Olsen discussed terminating the Authority-provided cell phone contract, to which no disagreement was put forth. Mr. Osborne questioned whether personal cell phone data (such as text messages) could be subject to the Open Public Records Act (OPRA).

FINANCIAL REPORT: Reports of financial operations for 2023 were distributed and reviewed.

RESOLUTIONS: On motion of Chairman Wagner, duly carried, Bills list #120 in the amount of \$20,643.21 was approved for payment.

Motion to adjourn by Chairman Wagner, duly carried, at 8:45 pm.

Respectfully submitted,
Scott H. Olsen
Secretary/Treasurer