

MINUTES OF REGULAR MEETING
WEDNESDAY, MAY 10, 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. Mrs. Reed, Mr. Fitzgerald and Mr. Olsen were also in attendance, as was Councilwoman Dunne, by phone.

APPROVAL OF MINUTES: On motion of Mr. Osborn, duly carried, the minutes from the May 10, 2023 Regular Meeting were approved as written.

OPERATIONS REPORT: Mrs. Reed reported on a large (25%) increase in the number of permits sold to date (40 in April, 51 in May). She said the MPark2Pay mobile app was working well, and there was some discussion on how daily parkers can utilize permit spaces when daily spaces are unavailable. Customers would need to enter “99” as the space number and place the receipt on their dashboard.

Approximately 25 poles were removed from Lot B daily spaces and there is concern that the poles have been misplaced. Dunellen DPW was asked to pick them up but there has been no confirmation that they were. The poles were removed to accommodate parking overflow for permit holders.

Parking Enforcement Officer (PEO) Locke delivered recommendations to Borough Administrator Bill Robins regarding parking along New Market Road; we are awaiting further direction before signage is installed and enforcement can begin.

Mrs. Reed advised that replacement meter parts are getting harder and harder to acquire. PEO Locke’s report recommended purchasing additional meters since the spare meter inventory has dwindled.

UNFINISHED BUSINESS: There was no new information regarding the Middlesex County Joint Insurance Fund (MidJIF) and their Supplemental Assessment for operational deficits between the years 2001 and 2020. 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. No action was taken.

There was some discussion on the challenge in accessing the Central Jersey Joint Insurance Fund website for Cyber Security training.

An electronic version of the Borough’s Employee Handbook was to be distributed to Chairman Wagner, Mss. Osborn and Fitzgerald, to be adapted to the Authority’s needs.

Mr. Olsen thanked everyone for submitting their Financial Disclosure Forms and reported that the 2022 audit would commence in late July.

Mrs. Reed spoke about the “Cave” Food Truck, which utilizes 6 spots, and the Hot Dog vendor who utilizes 2 spots, and how employees of these businesses would need to pay for any spaces in addition to those above, to which no disagreement was put forth.

NEW BUSINESS: Chairman Wagner was asked by Mayor Cilento to participate in a group regarding the redevelopment of Skinner Plaza. He said the current proposal is for new construction to encompass the Library (near New Market Road) and that there would be underground parking for the Authority to operate. Mr. Fitzgerald reiterated that the Borough owns Skinner Plaza so the Authority's input would be minimal.

Chairman Wagner advised of 4 parking spots in front of Quick-Chek on North Avenue that are needed for a bus stop. He said that the meters there are rarely if ever used – even when people park there. No disagreement was put forth for the disposition of those parking spots.

Chairman Wagner discussed the developer Joseph Villani's interest in acquiring the Authority headquarters' building but advised him (through Mayor Cilento) that as of now, the Authority prefers to hold onto this asset, to which no disagreement was put forth.

Councilwoman Dunne discussed the preliminary steps taken by the Borough to acquire St. Luke's Lutheran church, which would serve as the Borough's administration building, and that it would be at least a year before occupancy.

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

RESOLUTIONS: On motion of Chairman Wagner, duly carried, Bills list #121 in the amount of \$22,674.72 was approved for payment.

Motion to enter Closed Session by Chairman Wagner, duly carried.

Once returned from Closed Session, there was no further action or discussion.

Motion to adjourn by Chairman Wagner, duly carried, at 8:33 pm.

Respectfully submitted,
Scott H. Olsen
Secretary/Treasurer