

MINUTES OF REGULAR MEETING
WEDNESDAY, JULY 12, 2023

DUNELLEN PARKING AUTHORITY

Chairman Wagner called the meeting to order at 7:09 PM in the Authority office.

Open Public Meetings Act was read by Secretary Olsen

ROLL CALL: Present: Commissioners Osborn, Vail, Webber, Chairman Wagner and Mr. Olsen. Commissioner Seader and Mr. Fitzgerald were absent.

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: Chairman Wagner reported that upwards of 170 daily parking spaces were being utilized whereas about 130 had been in prior months. He said permit sales were increasing as well, as employees are returning to work with more frequency. There is room to accommodate more customers in Lot B, and the American Legion is willing to revenue-share at their lot as needed. Usage of the mobile app M2Park is also increasing. Mr. Osborn asked about the balance between permit spots (120) and daily spots (125). Chairman Wagner indicated that the lots are seeing more usage on Fridays. He said that new parts for meters have been ordered and that he checks in with the Parking Enforcement Officers (PEO's) – who are generally self-sufficient - every Monday morning to review the week ahead.

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.

Chairman Wagner said Borough Administrator William Robins indicated that the cyber security training (offered through the Central Jersey Joint Insurance Fund - CJJIF) is on hold until further notice. [Commissioners had reported challenges accessing the CJJIF training website.] Chairman Wagner suggested that Commissioners Osborn and Webber could review the employee handbook with him and Mr. Fitzgerald, to which no disagreement was put forth. Commissioner Osborn said red-line edits could be tracked as each person reviews and makes changes to the document.

Mr. Olsen indicated the auditors would begin their on-site field work the week of July 24th. There were no new matters regarding Redevelopment.

NEW BUSINESS: The League of Municipalities Conference is being held this year from Nov. 14-16 in Atlantic City. On motion of Mr. Vail, duly carried, Chairman Wagner and Mr. Fitzgerald were authorized to attend and would be provided a \$300 allowance. [Any unspent funds and receipts would be turned in at the conclusion of the event.]

On motion of Chairman Wagner, Mr. Fitzgerald was appointed the Authority's Insurance Fund Commissioner for 2023. No Alternate or Safety Delegate will be appointed until further information about those roles is provided.

On motion of Mr. Osborn, duly carried, Mr. Olsen was refunded \$100 for a Financial Disclosure violation stemming from CJJIF mistakenly reporting him as Fund Commissioner.

Following a brief discussion on raising rates, it was decided to keep the rates flat for the time being, to which no disagreement was put forth.

FINANCIAL REPORT: Reports of financial operations for 2023 were distributed and reviewed. Mr. Osborn called attention to Pay Station collections for February that seemed to be out of sync, which Mr. Olsen agreed to investigate.

Mr. Osborn asked whether enforcement around the schools increased over the summer, to which Chairman Wagner replied that all on-street, 2-hour limit parking spaces (including those near the schools) were being monitored at least twice per day. The PEO's, however, can't control residents from parking in front of other residents' homes. Chairman Wagner added that the PEO's take photos to support the tickets that they write.

RESOLUTIONS: On motion of Mr. Osborn, duly carried, Bills list #122 in the amount of \$5,520.41 was approved.

CORRESPONDENCE: Mr. Olsen noted that the Workers Compensation audit information was completed and available for review, with no outstanding issues. [This audit becomes the basis for next year's workers comp insurance cost.]

Chairman Wagner said that due to ongoing operational issues as well as increased demand for parking spaces, the Cave Food Truck was notified they would have to vacate their operations at Skinner Plaza after August 31st.

Motion to adjourn by Chairman Wagner, duly carried, at 8:06 pm.

Respectfully submitted,
Scott H. Olsen
Secretary/Treasurer