

MINUTES OF REGULAR MEETING
WEDNESDAY, SEPTEMBER 13, 2023

DUNELLEN PARKING AUTHORITY

Chairman Wagner called the meeting to order at 6:58 PM in the Authority office.

Open Public Meetings Act was read by Secretary Olsen

ROLL CALL: Present: Commissioners Vail, Webber, Chairman Wagner and Mr. Olsen. Commissioner Osborn was absent. Councilwoman Dunne was also present.

APPROVAL OF MINUTES: On motion of Chairman Wagner, duly carried, the minutes from the July 12, 2023 Regular Meeting were approved as written.

OPERATIONS REPORT: Chairman Wagner reported that on the Friday just passed, there were no daily spaces available for parking, a result of more and more employees being asked to return to their offices. He said there were 42 permit sales for the month, which has been consistent over time, and that there are about unused 50 permit spaces. He proposed reallocating some of those permit spots to allow for more daily parkers, to which no disagreement was put forth. This would require numbering the spots (to be done in-house) as well as a software change to the multispace meter. The mobile app M2Park is being used with more frequency, too – out of 78 daily parkers, 40 are using the app.

Chairman Wagner said he and Mayor Cilento met with representatives from NJ Transit regarding designated parking spots for those employees. He indicated that tickets were being issued if Transit employees were non-compliant.

Chairman Wagner reported that while the Cave Food Truck no longer operates within the Skinner Plaza lot (relocating within the Library's lot instead), the owners have not removed two grease drums, creating a health hazard. He indicated that if the drums are not promptly removed, he would report the issue to Alex Miller, the Borough's acting administrator, for further action from the Health Department or other agencies who have jurisdiction over such matters.

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. Mr. Olsen said the 2023 budget incorporated the 15% payment (\$5,483.00) due in 2023, and that it would be held in a reserve if unspent. He indicated that the remaining 75% of the assessment is due in 7 equal installments no later than April 1st of each year beginning on or before April 1, 2024. No action was taken.

On motion of Mr. Vail, duly carried, Mr. Fitzgerald was named as the Authority's fund commissioner for 2023, Mr. Vail as alternate fund commissioner, and Parking Enforcement Officer Dave Locke as the safety delegate to the Central Jersey Joint Insurance Fund (CJJIF).

Mr. Olsen said the auditors were finishing up the 2022 Audit, with some internal questions regarding whether the Authority's rental leases were subject to new reporting standards. He expected the audit would be released for the next meeting.

There were no new Redevelopment matters reported.

On motion of Chairman Wagner, duly carried, Commissioner Osborn was authorized to attend the League of Municipalities Conference in November and would be provided a \$300 allowance, with any unspent funds and receipts to be turned in at the conclusion of the event.

Mr. Fitzgerald said he had reviewed the Employee Handbook without issue, and Chairman Wagner asked that Messrs. Osborn, Vail and Webber review the document as a committee, to which no disagreement was put forth.

FINANCIAL REPORT: Reports of financial operations for 2023 were distributed and reviewed. Mr. Olsen revised the Pay Station collections for February based on a query from Mr. Osborn at the July 12, 2023 meeting.

RESOLUTIONS: On motion of Chairman Wagner, duly carried, Bills list #123 in the amount of \$20,354.16 was approved.

PUBLIC COMMENT: Councilwoman Dunne acknowledged some personnel changes at the Borough. She said she would follow up with the Borough regarding parking along New Market Road, which was in response to a memo from PEO Locke.

Motion to adjourn by Chairman Wagner, duly carried, at 7:50 pm.

Respectfully submitted,
Scott H. Olsen
Secretary/Treasurer