

MINUTES OF REGULAR MEETING
WEDNESDAY, OCTOBER 11, 2023

DUNELLEN PARKING AUTHORITY

Chairman Wagner called the meeting to order at 7:00 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. Councilwoman Dunne was also present (but left the meeting at 8:04pm). Commissioner Seader and Mr. Fitzgerald were absent.

APPROVAL OF MINUTES: After correcting an error relating to a motion to approve Bill's list #123, and on motion of Chairman Wagner, duly carried, the minutes from the September 13, 2023 Regular Meeting were approved as amended.

OPERATIONS REPORT: Chairman Wagner reported that the daily parking spaces have been full every day, and that 23 customers are referencing space "99", indicating that all 78 of the designated daily parking spaces are being used. He said Parking Enforcement Officer (PEO) Locke would renumber the spaces so that "99" would not have to be used. On average, there are forty customers utilizing the mobile parking app M2Park. Forty-five Permits were sold for the month of August. The Cave Kitchen was advised of the need to remove two 45-gallon drums of cooking grease. As of this meeting, only one has been removed.

UNFINISHED BUSINESS: Regarding the Employee Handbook as requested by the Central Jersey Joint Insurance Fund (CJJIF), Mr. Osborn expressed the difficulty in deciding what language *needs* to be in the Handbook versus what can *come out*. Chairman Wagner said it was for those reasons that he wanted Mr. Fitzgerald to review and make recommendations for what to include. Mr. Osborn indicated that, in his opinion, nothing looked harmful and suggested leaving most language as is, to which no disagreement was put forth. Chairman Wagner wants the document to be completed by the end of the year. Mr. Osborn requested that we seek appropriate input from someone who can definitively say what needs to be there, and Mr. Olsen said he would contact the Authority's Insurance Broker, Amy Pieroni, for her guidance and feedback.

Chairman Wagner reported on the audacious and dangerous actions the "Cave Kitchen" Food Truck undertook during an unsanctioned September "Sunset" pop-up event held at Skinner Plaza. He reported how mutual aid from several police departments had to be called in to disperse those attending, and shared photos that were available on Facebook and Dunellen 411. Apparently, no authorization or permit to hold this event was ever given by the Borough, which presented a safety concern for those parking in the lot. Chairman Wagner said there was to be a follow-up call with Mayor Cilento but that as of the meeting date, none had been scheduled. Mr. Osborn asked if anyone had discussed the Library's monetization of parking spaces by the Cave Kitchen and Chairman Wagner responded that the Library had moved forward with a year's lease despite his admonitions. He further indicated that PEO's were to ticket anyone parking their car in Skinner Plaza who had not purchased a permit or daily space pass.

Mr. Olsen reviewed the results of audit (No Comments or Recommendations) and the financial position at December 31, 2022. On motion of Chairman Wagner, duly carried, the Certification of the Audit was adopted and a Group Affidavit, indicating that Commissioners had reviewed, at minimum, the Comments and Recommendation section of the Audit, was circulated for signatures.

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

2024 BUDGET DISCUSSION: Mr. Olsen reviewed the 2024 Operating Budget, including proposed salaries and hourly wages for staff and the phase-in of a contribution to the Borough for Skinner Plaza, per Interlocal Service Agreement. On motion of Chairman Wagner, duly carried, the Budget was approved for Introduction. A public hearing on the introduced budget will be held at the December 13, 2023 regular meeting.

RESOLUTIONS: On motion of Mr. Osborn, duly carried, Bills list #124 in the amount of \$1,869.75 was approved.

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

Respectfully submitted,
Scott H. Olsen
Secretary/Treasurer