

MINUTES OF REGULAR MEETING
WEDNESDAY, DECEMBER 13, 2023

DUNELLEN PARKING AUTHORITY

Chairman Wagner called the meeting to order at 6:08 PM in the Authority office.

Open Public Meetings Act was read by Secretary Olsen

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

APPROVAL OF MINUTES: On motion of Mr. Vail, duly carried, the minutes from the October 11, 2023 Regular Meeting were approved.

OPERATIONS REPORT: Chairman Wagner reported that in addition to the daily parkers, about 20 customers are parking in permit-designated spaces. He said using M2Park has helped rebuild revenue month to month, and cited income from credit card sales of about \$9,200 in October and \$7,200 in November (which was less because of the Veterans and Thanksgiving Day holidays and long weekend).

Chairman Wagner stated that as a courtesy, on street meters were covered beginning December 4th. Mr. Osborn suggested that the approximately \$1,600 in lost revenue should be considered in the interlocal agreement the Authority has with the Borough, and Chairman Wagner responded that he has already discussed it with Mayor Cilento. Mr. Webber asked about the “Cave Man” food truck, which has relocated to the Library lot and has finally relocated the barrel of used cooking oil closer to the Library’s electrical shed. Chairman Wagner said the owners have asked about holding future events at the lot.

UNFINISHED BUSINESS: On motion of Mr. Osborn, duly carried, the Employee Handbook (as adopted by the Borough of Dunellen and amended for Authority purposes) has been approved for use by the Authority, satisfying a request from the Central Jersey Joint Insurance Fund (CJJIF). Messrs. Osborn and Webber agreed to review and amend the document as needed. Mr. Olsen indicated that an attorney needs to sign off on the Personnel Policies and Procedures in order for the Authority to receive the highest threshold before a co-insurance contribution is required, such as from settlement of an internal personnel dispute.

NEW BUSINESS: Notwithstanding that adequate funds have been reserved for the 2023 Supplemental Insurance Assessment from the Middlesex County Joint Insurance Fund, the Commissioners declined to authorize that a payment be made.

After reviewing a proposal for snow plowing services, and on motion of Mr. Osborn, duly carried, Miller Paving was awarded a contract for Calendar Year 2024 Snow Plowing services. A certificate of insurance will be required as well as a signed contract, which will be provided by the Authority Attorney.

Chairman Wagner was approached about leasing 24 parking spaces to Mr. Patel, the owner of the strip mall opposite the PAR building. He suggested that we first offer the spaces to Carl Riccio as he already leases spots from the authority, and if not, he would offer the spaces to Mr.

Patel at a cost of \$15 per space, to which no disagreement was put forth. Mr. Osborn requested a map be provided for referencing lot and space locations.

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

2024 BUDGET DISCUSSION: On motion of Chairman Wagner, duly carried, the 2024 Budget was approved for adoption. Mr. Olsen will send the adopted budget document to the State as required.

On motion of Chairman Wagner, duly carried, hourly and annual salaries were approved as follows:

Charlotte LePoidevin (Parking Enforcement Officer – Part Time) \$19.22/hour

David Locke (Parking Enforcement Officer – Part Time) \$19.58/hour

Sandra Reed (Office Manager - Part Time) \$37,531 annually

Scott Olsen (Secretary/Treasurer – Part-Time) \$24,597 annually

RESOLUTIONS: On motion of Mr. Seader, duly carried, Bills list #125 in the amount of \$12,404.49, was approved.

Mr. Osborn questioned whether the monthly Optimum cost (\$160.44) could be reduced, as it is only for internet service, and Mr. Olsen was asked to investigate and request a reduced fee.

Mr. Osborn said he would be willing to donate a used laptop for Authority use, as the one currently used is older and should be replaced. He further suggested that consideration be made for inexpensive cloud storage of internal documents – such as Drop Box, Google or iCloud - to which no disagreement was put forth.

On motion Mr. Osborn, duly carried, an Executive Session was entered for the discussion of Appointments and Personnel Matters at 7:12 pm. At 7:29 pm, on motion of Mr. Vail, duly carried, the Regular meeting was continued.

Motion to adjourn by Chairman Wagner, duly carried, at 7:36 pm.

Respectfully submitted,
Scott H. Olsen
Secretary/Treasurer