

**CONSULTANT AGREEMENT BETWEEN
MIDDLESEX COUNTY IMPROVEMENT AUTHORITY
AND
JJM CONSULTING, LLC**

This Consultant Agreement ("Agreement") is hereby made on this 31st day of December, 2024 between the **MIDDLESEX COUNTY IMPROVEMENT AUTHORITY**, a public body corporate and politic of the State of New Jersey, with an office located at 101 Interchange Plaza, Suite 202, Cranbury, New Jersey (the "Authority") and **JJM CONSULTING, LLC** a limited liability corporation with offices located at 60 Woodbridge Avenue, Metuchen NJ ("JJM").

WITNESSETH

WHEREAS, the Metuchen Parking Authority (the "MPA") was duly created by the Borough of Metuchen to provide for adequate parking for the needs of the residents, merchants, commuters and to collaborate with the Borough in providing for future parking needs; and

WHEREAS, the Authority submitted a proposal to the MPA to manage the day-to-day parking operations beginning January 1, 2025; and

WHEREAS, on December 17, 2024, the MPA and the Authority entered into a Shared Services Agreement by which the Authority will provide day-to-day management services for the MPA; and

WHEREAS, the MPA entered into a contract with JJM on _____ to act as Parking Manager for the MPA; and

WHEREAS, Jay Muldoon, on behalf of JJM is the current Parking Manager for the MPA; and

WHEREAS, the Authority will continue JJM's parking management services commencing on January 1, 2025; and

WHEREAS, the current agreement between MPA and JJM is hereby incorporated into this consultant agreement.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, it is hereby agreed by and between the parties as follows:

JJM shall be responsible for the following:

I. Administration and Management:

- Prepare monthly agenda and reports for the MPA Board meetings and attend monthly meetings.

- Coordinate with MPA legal counsel regarding board resolutions
- Attend monthly meetings with Borough officials, community stakeholders, and the Authority meetings as requested.
- Review parking administration and operation budgets
- Review weekly and monthly parking revenue reports and weekly/monthly parking permit reports
- Make quick book entries: permit revenue banking reports, and transfers
- Serve as government records custodian for OPRA Requests
- Work with the MPA and MCIA Auditors to develop an agency budget and submit to DCA as needed.
- Supervise permit clerk, receive all new parking applications, and maintain permit databases.
- Oversee the purchasing of yearly permits, items needed for repair of meters, lots, and other items as needed.
- Respond to parking related customer inquiries and complaints via e-mail and telephone.
- Update the MPA webpage as needed.
- Work with Metuchen Police to provide direction to enforcement officers regarding parking enforcement priorities and operations.
- Review report of tickets issued and provide recommendations as needed.
- Be on site at the MPA's office for fifteen (15) hours per week.

II. Parking Facility and Equipment Oversight

- Oversee operation of mobile app, Park Smarter
- Coordinate purchases of new kiosks, meters and any associated equipment as needed.
- Provide direction to and coordinate with Metuchen Department of Public Works to keep meters and parking lots working and clean. DPW will:
 - Conduct three to four parking facility tours per week.
 - Review and inspect parking meters and pay stations weekly and as needed.

III. Compensation

- The Authority will pay JJM One hundred (\$100.00) per hour for up to fifteen (15) hours per week.
- JJM will submit invoices monthly to MCIA
- MCIA will issue payment to JJM within thirty (30) days of invoice date

IV. Duration of Agreement

This agreement shall commence on January 1, 2025 Agreement can be terminated by either party with 60 days written notice.

IN WITNESS WHEREOF the parties hereto have caused this Consultant Agreement to be signed and attested to by their legal representatives as of the day, month and year indicated above.

ATTEST:

Rolyn M. No

ATTEST:

Lisa Lewis

Middlesex County Improvement
Authority

James P. Nolan, Chairman

JJM Consulting, LLC

Jay Muldoon
Jay Muldoon