

Township of Toms River Parking Authority

Meeting Minutes

Regular Meeting
April 28, 2022

Call to order

The reorganizational meeting of the Toms River Township Parking Authority was called to order at 4:45 p.m. by Chairman Tariq Siddiqui, who also led those present in the flag salute.

Open Public Meetings Act Statement

This meeting is called in accordance with the Open Public Meetings Act of the State of New Jersey. Notice of the meeting was published in the Asbury Park Press. Notice was also posted on the bulletin board at Town Hall and placed on file with the Township Clerk for public review.

Roll call

Executive Director Pam Piner conducted a roll call as follows:

Chairman Tariq Siddiqui	Present
Vice Chairman Bill Beining	Present
Secretary Norvella Lightbody	Absent
Treasurer Richard Banach	Absent
Vice Treasurer Brenda Tutela	Present
Commissioner Mike Sutton	Present

Additional Attendees are as follows:

Executive Director Pam Piner
Legal Counsel Joe Coronato, Jr.

Public Guests:

None

Approval of Minutes

Approval of the April 4, 2022 Minutes was deferred until the May 2022 meeting. There was no quorum of the attendees to approve.

Approval of the April 2022 Bill List for the Parking Authority

Twenty (20) checks totaling \$71,671.79 and Twenty (20) electronic payments totaling \$24,507.34

Motion to accept bill list for the Parking Authority: Commissioner Mike Sutton

2nd Motion: Vice Chairman Bill Beining

Roll Call:

Commissioner Mike Sutton	Yes
Vice Chairman Bill Beining	Yes
Vice Treasurer Brenda Tutela	Yes
Secretary Norvella Lightbody	Absent
Treasurer Richard J. Banach	Absent
Chairman Tariq Siddiqui	Yes (Abstained from MUA Payments)

Approval of the April 2022 Bill List for the Park and Ride

Ten (10) checks totaling \$10,307.98

Motion to accept bill list for the Park and Ride: Chairman Mike Sutton

2nd Motion: Vice Treasurer Brenda Tutela

Roll Call Vote:

Commissioner Mike Sutton	Yes	
Vice Treasurer Brenda Tutela	Yes	
Vice Chairman Bill Beining	Yes	
Secretary Norvella Lightbody	Absent	
Treasurer Richard J. Banach	Absent	
Chairman Tariq Siddiqui	Yes	(Abstained from MUA Payments)

Financial Overview

- The Parking Authority had revenue in March 2022 of \$44,138. This is \$14,818 higher than the previous year. An improvement of 51%. Total expenses were \$28,415. A decrease of \$6,086 compared to the previous year. Net revenue was \$15,723. This is \$20,904 higher than the previous year. An improvement of 73%.
 - Total Funds as of 04/28/2022 was \$61,952
 - Unrestricted funds \$2,712
 - Reserved Funds \$17,000
 - Restricted Funds \$42,012 NJT
 - Restricted Funds \$228 Academy
 - Outstanding payables as of 04/28/2022 was \$55,401 plus \$137,000 of employer's pension contribution.
 - Total loan balances as of 04/28//2022 was \$50,288 plus \$450,000 pending for NJT.
- The Park and Ride had revenue in March 2022 of \$12,502. This is \$3,836 higher than the previous year. An improvement of 44%. Expenses were \$18,475. A decrease of \$5769 compared to the previous year. Net revenue was \$-5,973. This is \$9,605 higher than the previous year. An improvement of 73%.
 - Total Funds as of 04/28/2022 was \$5.378
 - Unrestricted Funds \$878
 - Restricted Funds \$2,500 Contingency Fund
 - Restricted Funds \$2,000 TRPA
 - Outstanding payables as of 04/28/2022 was \$305,764
 - General payables was \$10,588 – status current
 - NJT Draw \$88,000
 - Due to Parking Authority \$207,176

Unfinished Business

- **NJT Status:** Pending. No progress to report
- **Redevelopment Status/Land Sale:** Joe Coronato, Jr. Legal Counsel for the Authority presented a verbal offer from the Township for the purchase of the Authority's parking lot, Lot H. He presented a counter offer to the Board of Commissioners and requested authorization to present a written counter offer to the Township. The details of this counter offer will be disclosed at a later date.

Motion to authorize Joe Coronato, Jr., Legal Counsel for the Parking Authority to submit a written counter offer for the sale of the Parking Authority's parking lot, Lot H to the Township for the amounts and conditions discussed at the April 28, 2022

Board of Commissioners' meeting: Vice Chairman Bill Beining

2nd Motion: Vice Treasurer Brenda Tutela

Roll Call Vote:

Vice Chairman Bill Beining	Yes
Vice Treasurer Brenda Tutela	Yes
Secretary Norvella Lightbody	Absent
Treasurer Richard J. Banach	Absent
Commissioner Mike Sutton	Yes
Chairman Tariq Siddiqui	Yes

- **Municibid Public Auction:** The Municibid auction for the dump truck has been advertised and will begin accepting bids on May 2, 2022 and will end on May 13th, 2022.
- **RFP for Lawn Services:** A request for quotes for lawn services at the Park and Ride has been advertised. No responses have been received. If no one responds by May 2nd, quotes will be mailed out to various Landscaping Companies.

New Business

- **Request for handicap spaces on the street. Each space closest to each corner where there is a wheelchair accessible ramp:** A request was made by a downtown business owner to have handicap spaces designated throughout on street parking. Director Pam Piner said she did some research but was unable to find any definite specifications for this. NJ ADA does not provide any information for on street only for parking lots. A manual for Public Right Away has a technical specification but not sure they would be able to be met with our current streets. The Board of Commissioners requested that Pam Piner send an email to the Township Engineers and have them provide guidance on how to proceed.
- **Request from the BID for Storage Assistance:** Vice Chairman Bill Beining presented a request from the BID allowing them to store their Holiday snowflakes in one of our maintenance buildings. Their current location is no longer available. The Board agreed.
- **Additional Bank Accounts to Separate Restricted From Operating Funds.**
A motion was made directing the Director to open a separate bank account with TD Bank for the deposit of NJT Bus Ticket Sales money: Commissioner Mike Sutton
2nd Motion: Brenda Tutela

Roll Call Vote:

Commissioner Mike Sutton	Yes
Vice Treasurer Brenda Tutela	Yes
Vice Chairman Bill Beining	Yes
Secretary Norvella Lightbody	Absent
Treasurer Richard J. Banach	Absent
Chairman Tariq Siddiqui	Yes

A motion was made directing the Director to open a separate bank account with TD Bank for the creation of a contingency fund for capital improvements: Commissioner Mike Sutton

2nd Motion: Vice Chairman Bill Beining

Roll Call Vote:

Commissioner Mike Sutton	Yes
Vice Chairman Bill Beining	Yes
Secretary Norvella Lightbody	Absent
Treasurer Richard J. Banach	Absent
Vice Treasurer Brenda Tutela	Yes
Chairman Tariq Siddiqui	Yes

- **Additional Items:**

It was decided to hire three part-time employees at a rate of \$15.00 per hour. The positions will be maintenance, bus ticket sales and parking enforcement for the downtown area. If the Parking Authority's finances begin to decline then these positions will be adjusted accordingly.

Public Comments/Questions

- None

Executive Session

- No Executive Session was held.

Next Meeting Date

Thursday, May 26, 2022 @ 4:45 p.m. in the Sunshine Room.

Adjournment

There being no further business before the Board of Commissioners, a motion was made to adjourn the meeting.

Motion to Adjourn: Vice Chairman Bill Beining

2nd Motion: Vice Treasurer Brenda Tutela

All in Favor

Respectfully Submitted,

Pam Piner
Executive Director