

# Township of Toms River Parking Authority

## Meeting Minutes

Reorganizational Meeting  
January 27, 2022

### Call to order

The reorganizational meeting of the Toms River Township Parking Authority was called to order at 4:45 p.m. by Executive Director Pam Piner, 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:

Commissioner Tariq Siddiqui	Present
Commissioner Bill Beining	Present
Commissioner Norvella Lightbody	Present
Commissioner Richard Banach	Absent
Commissioner Brenda Tutela	Present
Commissioner Mike Sutton	Present

Additional Attendees are as follows:

Executive Director Pam Piner  
Legal Counsel Joe Coronato, Jr.

Public Guests:

None

### Election of Board Officers

**Chairman Nominated:** Tariq Siddiqui

**Motion to Accept Nomination and Elect Tariq Siddiqui as Chairman:** Commissioner Bill Beining

**2<sup>nd</sup>:** Commissioner Mike Sutton

**All in Favor**

**Roll Call:**

Commissioner Bill Beining	Yes
Commissioner Mike Sutton	Yes
Commissioner Norvella Lightbody	Yes
Commissioner Brenda Tutela	Yes
Commissioner Richard J. Banach	Absent
Commissioner Tariq Siddiqui	Abstain

**The meeting was turned over to Chairman Tariq Siddiqui**

**Vice Chairman Nominated:** Bill Beining

**Motion to Accept Nomination and Elect Bill Beining as Vice Chairman:**

Commissioner Mike Sutton

2<sup>nd</sup>: Commissioner Brenda Tutela

**All in Favor**

**Roll Call:**

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

**Secretary Nominated:** Norvella Lightbody

**Motion to Accept Nomination and Elect Norvella Lightbody as Secretary:**

Commissioner Brenda Tutela

2<sup>nd</sup>: Commissioner Mike Sutton

**All in Favor**

**Roll Call:**

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

**Treasurer Nominated:** Richard J. Banach

**Motion to Accept Nomination and Elect Richard J. Banach as Treasurer:**

Commissioner Mike Sutton

2<sup>nd</sup>: Vice Chairman Bill Beining

**All in Favor**

**Roll Call:**

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

**Vice Treasurer Nominated:** Brenda Tutela

**Motion to Accept Nomination and Elect Brenda Tutela as Vice Treasurer:** Vice

Chairman Bill Beining

2<sup>nd</sup> **Motion:** Commissioner Mike Sutton

**All in Favor**

**Roll Call:**

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

**Resolution Scheduling Regular Meetings of the Parking Authority Board of Commissioners as the 4<sup>th</sup> Thursday of each month. With the Exception of November and December.**

Thursday, January 27, 2022 at 4:45 p.m. Town Hall – Sunshine Room

Thursday, February 24, 2022 at 4:45 p.m. Town Hall – Sunshine Room

Thursday, March 24, 2022 at 4:45 p.m. Town Hall – Sunshine Room

Thursday, April 28, 2022 at 4:45 p.m. Town Hall – Sunshine Room

Thursday, May 26, 2022 at 4:45 p.m. Town Hall – Sunshine Room

Thursday, June 23, 2022 at 4:45 p.m. Town Hall – Sunshine Room

Thursday, July 28, 2022 at 4:45 p.m. Town Hall – Sunshine Room

Thursday, August 25, 2022 at 4:45 p.m. Town Hall – Sunshine Room

Thursday, September 22, 2022 at 4:45 p.m. Town Hall – Sunshine Room

Thursday, October 27, 2022 at 4:45 p.m. Town Hall – Sunshine Room

Thursday, November 17, 2022 at 4:45 p.m. Town Hall – Sunshine Room

Thursday, December 15, 2022 at 4:45 p.m. Town Hall – Sunshine Room

**Motion:** Commissioner Mike Sutton

**2<sup>nd</sup>:** Secretary Norvella Lightbody

**All in Favor**

**Resolution Authorizing Commissioners to Sign Checks**

**Motion:** Secretary Norvella Lightbody

**2<sup>nd</sup>:** Vice Treasurer Brenda Tutela

**All in Favor**

**Resolution Designating TD Bank as Official Depository**

**Motion:** Commissioner Mike Sutton

**2<sup>nd</sup>:** Vice Treasurer Brenda Tutela

**All in Favor**

**Roll Call Vote**

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

**Resolution Designating the Asbury Park Press as the Official Newspaper**

**Motion:** Vice Treasurer Brenda Tutela

**2<sup>nd</sup>:** Secretary Norvella Lightbody

**All in Favor**

**Roll Call Vote**

Vice Treasurer Brenda Tutela	Yes
Secretary Norvella Lightbody	Yes
Vice Chairman Bill Beining	Yes
Treasurer Richard J. Banach	Absent

Commissioner Mike Sutton	Yes
Chairman Tariq Siddiqui	Yes

**Resolution Consenting to Appointment of Parking Violation Officers:**

**Mary McClave – Badge #863**  
**Marian Nadeau – Badge #857**  
**Pamela Piner – Badge #858**

**Motion:** Vice Chairman Bill Beining  
**2<sup>nd</sup>:** Commissioner Mike Sutton  
**All in Favor**

**Roll Call Vote:**

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

**Approval of Minutes**

Approval of the December 2021 Minutes was postponed until the February 2022 meeting.

**Approval of the January 2022 Bill List for the Parking Authority**

Twenty Two (22) checks totaling \$97,480.48 and Eighteen (18) electronic payments totaling \$39,697.29

**Motion to accept bill list for the Parking Authority:** Commissioner Mike Sutton  
**2<sup>nd</sup> Motion:** Secretary Norvella Lightbody  
**All in Favor**

**Roll Call:**

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

**Approval of the January 2022 Bill List for the Park and Ride**

Ten (10) checks totaling \$12,132.59

**Motion to accept bill list for the Park and Ride:** Commissioner Mike Sutton  
**2<sup>nd</sup> Motion:** Vice Chairman Bill Beining

**All in Favor**

**Roll Call Vote:**

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

**Financial Overview**

- The Parking Authority had YTD revenue as of December 2021 of \$517,905. This is \$81,267 higher than the previous year even with January and February of 2020 being pre-

covid. Total YTD expenses were \$452,933. A reduction of \$130,908 compared to the previous year. Net YTD revenue was \$64,973. An improvement of \$212,175 compared to 2020.

- Total Funds as of 01/27/22 was \$76,994
  - Unrestricted funds \$16,886
  - Reserve Funds \$17,500
  - Restricted Funds – PERS \$22,168
  - Restricted Funds – PERS Withholding \$2,290
  - Restricted Funds – NJT \$18,082
  - Restricted Funds – Academy \$68
- Outstanding payables as of 01/27/2022 was \$50,795 plus \$140,000 of employer's pension contribution.
- Total loan balances as of 01/27/2022 was \$60,118 plus \$450,000 pending for NJT.
  
- The Park and Ride had YTD revenue as of December 2021 of \$123,306. A decrease of \$21,938 compared to 2020, which had two months of pre-covid revenue. YTD expenses were \$222,017 compared to \$226,667 in 2020, a decrease of \$4,650. YTD net revenue was a deficit of \$98,711 compared to a deficit of \$81,424 in 2020, which included two months of pre-covid.
  - Total Funds as of 01/27/2022 was \$11,434
  - Outstanding payables as of 01/27/2022 was \$283,302
    - General payables was \$4,439 – status current
    - NJT Draw 76,000
    - Due to Parking Authority \$202,863

### Unfinished Business

- **NJT Status:** Pending. No progress to report
- **Redevelopment Status/Land Sale:** No progress to report
- **2022 Budget:** Pending
- **Single Space 5G Modem Upgrades:** Modems need to be replaced by 12/31/22 in order to continue to accept credit cards and connect to the back office program. Commissioners asked if the wifi was turned off would the meters still function. Pam Piner said she would speak with the vendor to see what the exact functionality would be if they were taken off wifi.
- **Dump Truck/Smart Car Auction:** Pam Piner said she registered for Municibid which is the State Contract Government Auction Web Site. Each item being auctioned needs to have a resolution. These resolutions will be presented at the February meeting for the Board to approve.

### New Business

- **Library Contract:** The purchase order from the Library for the 2022 contract for free Saturday parking in the Municipal Garage was received. It was decided to accept the same contract amount of \$10,000 for 2022.

### Public Comments/Questions

- None

### Executive Session

- None

### Next Meeting Date

Thursday, February 24, 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

**2<sup>nd</sup> Motion:** Commissioner Mike Sutton

**All in Favor**

Respectfully Submitted,

Pam Piner  
Executive Director