

# Township of Toms River Parking Authority

## Meeting Minutes

Regular Meeting  
August 13, 2020

### Call to order

The regular 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. This meeting was in person in the Lomell Room of Town Hall.

### 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	Present
Treasurer Richard J. Banach	Present
Vice Treasurer Brenda Tutela	Present
Commissioner Justin Lamb	Present
Commissioner Michael Sutton	Absent

Additional Attendees are as follows:

Executive Director Pam Piner  
Legal Counsel Tom Gannon via conference call

Public Guests:  
None

### Approval of the August 2020 Bill List for the Parking Authority

Six (6) checks totaling \$45,855.87

**Motion to accept bill list for the Parking Authority:** Secretary Norvella Lightbody

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

**All in Favor**

**Roll Call:**

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

### Approval of the August 2020 Bill List for the Park and Ride

Two (2) checks totaling \$3,505.58

**Motion to accept bill list for the Park and Ride:** Vice Chairman Bill Beining

**2<sup>nd</sup> Motion:** Chairman Richard J. Banach

**All in Favor**

**Roll Call Vote:**

Vice Chairman Bill Beining	Yes	
Treasurer Richard J. Banach	Yes	
Chairman Tariq Siddiqui	Yes	Abstained from MUA Check
Secretary Norvella Lightbody	Yes	
Vice Treasurer Brenda Tutela	Yes	
Commissioner Justin Lamb	Yes	
Commissioner Michael Sutton	Absent	

### **Financial Overview**

The financial information for the month was presented in a different format which explained the monthly and YTD financial position of both the Parking Authority and the Park and Ride in a clearer picture. One report shows revenue, expenses and net revenue by month for both 2019 and 2020 and shows the variance between the two years. The other report shows current check register balances any undeposited funds and outstanding payables.

**Parking Authority:** Revenue for the Parking Authority in July was \$24,518 the highest since April. This was still \$59,070 lower than 2019 but improving. Expenses were \$10,536 lower than 2019 for a net revenue of (\$24,662) a (\$49,534) change from 2019. The Available Cash and Outstanding Payables report is attached for reference.

**Park and Ride:** Revenue for the Park and Ride in July was \$4,890. This was also the highest since April 2020 but was \$15,956 lower than 2019. Expenses were reduced by \$9,560 compared to 2019. Net revenue for July was (\$7,794).

### **Unfinished Business**

- **2020 Budget:** Still in the process of being modified due to COVID-19.
- **Budget Comments from DLGS:** These will be addressed when the revised budget is submitted. Holman, Frenia and Allison will be helping to address the DLGS's concern about the Authority's solvency.
- **Library Contract:** The voucher from the Library was received, signed and returned the last week of July. The check is expected to be received late August.

### **New Business**

- **Parking Authority Financial Status and Resolution:** The summary sheet for the financial model with the changes that were requested by the Commissioners during the July meeting was provided. Instead of spreading a rate increase over a 4-year period, the Commissioners decided to do the increase in total during 2021. The resolution requesting the Township Governing Body to increase the parking rates will be drafted by Tom Gannon and forwarded for review. Once approved it will be forwarded to the Governing Body. The Commissioners also decided to increase the rates in the off street lots to be the same as on street. It was also decided to change the 1 hour increments to allow the purchase of time in 15 minute increments. The following motions were made:

**Motion to send a resolution to the Township Governing Body requesting that the parking rate on the street be increased from \$.50 per hour to \$1.00 per hour and to eliminate the progressive rate structure, and to eliminate the 20-minute courtesy time and replace it with the ability to purchase time in 15 minute increments.:** Vice Chairman Bill Beining

**2<sup>nd</sup> Motion:** Commissioner Justin Lamb

**Roll Call Vote:**

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

**Motion to increase the off street parking rates from \$.75 per hour to \$1.00 per hour and to change the minimum purchase amount from 1 hour to 15 minutes, allowing time to be purchased in 15 minute increments.:** Treasurer Richard J. Banach

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

**Roll Call Vote**

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

The introduction of the increase for off street parking rates will be at the September Board of Commissioners meeting on 09/24/2020.

It was also recommended to sell the Bobcat that was purchased in 2016. Because we have an interlocal agreement with the Toms River MUA we no longer have a need for this piece of equipment. Pam Piner will find out the current book value and reach out to the MUA to see if they have a need for it or to have it listed on auction.gov. The sale of the Bobcat will be able to pay off the balance of the loan and to allow for funds to be added to the general fund.

The Commissioners received a copy of the letter from Tariq Siddiqui on behalf of the Parking Authority to the Toms River Governing Body asking for financial assistance in the amount of \$200,000. Everyone agreed with the content of the letter and it was approved to be distributed the following day.

Other changes that could result in an increase in revenues for the Parking Authority were mentioned and will be discussed in more detail at the next Board of Commissioners' meeting.

**Accounts Payable:** Past practice for payables was to issue a check for any invoices due and payable before the next month's Board of Commissioners' meeting and present to the Board for approval and signature. The checks would then be held until signed vouchers from vendors were received and in the case where funds were in a deficit the check would be held until there would be sufficient funds in the account at which time the check would be released. Secretary Norvella Lightbody asked that this procedure be changed that unless a signed voucher was received from the vendor at the time checks were issued or if there were insufficient funds to cover a check at the time checks were issued, then those invoices would not be presented for payment until the following month. All Commissioners agreed and this will begin immediately.

**Public Comments/Questions**

- None

**Executive Session**

No executive session was held.

**Next Meeting Date**

To be determined.

**Adjournment**

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

**Motion to Adjourn:** Vice Treasurer Brenda Tutela

**2<sup>nd</sup> Motion:** Treasurer Richard J. Banach

**All in Favor**

Respectfully Submitted,

Pam Piner  
Executive Director