

Township of Toms River Parking Authority

Meeting Minutes

Regular Meeting

January 27, 2016

Call to order

The regular meeting of the Toms River Township Parking Authority was called to order at 4:30 p.m. by Chairman Mike Sutton 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/Chairman Michael Sutton	Present
Commissioner/Vice Chairman Tariq Siddiqui	Present
Commissioner/Treasurer Bill Beining	Present
Commissioner/Secretary Norvella Lightbody	Present
Commissioner/Vice Treasurer Richard Banach	Present
Commissioner Brenda Tutela	Present

Additional Attendees are as follows:

Executive Director Pam Piner
Maintenance Manager Ken Kufall
Legal Counsel Mr. Tom Gannon

Public Guests:

Mr. Robert Shea, Chairman – Toms River Business Improvement District
Mr. Bill Golkiewicz, Executive Director – Toms River Business Improvement District
Mr. Frank Capone, Owner – Capones Restaurant
Mr. Rick Purpuri, Owner – Purpuri Shoes

Public Comments and Questions: Public comments and questions were moved to the beginning of the meeting in order to honor time constraints of the public guests. Representatives of the Toms River Business Improvement District and two local business owners came before the Parking Authority Board of Commissioners to address their concerns about having parking enforcement present until 6:00 p.m. A discussion ensued regarding their concerns and about what time frame they felt would be appropriate. They stated that enforcement during weekdays is needed from 9:00 am until 5:00 pm. That after 5:00 pm the volume of people coming to the downtown area is not as heavy and needed parking is available. Discussion also took place regarding maximum time allowed, rates and weekend enforcement. The Parking Authority Board of Commissioners stated that they understood their concerns and needs and would take their recommendations under advisement.

Election of Board Officers

Chairman Nominated: Mike Sutton

Motion to Accept Nomination and Elect Mike Sutton as Chairman: Commissioner Norvella Lightbody

2nd: Commissioner Bill Beining

All in Favor

Vice Chairman Nominated: Tariq Siddiqui

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

2nd: Commissioner Richard J. Banach

All in Favor

Secretary Nominated: Norvella Lightbody

Motion to Accept Nomination and Elect Norvella Lightbody as Secretary:
Commissioner Tariq Siddiqui

2nd: Commissioner Richard J. Banach

All in Favor

Treasurer Nominated: Bill Beining

Motion to Accept Nomination and Elect Bill Beining as Treasurer: Commissioner Richard J. Banach

2nd: Commissioner Tariq Siddiqui

All in Favor

Vice Treasurer Nominated: Richard J. Banach

Motion to Accept Nomination and Elect Richard J. Banach as Vice Treasurer:
Commissioner Tariq Siddiqui

2nd: Commissioner Norvella Lightbody

All in Favor

Resolution Scheduling Regular Meetings of the Parking Authority Board of Commissioners as the 4th Wednesday of each month with the exception of November which will be held on Wednesday, November 16. Each meeting will be held at 4:30 in the Sunshine Room of Town Hall.

January 27, 2016

February 24, 2016

March 23, 2016

April 27, 2016

May 25, 2016

June 22, 2016

July 27, 2016

August 24, 2016

September 28, 2016

October 26, 2016

November 16, 2016

December 28, 2016

Motion: Treasurer, Bill Beining

2nd: Secretary Norvella Lightbody

All in Favor

Resolution Authorizing Commissioners to Sign Checks

Motion: Secretary Norvella Lightbody

2nd: Commissioner Brenda Tutela

All in Favor

Resolution Designating TD Bank as Official Depository

Motion: Vice Chairman Tariq Siddiqui

2nd: Treasurer Bill Beining

All in Favor

Resolution Designating the Asbury Park Press as the Official Newspaper

Motion: Secretary Norvella Lightbody

2nd: Vice Treasurer Richard J. Banach

All in Favor

Resolution Consenting to Appointment of Parking Violation Officers:

Diana Kucharik – Badge #839

Mary McClave – Badge #863

Marian Nadeau – Badge #857

Pamela Piner – Badge #858

Lisa Chiruzzi – Badge #860

Kyle Gervasio – Badge #861

Motion: Secretary Norvella Lightbody

2nd: Treasurer Bill Beining

All in Favor

Approval of Minutes

Motion to accept the Minutes of the November/December 2015 meeting: Vice Chairman Tariq Siddiqui

2nd Motion: Treasurer Bill Beining

All in Favor

Approval of the January 2016 bill list for the Parking Authority

Thirty Seven (37) checks totaling \$434,770.33.

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

2nd Motion: Treasurer Bill Beining

All in Favor

Approval of the January 2016 bill list for the Park and Ride

Eleven (11) checks totaling \$15,294.10

Motion to accept bill list for the Park and Ride: Vice Chairman Tariq Siddiqui

2nd Motion: Commissioner Brenda Tutela

All in Favor

Financial Overview

• **Parking Authority**

Preliminary year end numbers were presented to the Commissioners showing Revenue ending the year at approximately \$7,800 lower than 2014 and \$72,000 below budget. This is due to lower than expected fine revenue and a decrease in bus ticket commissions. Expenses for the year ended approximately \$43,541.23 above 2014. Total Administrative costs for 2015 are approximately \$13,000 lower than budget with Operating expenses ending at approximately \$12,000 over budget. This is mainly due to health insurance

expense and employers pension contribution. However, this could end up being lower once all reimbursed expenses are moved over to the Park and Ride.

- **Park and Ride**

Revenue ended the year approximately \$4,300 lower than 2014 with expenses ending approximately \$5,800 over 2015. The decrease in revenue is mainly due to a reduction in bus ridership and the increase in expenses is due to ongoing plumbing maintenance.

New Business

- **2014 Professional Services Bid Awards:** Sealed bids were received and opened on January 22, 2016 for Accounting, Auditing and Legal Services. Contracts were awarded to the following:

Accounting Services: Sealed bids were received from the firm Bellu, Memoli LLC. The contract was awarded to Bellu, Memoli LLC. No other bids were received.

Motion to accept the bid for Accounting Services submitted by Bellu, Memoli, LLC:
Secretary Norvella Lightbody

2nd Motion: Vice Treasurer Richard J. Banach

All in Favor

Auditing Services: Sealed bids were received from the firm Homan Frenia Allison, PC. And Withum Associates. The award of this contract was postponed until the February meeting.

Motion to postpone the bid award for Auditing Services until the February 2016 meeting: Vice Chairman Tariq Siddiqui

2nd Motion: Chairman Mike Sutton

All in Favor

Legal Services: Sealed bids were received by the firms Heiring, Gannon & McKenna, Long Mamera & Assoc. and Eric M. Bernstein and Associates. The contract was awarded to Heiring, Gannon & McKenna.

Motion to accept bid for Legal Services submitted by Heiring, Gannon and

McKenna: Vice Chairman Tariq Siddiqui

2nd Motion: Vice Treasurer Richard J. Banach

All in Favor

- **Lincoln's Birthday, February 12th:** Friday, February 12th and Monday, February 15th are scheduled holidays. Because this would cause the Municipal Building to be closed for four consecutive days, the Township has decided to remain open on Friday, February 12th and in place of this holiday, give the employees a floating holiday. The Parking Authority Board of Commissioners agreed to do the same.
- **Extended Warranty for Luke II Stations 1-8:** The factory warranty for the first eight Luke II pay stations is expiring. There are two extended warranties available. Warranty coverage for Software, Hardware and Labor at an annual cost of \$10,080 or warranty coverage for Hardware and Software at an annual cost of \$7,200. The Board of Commissioners asked Ken Kufall Operations Manager if he felt comfortable providing the labor for these machines. Mr. Kufall stated that the machines were modular and that there would be no issue with the Parking Authority doing the labor. The Commissioners decided to do the extended warranty for hardware and software with an annual cost of \$7,200. The Board asked Pam Piner to contact the vendor and see if at any time labor from ITS became necessary could the Authority pay the additional cost and convert to the full extended warranty or pay an additional charge when needed.
- **Health Benefit Tax Form 1095C:** The Affordable Care Act requires each taxpayer to show proof of healthcare when filing their federal income tax. This form is supplied to

employees with their W-2. However, Paychex did not supply this form with the Authority's 2015 W-2's. When Pam Piner contacted them she was informed that because the Authority had fewer than 50 full time employees or full equivalents this form was not required to be provided by the employer. There is also a 1095-B form that is used for employees of companies less than 50 full time employees but this is not the responsibility of the employer to provide. Documentation was provided to the Commissioners explaining these forms.

- **New Jersey Natural Gas CAP Project at Park and Ride:** Director Pam Piner provided a map issued by NJ Natural Gas regarding the soil contamination project which included the Park and Ride property. During a CAP meeting held on Monday, January 25th, it was explained that this area was included in "Phase III" and that during this phase the bus terminal and the two maintenance building would have to be removed and temporarily relocated. NJ Natural Gas said that they are responsible for all costs associated with this project.
- **New Bob Cat:** The Board of Commissioners was informed that the Bobcat has stopped functioning and cannot be repaired. This is a piece of equipment that is used regularly for maintenance and lot clean up. The Board asked Mr. Kufall to get information regarding the purchase/lease of a new Bob Cat before the next meeting.
- **Park and Ride Change Machine:** The change machine at the bus terminal continues to break and replacement parts are getting expensive. The changer is currently 10 years old and is used on a daily basis by the public to pay for parking. The Board approved the replacement of the change machine at a cost not to exceed \$7,500. Quotes will be distributed by Pam Piner prior to the February meeting.
- **Lot C Pay Stations:** The three Luke II pay stations used in the Water Street/Huddy Park lot were removed prior to the snow storm because of the expected flooding and the amount of snow that was expected. These machines will be remounted by Friday, January 29th.

Unfinished Business

- **Rate Increase/Restructuring:** Other than the discussion with the public guests no other discussion took place.
- **2016 Budget –** The 2016 Budget was approved as presented.
Motion to approve the 2016 Budget as presented: Vice Chairman Tariq Siddiqui
2nd Motion: Commissioner Brenda Tutela
Roll Call Vote:

Chairman, Mike Sutton	Yes
Vice Chairman, Tariq Siddiqui	Yes
Secretary, Norvella Lightbody	Yes
Treasurer, Bill Beining	Yes
Vice Treasurer, Richard J. Banach	Yes
Commissioner, Brenda Tutela	Yes
- **Municipal Garage Sprinkler System:** Pam Piner stated that she sent the information regarding the sprinkler system to the Township Business Administrator Paul Shives and to the Building and Grounds Director Craig Ambrosia.
- **Omnipark Conversion and Programming Changes:** Pam Piner updated the Commissioners on the conversion from ParkTrak to Omnipark, the necessary programming changes that needed to take place, the issue with fees regarding parking decals and the inability to manually enter transactions. These issues are being worked out by the vendor and the conversion is expected to be completed by March.

Executive Session

- An Executive Session was held to discuss personnel matters.

Motion to leave open session and enter into an Executive Session: Treasurer Bill Beining

2nd Motion: Commissioner Brenda Tutela.

All in Favor

Issues of concern regarding statuses of projects assigned to Pam Piner the Executive Director, and the following of existing procedures regarding cash were discussed. Pam Piner explained the status of each item and why each item was at the existing point of implementation. Cash procedures were discussed with both Pam Piner and Operations Manager Ken Kufall. All concerns were addressed accordingly.

Motion to leave Executive Session and return to Open Session: Treasurer Bill Beining

2nd Motion: Vice Treasurer Richard J. Banach

All in Favor

Next Meeting Date

Wednesday, February 24, 2016 @ 4:30 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 Tariq Siddiqui

2nd Motion: Commissioner Brenda Tutela

All in Favor

Respectfully Submitted,

Pam Piner
Executive Director