

Township of Toms River Parking Authority

Meeting Minutes

Regular Meeting
September 23, 2015

Call to order

The regular meeting of the Toms River Township Parking Authority was called to order at 4:30 p.m. by Vice 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:

Commissioner/Chairman Michael Sutton	Absent
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
Operations Manager Ken Kufall
Legal Counsel Mr. Tom Gannon

Approval of Minutes

Motion to accept the Minutes of the August 2015 meeting: Secretary Norvella Lightbody

2nd Motion: Vice Chairman Bill Beining

All in Favor

Approval of the September 2015 bill list for the Parking Authority

Thirty (30) Checks Totaling \$404,643.28

Motion to accept bill list for the Parking Authority: Vice Treasurer Richard J. Banach

2nd Motion: Treasurer Bill Beining

All in Favor

Approval of the September 2015 bill list for the Park and Ride

Thirteen (13) Checks Totaling \$12,862.01

Motion to accept bill list for the Park and Ride: Vice Treasurer Richard J. Banach

2nd Motion: Treasurer Bill Beining

All in Favor

Financial Overview

- **Parking Authority**

Revenue is down by \$8,000 compared to last year. This is mainly due to the decline in bus ticket sales. NJT released a phone app allowing commuters to purchase tickets using their cell phones. This is believed to be part of the reason for the decline as well as the lower fuel prices. When fuel prices are low, more people drive to their destinations instead of using mass transit. Expenses are higher but are expected to level out during the last quarter of the year.

- **Park and Ride**

Revenue and expenses are right on target as compared to previous year.

New Business

- **Rosetto Realty:** Rosetto Realty submitted a request to purchase a metered parking space on the North end of Main in front of their new location. This was presented to the Board of Commissioners. The request was declined because street spaces are not eligible for decal sales. The lot behind the first aid station on Irons was offered as an alternative.
- **PEO Training 10/29/15:** Pam Piner requested approval to send three Enforcement Officers to training being offered by the New Jersey Parking Alliance on 10/29/15 at a cost of \$110 per attendee. The Board of Commissioners approved sending Marian Nadeau, Lisa Chiruzzi and Kyle Gervasio.
- **Public Contracts Law Seminar 10/29/15:** Pam Piner requested approval to attend a seminar on Public Contracts Law offered by The New Jersey Parking Alliance on 10/29/15 at a cost of \$45.00. This request was approved by the Board of Commissioners.
- **Fire House Relocation:** Pam Piner and Bill Beining attended a meeting with Craig Ambrosio who presented a schematic showing the proposed fire house relocated to the parking lot at the top of Irons Street (Lot A). The plans included spaces that would still be able to be used for public property. This parking lot is owned by the Township and is only managed by the Parking Authority.
- **BOE Lot – Sheriff Street:** Pam Piner stated that she and Paul Shives the Township Administrator would be meeting with the BOE regarding the use of the BOE owned parking lot on Sheriff Street. This lot would provide additional parking closer to the core of the downtown area.
- **Municipal Parking Garage Sprinkler System:** The sprinkler system in the garage failed the annual inspection. One head was removed and found to be corroded and unable to function properly should a fire happen in the garage. The sprinkler system is thought to be the original system installed in the garage in 1975. Pam Piner, Ken Kufall, Craig Ambrosio and Jim McCreedy are working together to identify alternatives. Replacing the system is expected to cost approximately \$75,000.

Unfinished Business

- **Rate Increase/Restructuring:** The ordinance changes are being drafted and this will be completed once additional information is received regarding the new technology that is being implemented.
- **New Single Space Meters:** The New Jersey Parking Co-op formally announced that IPS Group was awarded the bid for single space meters. The Toms River Parking Authority will purchase 125 of these units through the co-op. Once everything is finalized, a quote received and financing secured, these units will be ordered.
- **Paver Repair at the Park and Ride:** Two quotes were returned regarding the paver repair at the bus terminal. Cerami Lawn quoted \$14,949 and Jersey Coast Landscaping quoted \$5,350. The job was awarded to Jersey Coast Landscaping.

Motion to award paver repair work at the Toms River Park and Ride not to exceed \$5,350: Treasurer Bill Beining

2nd Motion: Vice Chairman Richard J. Banach

All in Favor

- **Park and Ride Sign on the front of the bus terminal:** Two quotes were returned regarding the sign on the front of the bus terminal which still read "Dover Township". Signarama submitted a quote for \$1,165 and Sign Concepts submitted a quote for \$385. Sign Concepts was awarded the job.

Motion to award the sign job at the Toms River bus terminal to Sign Concepts at a cost not to exceed \$385: Treasurer Bill Beining

2nd Motion: Secretary Norvella Lightbody

All in Favor

- **2016 Budget:** The 2016 budget is in progress. Waiting for additional cost information regarding the new single space meters and reoccurring costs.

Open Discussion

- No public attended the meeting

Executive Session

- An Executive Session was held to discuss personnel matters.

Motion to leave public session and enter into a closed executive session to discuss personnel matters: Secretary Norvella Lightbody

2nd Motion: Commissioner Brenda Tutela

All in Favor

Motion to leave the closed executive session and return to open public session:
Treasurer Bill Beining.

2nd Motion: Vice Treasurer Richard J. Banach

All in Favor

Decision: The Board accepted the recommendation of both the Executive Director and Operations Manager to increase the salary of Jay Werking from 17.06 to 19.56. This increase was requested and approved due to the increase in duties assigned to Mr. Werking.

Motion to increase Jay Werking's hourly rate from 17.06 to 19.56 effective October 1, 2015: Treasurer Bill Beining

2nd Motion: Vice Treasurer Richard J. Banach

Roll Call Vote:

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

Next Meeting Date

Wednesday, October 28, 2015 @ 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: Secretary Norvella Lightbody

2nd Motion: Treasurer Bill Beining

All in Favor

Respectfully Submitted,

Pam Piner
Executive Director