

Township of Toms River Parking Authority

Meeting Minutes

Regular Meeting
August 23, 2017

Call to order

The regular meeting of the Toms River Township Parking Authority was called to order at 4:45 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 J. Banach	Absent
Commissioner Brenda Tutela	Present

Additional Attendees are as follows:

Executive Director Pam Piner
Maintenance Manager Ken Kufall
Legal Counsel Bill Heiring

Approval of Minutes

Motion to accept the Minutes of the July 2017 meeting: Secretary Norvella Lightbody

2nd Motion: Commissioner Brenda Tutela

All in Favor

Abstention: Treasurer Bill Beining

Approval of the August 2017 Bill List for the Parking Authority

Twenty Five (25) checks totaling \$331,197.43.

Motion to accept bill list for the Parking Authority: Commissioner Brenda Tutela

2nd Motion: Treasurer Bill Beining

All in Favor

Approval of the August 2017 Bill List for the Park and Ride

Eight (8) checks totaling \$6,435.27

Motion to accept bill list for the Park and Ride: Treasurer Bill Beining

2nd Motion: Commissioner Brenda Tutela

Financial Overview

- **Parking Authority**

YTD revenue in July was \$87,254 higher than it was in July of 2016. NJT bus ticket commissions are still lower than the previous year by \$12,406. This deficit seems to be increasing steadily each month by \$2,000. This can be contributed to the NJT phone app that was released earlier in the year allowing bus ticket purchases by cell phone. Administrative expenses were \$1,743 lower than July, 2016 with operating expenses being \$30,062 higher. The increase in operating expenses was expected due to the reoccurring expenses related to the new meter equipment. However, all expenses are under budget. Net revenue was \$32,946 compared to 2016 which was (\$19,093). This is an increase in the Parking Authority's net position by \$52,038 as compared to 2016 and an increase of \$30,538 compared to June, 2017.

- **Park and Ride**

YTD revenue in July was \$7,573 higher than it was in July, 2016. Expenses were (\$3,383) lower than the previous year with an improvement in net position of \$10,956.

New Business

- **DOT Communications:** Pam Piner said that she was contacted by the DOT regarding the Taxi Decal revocation of ABC/Beach Taxi at the Park and Ride. Adam Mateo the owner of the taxi company had contacted the DOT regarding his revocation. They requested that copies of all documents related to the decision to revoke his taxi decal be sent to them for review. They also asked if the Parking Authority Board of Commissioners would delay their decision to make the revocation permanent until they had an opportunity to review these documents. The DOT has scheduled their annual safety inspection for September 8th at which time they will also meet with the Authority to discuss ABC/Beach Taxi and the NJ Natural Gas soil remediation at the Park and Ride.
- **New Apartment Construction – Corner of Robbins and Washington:** Pam Piner said that she had a brief meeting with the owners of the property located at the corner of Robbins and Washington. They are in the process of planning the construction of a 20 unit/5 story apartment building and are seeking assistance from the Parking Authority for any necessary parking needs. Their current plan includes 18 parking spaces in the lower level of the building but want to work with the Authority should their parking needs extend beyond the 18 spaces. This project is in the beginning stages and Pam Piner stated that she would keep everyone updated as more information is received.

Old Business

- **ABC/Beach Taxi Decal Revocation:** This was discussed in coordination with the DOT Communication under New Business.

Public Comments/Questions

- There were no other comments or questions from attending public.

Executive Session

- An Executive Session was held to discuss 2017 salary increases and benefits.

Motion to leave Executive Session and return to public session: Vice Chairman Tariq Siddiqui

2nd Motion: Secretary Norvella Lightbody

All in Favor

- Salary increases were approved as presented for 2017 retroactive to January 1, 2017. With future increases being presented and approved in January of each year.
Motion to approve the 2017 salary increases as presented retroactive to January 1, 2017: Vice Chairman Tariq Siddiqui
2nd Motion: Secretary Norvella Lightbody

A roll call vote was taken:

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

- The policy for retirement medical and prescription benefits was adopted as presented.
Motion to adopt a policy for retirement medical and prescription benefits for full time Parking Authority employees: Vice Chairman Tariq Siddiqui
2nd Motion: Secretary Norvella Lightbody

A roll call vote was taken:

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

Next Meeting Date

Wednesday, September 27, 2017 @ 4:45 p.m. in the Community 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: Secretary Norvella Lightbody

All in Favor

Respectfully Submitted,

Pam Piner
Executive Director