

Township of Toms River Parking Authority

Meeting Minutes

Regular Meeting
August 24, 2023

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.

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 Brenda Tutela	Present
Commissioner Moshe Kupferstein	Absent
Commissioner Mike Maulshagen	Present

Additional Attendees are as follows:

Executive Director Pam Piner
Legal Counsel Joe Coronato, Jr.

Guest: Scott Hesser – EDF Renewable-Electric Charging Stations

Public Guests:

None

EV Charging Stations Q & A with EDF Renewables: This item was listed under New Business but was moved to the beginning of the meeting to accommodate Mr. Hesser's presentation. EDF Renewables has a project at the Ciba Giegy property and one of the requirements for being awarded this project was to provide two free Electric Vehicle Charging Stations including installation and five years annual fees. EDF Renewables was offering this to the Parking Authority. Mr. Hesser attend the Board of Commissioners' meeting to answer any questions that may arise. After asking questions and discussing the terms of any agreement that would be entered into the Board requested additional time to consider the need and feasibility for these charging stations in the Downtown area. Pam Piner or Joe Coronato, Jr. would contact Mr. Hesser in September regarding the decision.

Approval of Minutes

Motion to approve the minutes from the May 2023 meeting: Treasurer Brenda Tutela

2nd Motion: Commissioner Michael Maulshagen

Abstention: Vice Commissioner Bill Beining

All in Favor

Motion to approve the minutes from the July 2023 meeting: Vice Chairman Bill Beining

2nd Motion: Secretary Norvella Lightbody

Abstention: Treasurer Brenda Tutela

All in Favor

Approval of the August 2023 Bill List for the Parking Authority

Nineteen (21) checks totaling \$28,452.18 and fifteen (15) electronic payments totaling \$22,255.01 and Two (2) checks from the NJT Trust Account totaling \$70,660.99.

Motion to accept bill list for the Parking Authority: Vice Chairman Bill Beining

2nd Motion: Treasurer Brenda Tutela

All in Favor

Roll Call:

Vice Chairman Bill Beining	Yes
Treasurer Brenda Tutela	Yes
Secretary Norvella Lightbody	Yes
Commissioner Michael Maulshagen	Yes
Commissioner Moshe Kupferstein	Absent
Chairman Tariq Siddiqui	Yes

Approval of the August 2023 Bill List for the Park and Ride

Nine (9) checks totaling \$21,809.14

Motion to accept bill list for the Park and Ride: Secretary Norvella Lightbody

2nd Motion: Vice Chairman Bill Beining

All in Favor

Roll Call Vote:

Secretary Norvella Lightbody	Yes
Vice Chairman Bill Beining	Yes
Treasurer Brenda Tutela	Yes
Commissioner Michael Maulshagen	Yes
Commissioner Moshe Kupferstein	Absent
Chairman Tariq Siddiqui	Yes

Financial Overview

- The Parking Authority had YTD revenue as of July 2023 of \$389,185. This is \$15,458 higher than the previous year. Total YTD expenses were \$264,436. An increase of \$21,506 compared to the previous year. This increase is a result of converting the street meters from 3G modems to 4G modems and unexpected repairs to the vehicles. Net YTD revenue was \$124,749. A decrease of \$6,048 compared to 2022.
- The Park and Ride had YTD revenue as of July 2023 of \$128,399. An increase of \$25,743 compared to 2022. YTD expenses were \$115,253. A reduction of \$23,888 compared to 2022. YTD net revenue was \$13,146 an increase of \$49,631 compared to 2022.

Unfinished Business

- **NJ/DOT Agreement:** No update
- **2023 Budget:** The 2023 Budget was presented for approval along with the required Late Budget Resolution.

Motion to approve the Late Budget Resolution for the 2023 Budget: Vice Chairman Bill Beining

2nd Motion: Secretary Norvella Lightbody

Roll Call Vote:

Vice Chairman Bill Beining	Yes
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Secretary Norvella Lightbody	Yes
Treasurer Brenda Tutela	Yes
Commissioner Michael Maulshagen	Yes
Commissioner Moshe Kupferstein	Absent
Chairman Tariq Siddiqui	Yes

Motion to approve the 2023 Budget as presented at the August 24, 2023 meeting:

Secretary Norvella Lightbody

2nd Motion: Treasurer Brenda Tutela

Roll Call Vote:

Secretary Norvella Lightbody	Yes
Treasurer Brenda Tutela	Yes
Vice Chairman Bill Beining	Yes
Commissioner Michael Maulshagen	Yes
Commissioner Moshe Kupferstein	Absent
Chairman Tariq Siddiqui	Yes

- **2022 Year End Audit Engagement Letter:** The Engagement Letter from Holman, Frenia and Allison, P.C. was received, signed and returned. The 2022 audit is tentatively scheduled to begin in mid October.
- **Ocean First Required ATM Bank Account:** Ocean First is requiring a separate bank account for the daily ATM settlements. Currently, these deposits are going into the PA Operating Account. The Bank's auditing department said that the IRS requires a separate account for these daily settlements. The money can be transferred into the operating account at anytime but must initiate in a separate account. The account will be established and signature sheets will be presented at the September meeting.
- **Part Time New Hire:** A part time enforcement officer and meter maintenance individual has been hired and will begin employment immediately. The background and finger print checks will be done next week.

Motion to approve the hiring of Spencer Van Wagoner as a part time Enforcement Officer and for maintenance as needed at the pay rate of \$21.00/hour: Vice Chairman Bill Beining

2nd Motion: Treasurer Brenda Tutela

Roll Call Vote

Vice Chairman Bill Beining	Yes
Treasurer Brenda Tutela	Yes
Secretary Norvella Lightbody	Yes
Commissioner Michael Maulshagen	Yes
Commissioner Moshe Kupferstein	Absent
Chairman Tariq Siddiqui	Yes

New Business

- None

Public Comments/Questions

- None

Executive Session

- None

Next Meeting Date

Thursday, September 28, 2023 @ 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: Treasurer Brenda Tutela

2nd Motion: Vice Chairman Bill Beining

All in Favor

Respectfully Submitted,

Pam Piner
Executive Director