

Township of Toms River Parking Authority

Meeting Minutes

Regular Meeting
February 24, 2022

Call to order

The reorganizational 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	Absent
Treasurer Richard Banach	Present
Vice Treasurer Brenda Tutela	Present
Commissioner Mike Sutton	Present

Additional Attendees are as follows:

Executive Director Pam Piner
Legal Counsel Joe Coronato, Jr.

Public Guests:

None

Approval of Minutes

Motion to accept the Minutes of the December, 2021 meeting: Commissioner Mike Sutton

2nd Motion: Vice Treasurer Brenda Tutela

AIF

Abstain: Treasurer Richard J. Banach

Motion to accept the Minutes of the January, 2022 meeting: Vice Chairman Bill Beining

2nd Motion: Commissioner Mike Sutton

AIF

Abstain: Treasurer Richard J. Banach

Approval of the February 2022 Bill List for the Parking Authority

Twenty three (23) checks totaling \$59,083.88 and Twelve (12) electronic payments totaling \$24,361.67

Motion to accept bill list for the Parking Authority: Commissioner Mike Sutton

2nd Motion: Treasurer Richard J. Banach

Roll Call:

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

Approval of the February 2022 Bill List for the Park and Ride

Ten (10) checks totaling \$20,690

Motion to accept bill list for the Park and Ride: Commissioner Mike Sutton

2nd Motion: Vice Chairman Bill Beining

Roll Call Vote:

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

Financial Overview

- The Parking Authority had revenue in January 2022 of \$141,831. This is \$22,195 higher than the previous year. An improvement of 19%. Total expenses were \$16,846. A reduction of \$4,383 compared to the previous year. Net revenue was \$124,985. This is \$26,575 higher than the previous year. An improvement of 27%.
 - Total Funds as of 02/24/2022 was \$77,553
 - Unrestricted funds \$14,665
 - Reserve Funds \$19,000
 - Restricted Funds – PERS \$22,168
 - Restricted Funds – NJT \$21,661
 - Restricted Funds – Academy \$69
 - Outstanding payables as of 02/24/2022 was \$56,762 plus \$139,179 of employer’s pension contribution.
 - Total loan balances as of 02/24/2022 was \$56,850 plus \$450,000 pending for NJT.
- The Park and Ride had revenue in January 2022 of \$28,734. This is \$3,889 higher than the previous year. An improvement of 16%. Expenses were \$14,834. A reduction of \$3,454 compared to the previous year. Net revenue was \$13,900. This is \$7,343 higher than the previous year. An improvement of 112%.
 - Total Funds as of 02/24/2022 was \$1,051
 - Outstanding payables as of 02/24/2022 was \$284,239
 - General payables was \$10,850 – status current
 - NJT Draw 80,000
 - Due to Parking Authority \$193,389

Unfinished Business

- **NJT Status:** Pending. No progress to report
- **Redevelopment Status/Land Sale:** No progress to report
- **2022 Budget:** This will be presented at the March 2022 meeting for approval.
- **Single Space 5G Modem Upgrades:** Open item

- **Dump Truck/Smart Car Auction:** Resolutions for each item that is going to be auctioned will be presented at the March 2022 meeting for approval.

New Business

- **Meeting with DOT:** Chairman Tariq Siddiqui, Director Pam Piner and Legal Counsel Joe Coronato, Jr. had a virtual meeting with the NJDOT to discuss the Toms River Park and Ride. Since the NJDOT owns the terminal and the property they were contacted to see if they could be of any assistance with the on-going issues and provide authorization for needed changes. They were receptive to the Parking Authority's recommendations and requests and asked for 30 days to conduct research and to see what they would be able to do. A follow up virtual meeting has been tentatively scheduled for March 9th at 11:00 a.m.
- **Park and Ride Repairs:** Director Pam Piner met with NJDOT personnel at the Park and Ride facility and went over all of the repairs and general maintenance that needed to be done. These items were incomplete due to the lack of revenue at the Park and Ride due to COVID-19. Debby Hatzisavvas, the NJDOT Manager responsible for the Park and Ride mentioned some items that the DOT would be able to complete and said that they would be able to begin work within the next 2 to 3 weeks.
- **Park and Ride Heating Source:** Director Pam Piner informed the Commissioners that there were a few issues with both the furnace (propane) and Amerigas, the propane provider. On two occasions, Amerigas allowed the tank to become completely empty even though the tank has a sensor. This caused the terminal to be without heat for three days during the extreme cold. When they did come to fill the tank which is a 500 gal. tank it only took 258 gallons of propane. Amerigas sent a technician to check the tank and sensor and said everything was fine. The furnace is not the most efficient heating unit and Director Pam Piner asked the NJDOT during their visit if she could speak with NJ Natural Gas about switching over to a natural gas system. Debby Hatzisavvas said to go ahead and get the information and in the meantime she would have a maintenance person from the NJDOT check the condition of the current furnace.

Public Comments/Questions

- None

Executive Session

- No Executive Session was held. However, Director Pam Piner submitted information that was requested at the January 2022 meeting regarding possible increases for the employees.

Next Meeting Date

Thursday, March 24, 2022 @ 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: Vice Treasurer Brenda Tutela

2nd Motion: Treasurer Richard J. Banach

All in Favor

Respectfully Submitted,

Pam Piner
Executive Director