

# Township of Toms River Parking Authority

## Meeting Minutes

Regular Meeting  
October 27, 2022

### 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 Richard Banach	Present
Vice Treasurer Brenda Tutela	Present
Commissioner Mike Sutton	Absent

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 September 22, 2022 Meeting:** Vice Chairman Bill Beining

**2<sup>nd</sup> Motion:** Secretary Norvella Lightbody

**All in Favor**

### Approval of the October 2022 Bill List for the Parking Authority

Twenty Three (23) checks totaling \$82,763.70 and Ten (10) electronic payments totaling \$19,378.19.

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

**2<sup>nd</sup> Motion:** Vice Chairman Bill Beining

**Roll Call:**

Treasurer Richard J. Banach	Yes
Vice Chairman Bill Beining	Yes
Secretary Norvella Lightbody	Yes
Vice Treasurer Brenda Tutela	Yes
Commissioner Mike Sutton	Absent
Chairman Tariq Siddiqui	Yes (Abstained from MUA Payments)

**Approval of the October 2022 Bill List for the Park and Ride**

Nine (9) checks totaling \$12,742.14

**Motion to accept bill list for the Park and Ride:** Vice Treasurer Brenda Tutela

**2<sup>nd</sup> Motion:** Treasurer Richard J. Banach.

**Roll Call Vote:**

Vice Treasurer Brenda Tutela	Yes	
Treasurer Richard J. Banach	Yes	
Secretary Norvella Lightbody	Yes	
Vice Chairman Bill Beining	Yes	
Commissioner Mike Sutton	Absent	
Chairman Tariq Siddiqui	Yes	(Abstained from MUA Payments)

**Financial Overview**

- The Parking Authority had revenue in September 2022 of \$37,073. This is \$4,694 higher than September 2021. Total expenses were \$36,455. An increase of \$3,316 compared to the previous year. Net revenue was \$318. An increase of \$1,379 compared to September 2021.
  - Outstanding payables as of 10/31/22 was \$42,042 plus \$134,679 of employer’s pension contribution.
  - Total loan balances as of 10/31/2022 was \$30,408 plus \$450,000 pending for NJT.

YTD Revenue as of September 2022 was \$449,134. An increase of \$63,874 compared to 2021. YTD Expenses were \$314,791 an increase of \$2,673 compared to 2021. YTD Net Revenue was \$134,119. An increase of \$61,201 compared to 2021.

- The Park and Ride had revenue in September 2022 of \$12,001. This is \$1,065 higher than September 2021. Total Expenses were \$21,669. An increase of \$4,452 compared to 2021. Net revenue was \$(9,667). A decrease of \$(3,386) compared to September 2021
  - Outstanding payables as of 09/30/2022 was \$338,349
    - General payables was \$4,613
    - NJT Draw \$108,000
    - Due to Parking Authority \$225,736

YTD Revenue as of September 2022 was \$129,866. An increase of \$41,124 compared to 2021. YTD Expenses were \$175,004 an increase of \$13,120 compared to 2021. YTD Net Revenue was \$(45,138) an improvement of \$28,004 compared to 2021.

**Unfinished Business**

- **NJT Status:** Pending – No Update
- **Redevelopment Status/Land Sale:** Joe Coronato, Jr., Legal Counsel for the Authority presented updated terms for the land sale contract with the Township for the sale of the parking lot (Lot H). The Commissioners agreed to the terms and to having \$500,000 escrowed with Coronato Law, encumbered for New Jersey Transit. The remaining balance will be used for Pension Payables and Emergency funds as deemed by the Board of Commissioners.

**Motion to accept the land sales contract between the Parking Authority and the Township of Tom River for the sale of the parking lot (Lot H) as presented by the Authority’s Legal Counsel Joe Coronato, Jr.:** Vice Treasurer Brenda Tutela

**2<sup>nd</sup> Motion:** Secretary Norvella Lightbody

**Roll Call Vote:**

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

This is an on-going legal matter and the details of the Sales Contract will be disclosed once the contract has been finalized.

- **Maintenance Building Clean Up:** On-going
- **Record Retention:** Pending approval from Auditor

**New Business**

- **RAM Pick Up Truck:** The truck has been scheduled to be decaled the same as the enforcement vehicles. This way it can be used as an enforcement vehicle and a maintenance vehicle.
- **Ford Explorer:** The Ford Explorer has been hit by a box truck who turned a corner too short. This accident happened in Lot J. The Explorer was not moving at the time. We are waiting for the insurance adjuster to complete an estimate of the damage.
- **Liability Insurance Policy Renewal Increase:** The renewal for the 2022/2023 coverage period had an increase of 37% or \$17,465. The current policy total is \$64,146. The Commissioners agreed that the \$10,000 reimbursement from NJT needed to be increased as it has not changed since 2004.
- **Fire Prevention Inspection at Park and Ride:** The bus terminal and the maintenance buildings had the annual fire safety inspection. The terminal needs to have 2 emergency exit lights replaced and there are 2 places where drywall needs to be patched. The maintenance buildings need 1 emergency exit light replaced and an electrical box cover installed. Brick Electric has been scheduled to complete these required repairs.
- **Pay by Cell Only Zones:** The Board of Commissioners agreed to try a test area for Pay by Cell Only parking. These areas will have the meter removed and replaced with signage displaying the necessary information for using the MPay2Park App. Court House Lane and Allen Street will be the test locations. This will be 22 spaces. It is expected to be well received as County employees are usually the people who park in these spaces.

**Motion to do a test area on Court House Lane and Allen Street for Pay by Cell Only Parking:** Vice Treasurer Brenda Tutela

**2<sup>nd</sup> Motion:** Secretary Norvella Lightbody

**Roll Call Vote:**

Vice Treasurer Brenda Tutela
Secretary Norvella Lightbody
Treasurer Richard J. Banach
Vice Chairman Bill Beining
Chairman Tariq Siddiqui

**Public Comments/Questions**

- None

**Executive Session**

- None

**Next Meeting Date**

Thursday, December 15, 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 Chairman Bill Beining

**2<sup>nd</sup> Motion:** Secretary Norvella Lightbody

**All in Favor**

Respectfully Submitted,

Pam Piner  
Executive Director