

Township of Toms River Parking Authority

Meeting Minutes

Regular Meeting
August 26, 2021

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 was 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	Absent
Vice Treasurer Brenda Tutela	Present
Commissioner Mike Sutton	Absent

Additional Attendees are as follows:

Executive Director Pam Piner
Joe Coronato, Jr., Coronato Law via phone

Public Guests:

None

Approval of Minutes

Motion to accept the Minutes of the July 2021 meeting: Vice Chairman Bill Beining

2nd Motion: Vice Treasurer Brenda Tutela

All in Favor

Approval of the August 2021 Bill List for the Parking Authority

Nineteen (19) checks totaling \$69,561.62 and Twenty Four (24) electronic payments totaling \$37,654.52 and one (1) invoice totaling \$3,464 paid out of funds held with Kansas State Bank.

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

2nd Motion: Secretary Norvella Lightbody

All in Favor

Roll Call:

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

Approval of the August 2021 Bill List for the Park and Ride

Eight (8) checks totaling \$10,214.19

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

2nd Motion: Secretary Norvella Lightbody

All in Favor

Roll Call Vote:

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

Financial Overview

- The Parking Authority had YTD revenue as of July 2021 of \$351,989. This is \$58,116 higher than the previous year even with January and February of 2020 being pre-covid. Total YTD expenses were \$231,843. A reduction of \$133,528 compared to the previous year. Net YTD revenue was \$120,146. An improvement of \$191,644 compared to 2020..
 - Total funds as of 08/26/21 was \$60,417
 - Unrestricted funds \$6,695
 - Reserve Funds \$21,550
 - NJT Restricted Funds \$39,919
 - Academy Restricted Funds \$198
 - Outstanding payables as of 08/26/21 was \$62,278 plus \$144,000 of employer's pension contribution.
 - Total loan balances as of 07/22/21 was \$76,334 plus \$450,000 pending for NJT.
- The Park and Ride had YTD revenue of \$71,155 in July 2021. A decrease of \$48,547 compared to 2020, which had two months of pre-covid revenue. YTD expenses were \$124,666 compared to \$129,367 in 2020, a decrease of \$4,701. YTD net revenue was a deficit of (\$53,511) compared to \$(9,664) in 2020, which included two months of pre-covid.
 - Total funds as of 08/26/21 was \$1,977
 - Outstanding payables as of 8/26/21 was \$240,614
 - General payables was \$185, status current
 - NJT Draw \$56,000
 - Due to Parking Authority \$184,429

Unfinished Business

- **NJT Status:** Joe Coronato, Jr., Attorney for the Parking Authority is working with the Attorney General's office and New Jersey Transit regarding payment of the \$450,000 owed to NJT and the future contract for the operations of the Park and Ride. This is an on-going legal negotiation. The payment of this liability hinges on the sale of the Parking Authorities lot, which is a part of the proposed redevelopment project between the Township and Capadaglia Developers. Joe Coronato, Jr., presented the Commissioners with a purchase contract from the Township for the purchase of this property. The amount proposed was \$560,000. The Commissioners requested that a current appraisal be completed prior to any contract agreement as the original appraisal is more than four months old and the market has experienced a significant change. Because of the Authority's current financial position and that the Division of Local Government Services is aware of the current situation, the Commissioners felt that proper due diligence dictated a more current appraisal. Joe Coronato, Jr. stated that he needed to have a proposal

presented to the AG by September 7th regarding how and when the Authority expected to pay the outstanding \$450,000 and what needed to be changed or done to operate the Park and Ride going forward. Joe Coronato, Jr. stated that he hoped to have a new agreement between the Parking Authority and NJT by the end of 2020.

A motion was made to authorize Joe Coronato, Jr., Attorney for the Parking Authority to solicit quotes and proceed with obtaining a current appraisal of the lot:

Vice Chairman Bill Beining

2nd Motion: Secretary Norvella Lightbody

Roll Call Vote:

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

- **2020 Audit:** Pam Piner stated that she informed Holman, Frenia and Allison that the Commissioners want to receive a draft of the audit findings at least two week prior to the presentation made to the Commissioners..
- **Annual Decal Cost:** Pam Piner recommended that the cost of parking decals for all of the Parking Authority lots to be increased for 2022. This increase would need to be approved before November before renewal invoices were mailed out to existing decal holders the week of Thanksgiving. The Commissioners requested that Joe Coronato, Jr. research the procedure for this request would be subject to 1st and 2nd readings. The hourly parking rate for each lot would not be changed only the annual decal amount, which would still offer a significant savings for the decal holder.
- **Redevelopment Project:**
 - **Contingency Parking Plan During Construction:** Pam Piner stated that she has begun to look at possible contingency plans for parking vehicles that will be effected by the construction. There are still too many questions that need to be answered before this plan can be completed. The business that will be effected the most will be the Post Office. Approximately, 180 postal employees purchase annual parking decals to park in this lot. The Authority will be losing approximately \$35,000 in annual revenue once construction begins.

New Business

- **Pay Station Software Only Warranty:** Due to financial difficulty hardware and software service agreements were not purchased in 2021 for the pay stations. Without the hardware warranty, all repairs will be billed to the Authority for time, material and travel of the ITS Technicians. Without the software warranty, the pay stations would not be covered if the vendor loads a new software update, which may damage the control during transmission. Each controller costs approximately \$3,500. Advice from the vendor was to wait to purchase the software warranty as the developer has no immediate plans to release any major software updates. In order to purchase these warranties in the future you must purchase the past years that were not covered as well. Any parts or service billed and paid for prior to purchasing these agreements would not be deducted from prior years cost.
- **Police Event – Huddy Park Lot Closed 08/03/21:** The Huddy Park lot was closed to public parking on 8/03/21 for an event, which was held by the Toms River Police Department. This closure took place even though the Police department was recommended to use another location. August is a busy month for that particular lot, which is also utilized by the River Lady and Water Street Bar and Grill. Pam Piner expressed frustration with other entities closing parking lots and/or street parking without consulting the Parking Authority and with no regard for revenues lost by the Authority when

these closings occur. Even if the Authority is consulted or more likely informed, there is still no regard to lost revenue.

- **Ford Explorer:** The Ford explorer is in need of new tie ends and new tires for the front. Down Fords provided a quote of \$1,900 including an alignment. In July Secretary Norvella Lightbody requested that Pam Piner look into who the Township uses for vehicle repairs and into any inter local agreements that the Parking Authority has with other government entities. Downs Ford is the service entity used by the Township. Pam Piner reached out to the MUA to obtain a quote for the same scope of work. Their quote was \$2,200 and did not include the necessary alignment. Pam Piner said she would schedule the service with Downs Ford the following week. The Ford Explorer is a vital piece of equipment which is used by both enforcement and maintenance.
- **Hourly Rate for Lawn Care:** During July's meeting the Commissioners agreed to pay a higher hourly rate for employees who did lawn care, but an actual amount was not discussed. Pam Piner recommended a \$2.00 per hour increase for any lawn care work. The Commissioners agreed.
- **Additional Item:** Pam Piner stated that she wanted to update the record regarding upgraded modems for the single space meters. The current modems (3g) will be functional until December 31, 2022 at which time 3g will be eliminated by Verizon. The new meters will be 5g with an estimated cost of \$265 per meter head and will include a new screen. This replacement can be done a few at a time or all at once. If needed the vendor stated that they could possibly finance the expense. Per Verizon, 5g will be supported for up to 10 years.

General Discussion

- None

Public Comments/Questions

- None

Executive Session

- None

Next Meeting Date

Thursday, August 26, 2021 @ 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

2nd Motion: Vice Treasurer Brenda Tutela

All in Favor

Respectfully Submitted,

Pam Piner
Executive Director