

# Township of Toms River Parking Authority

## Meeting Minutes

Regular Meeting  
June 27, 2018

### 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 Banach	Present
Commissioner Brenda Tutela	Present

Additional Attendees are as follows:

Executive Director Pam Piner  
Legal Counsel Mr. Tom Gannon

Public Guests:

None

### Approval of Minutes

Minutes of the May 2018 meeting was deferred until the July meeting.

### Approval of the June 2018 Bill List for the Parking Authority

Thirty Two (32) checks totaling \$293,842.16.

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

**2<sup>nd</sup> Motion:** Treasurer Bill Beining

**All in Favor**

### Approval of the June 2018 Bill List for the Park and Ride

Six (6) checks totaling \$13,982.64

**Motion to accept bill list for the Park and Ride:** Vice Chairman Tariq Siddiqui

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

**All in Favor**

### Financial Overview

- **Parking Authority**

Revenue for May 2018 was \$12,436 higher than May 2017. The increase was in meter, decal and fine revenue. Other revenue, bus ticket commissions, vending sales and ATM

surcharges were \$2,328 lower than May 2017. The decrease was in bus ticket commissions. Year to date revenue through May 2018 was \$4,202 higher than the previous year. Meter, decal and fine revenue increased by \$14,936 but was offset by a decrease in bus ticket commissions, vending sales and ATM surcharges of \$10,735. Full year revenue is expected to be \$59,606 below budget but \$42,800 higher than 2017.

Expenses for May 2018 were \$16,327 lower than May 2017. This decrease was mainly in operating expenses. Year to date expenses through May 2018 were \$12,461 lower than the previous year. Full year expenses are expected to be \$131,379 lower than budgeted and at least \$105,029 lower than previous year.

Net revenue for May 2018 was \$8,577 a positive change of \$28,763 from May 2017. Year to date net revenue was \$27,983 a positive change of \$16,663 from 2017. Net revenue is expected to be \$148,869 higher than budget. Net Position for the Authority is expected to be (\$9,297) which is an improvement of \$250,531 from the 2017 Net Position of (\$259,828).

- **Park and Ride**

Revenue for May 2018 was \$2,265 higher than May 2017. The increase was in both meter and decal revenue. Year to date revenue through May 2018 was \$598 higher than 2017 and was a result of an increase in decal revenue. Full year revenue is expected to be \$3,573 higher than the previous year.

Expenses for May 2018 were \$4,235 higher than 2017 and was mainly due to timing of posting the auditing fees for 2018. Year to date expenses were \$1,234 higher than 2017. Full year expenses are expected to be \$51,000 lower than 2017 with a positive change to Net Position for the Park and Ride of \$11,973.

## New Business

- **Financial Meeting with the Township**

Don Guardian, Business Administrator and Sharon Smith, CFO for the Township requested a meeting with Mike Sutton and Pam Piner to discuss the 2017 yearend audit results. This meeting will be held on July 10<sup>th</sup> at 12:45p in the Town Hall administrative conference room.

- **Actions Taken as a Result of the 2017 Year End Audit**

- Change service from Directv to Comcast
- Changed the Authority's employee healthcare plan to a less expensive plan (Direct Access to Omni 10)
- Did not replace full time Enforcement Officer who retired December 31, 2017.
- Revised enforcement schedule to include Saturday enforcement.
- Modify schedules as needed to avoid overtime.
- Changed payroll processor from Paychex to ADP.
- Changing merchant account for decal and pay station credit card purchases.
- Changed electric power to a third party supplier vs. JCP&L.
- Increased vending prices.

- **General Discussion**

Secretary Norvella Lightbody requested a list of current employees, rate of pay, current overtime earnings and health benefit coverages.

Vice Treasurer Richard J. Banach requested a map showing all parking lots and operation information. He would also like to see an asset listing with pictures.

**Public Comments/Questions**

- None

**Executive Session**

No Executive Session was held.

**Next Meeting Date**

Wednesday, August 1, 2018 @ 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:** Commissioner Brenda Tutela

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

**All in Favor**

Respectfully Submitted,

Pam Piner  
Executive Director