

Township of Toms River Parking Authority

Meeting Minutes

Regular Meeting
October 26, 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	Absent
Treasurer Brenda Tutela	Present
Commissioner Moshe Kupferstein	Present
Commissioner Mike Maulshagen	Present

Additional Attendees are as follows:

Executive Director Pam Piner
Legal Counsel Joe Coronato, Jr.

Public Guests:

None

Approval of Minutes

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

2nd Motion: Commissioner Michael Maulshagen

All in Favor

Minutes for the September meeting will be approved at the November meeting.

Approval of the October 2023 Bill List for the Parking Authority

Fourteen (14) checks totaling \$15,585.17 and Seventeen (17) electronic payments totaling \$29,852.96 and Two (2) checks from the NJT Trust Account totaling \$68,610.55.

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

2nd Motion: Secretary Norvella Lightbody

All in Favor

Roll Call:

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

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

Seven (7) checks totaling \$13,040.64

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

2nd Motion: Commissioner Michael Mulshagen

All in Favor

Roll Call Vote:

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

Financial Overview

- The Parking Authority had YTD revenue as of September 2023 of \$436,433. This is \$14,544 lower than the previous year. Total YTD expenses were \$350,771. An increase of \$22,593 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 \$85,661. A decrease of \$37,138 compared to 2022.
- The Park and Ride had YTD revenue as of September 2023 of \$160,768. An increase of \$30,783 compared to 2022. YTD expenses were \$152,423. A reduction of \$26,216 compared to 2022. YTD net revenue was \$8,345 an increase of \$56,998 compared to 2022.

Unfinished Business

- **NJ/DOT Agreement:** No update
- **Smart Cars:** The advertisement for the auction will be in the Asbury Park Press on Monday, October 30th.
- **Herflicker Blvd.:** Notification of construction on Herflicker was provided by the Township Engineer. The construction company will need to remove and necessary meter posts and will replace them once construction is completed. Construction is expected to take place during night time hours. This is a concern because these spaces are being utilized for Post Office employee permit parking only as a result of the closing of Lot H and E.

New Business

- **2023 Budget Adoption:**
Motion to adopt the 2023 Budget: Vice Chairman Bill Beining
2nd Motion: Treasurer Brenda Tutela

Vice Chairman Bill Beining	Yes
Treasurer Brenda Tutela	Yes
Secretary Norvella Lightbody	Absent
Commissioner Michael Maulshagen	Yes
Commissioner Moshe Kupferstein	Yes
Chairman Tariq Siddiqui	Yes
- **Lump Sum Payment to PERS:** The Commissioners discussed sending a large payment to the Division of Pensions to pay down the past due amount owed. The agreed on \$30,000 of the unrestricted land sale funds still being held in the Authority Attorney's Trust Account.
Motion to authorize a payment of \$30,000 from the land sale unrestricted proceeds to the Division of Pensions towards the past due amount: Vice Chairman Bill Beining

2nd Motion: Treasurer Brenda Tutela

Roll Call Vote

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

- **Park and Ride Bus Terminal Central Air Unit:** The central air unit at the bus terminal stopped working. The DOT sent their HVAC personnel who said the unit cannot be fixed and needs to be replaced. Since the winter is approaching the DOT said that they would address this in the Spring. Because the terminal is scheduled to be demolished as part of the NJ Natural Gas soil remediation, they may decide to install wall units.
- **Park and Ride Rate Increase:** Pam Piner stated that she contacted the DOT regarding increasing the parking rates at the bus terminal. They have been \$2.00 for over 20 years and requested a \$2.00 daily increase. The DOT wanted to know the basis for requesting this increase which is the continued rising costs associated with operating the terminal. The continuance of this topic was referred to Joe Coronato, Jr., the Authority's legal counsel.
- **Liability Insurance Renewal:** Bids were received for the Liability, automobile, umbrella and director and officers' policy for coverage period 11/01/2023 – 10/31/2023. Five requests for the RFP were received but only one submitted a bid. David G. Sayles Insurance Services, who is our current agent submitted a bid of \$77,516, a 19% increase from the previous coverage period. A discussion took place about researching the JIF and to see if the Authority would be eligible to join. The Commissioners also discussed the issue that NJT currently only reimburses the Authority \$10,000 towards insurance for the Park and Ride's portion. Their portion is currently \$20,390.

A motion was made to accept the Insurance renewal bid of \$77,516 received from David G. Sayles Insurance Services: Treasurer Brenda Tutela

2nd Motion: Vice Chairman Bill Beining

Roll Call Vote

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

- **2022 Year End Audit:** Holman, Frenia and Allison are in the process of doing the 2022 audit. A new GASB 75 analysis needs to be done for 2022. The request was sent over to Aquarius Financial who has done the Authority's previous analysis and is used by the Township.
- **Meeting with Township CFO and Business Administrator:** Pam Piner said that she met with the Township CFO Judith Tutela and the Business Administrator Judith Tutela regarding the Authority's request to receive the money received from street parking violations and state conversions for unpaid lot violations. Both the CFO and BA were in agreement that these funds should go to the Authority as they are the ones who do the enforcement and administrative duties. The funds currently go to the Municipality. The CFO's only concern was the ability to identify which paid tickets were Parking Authority tickets. Currently, the Municipality does not have access to paid ticket information without looking at each individual ticket in the PATS system. Both the CFO and Pam Piner said they would research to see what options were available. The topic of increasing the parking rates were not discussed but the CFO asked if the financial model created for the

Authority by Holman, Frenia and Allison during covid could be updated. She said she noticed that the Authority's financial position has improved over the past two years.

Public Comments/Questions

- None

Executive Session

Motion to leave Public Session and enter into and Executive Session to discuss personnel matters: Treasurer Brenda Tutela

2nd Motion: Vice Chairman Bill Beining

All in Favor

- Pam Piner submitted her recommendation for staff increases to the Commissioners. After a brief discussion the Commissioners approved the recommendations retroactive to October 1, 2023.

Motion to accept salary increases as presented by the Director: Vice Chairman Bill Beining

2nd Motion: Treasurer Brenda Tutela

Roll Call Vote

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

Motion to leave Executive Session and return to Public Session: Treasurer Brenda Tutela

2nd Motion: Commissioner Michael Maulshagen

All in Favor

Next Meeting Date

Thursday, November 30, 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