

# Township of Toms River Parking Authority

## Meeting Minutes

Regular Meeting  
March 25, 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 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	Absent
Vice Treasurer Brenda Tutela	Present
Commissioner Mike Sutton	Absent
Commissioner Justin Lamb	Absent

Additional Attendees are as follows:

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

Public Guests:

None

### Approval of Minutes

**Motion to accept the Minutes of the February 2021 meeting:** Secretary Norvella Lightbody

**2<sup>nd</sup> Motion:** Vice Treasurer Brenda Tutela

**All in Favor**

### Approval of the March 2021 Bill List for the Parking Authority

Nineteen (19) checks totaling \$42,901.94

**Motion to accept bill list for the Parking Authority:** Vice Chairman Bill Beining

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

**All in Favor**

**Roll Call:**

Vice Chairman Bill Beining	Yes
Secretary Norvella Lightbody	Yes
Treasurer Richard J. Banach	Absent
Vice Treasurer Brenda Tutela	Yes
Commissioner Michael Sutton	Absent
Commissioner Justin Lamb	Absent

**Approval of the March 2021 Bill List for the Park and Ride**

Five (5) checks totaling \$7,262.26

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

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

**All in Favor**

**Roll Call Vote:**

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

**Financial Overview**

- The Parking Authority had revenue of \$22,202 in February 2021. Total revenue for the month was (\$28,179) lower than the previous February which was pre-covid. Total expenses were \$24,638. A reduction of (\$34,651) compared to the previous year. Net revenue was \$(2,436) an actual improvement of \$6,699 compared to February 2020. This improvement in net revenue is the result of eliminating as much expense as possible.
  - Total available funds as of 3/25/21 was \$31,081
  - Outstanding payables as of 2/25/21 was \$57,898 plus \$150,273 of employer's pension contribution.
  - Total loan balances as of 2/25/21 was \$96,889 plus \$450,000 pending for NJT.
- The Park and Ride had revenue of \$4,152 in February 2021. A reduction of (\$14,613) compared to February 2020. This is mainly because of the closure of New York due to Covid. Once commuters return to work on location this is expected to increase throughout the year. Total expenses were \$17,636 a reduction of (\$3,306) and net revenue was \$(13,484.10). This deficit is \$11,306 higher compared to January 2020 that was pre-covid.
  - Total available funds as of 2/25/21 was \$3,510
  - Outstanding payables as of 2/25/21 was \$150,475
    - General payables was \$4848, status current
    - NJT Draw \$40,000
    - Due to Parking Authority \$150,000

**Unfinished Business**

- **Rate Increases:** On hold
- **Bobcat Sale:** A Request for Bids for the sale of the Bobcat will be listed in the public notices section of the Asbury Park Press. The Board of Commissioners has set a reserve of \$40,000.
- **NJT Status:** Copies of meeting minutes of the West Windsor Parking Authority was provided to the Board of Commissioners to show that they were experiencing the same issues with NJT as the Toms River Parking Authority. That other entities managing a NJT Transportation hub are experiencing the same negative financial impact.
- **Refinance Meter Loan:** The Commissioners agreed to begin the process with Lakeland Bank to refinance the existing meter loan. The request for a line of credit was deferred until the future to see what the upcoming month's revenue would be. If a Line of Credit would be established, a policy would have to be put in place that mandated full Board approval before utilizing the funds.

- **Lawn Care:** Pam Piner explained to the Commissioners that it would be difficult to bring this in house. A trailer would be needed to move the riding mower from lot to lot, a push mower would need to be purchased and a hitch would need to be installed on to the Explorer. A better resolution may be to reach out to the Township and to the MUA to see if they could assist with the mowing.

### New Business

- **Accounting Services RFP:** RFP solicitation was advertised in the public section of the Asbury Park Press with Bid openings being held on March 25, 2021. One bid was received

- The Accounting Services Contract for 2021-2022 was awarded to:  
Memoli and Company, PC  
222 Oak Street, Suite 5  
Toms River, NJ 08753

**Motion to award the 2021-2022 Accounting Services Contract to Memoli and Company, PC:** Vice Treasurer Brenda Tutela

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

**Roll Call Vote:**

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

- **Auditing Services RFP:** RFP solicitation was advertised in the public section of the Asbury Park Press with Bid openings being held on March 25, 2021. One bid was received

- The Auditing Services Contract for 2021-2022 was awarded to:  
Homan Frenia & Allison, P.C>  
1985 Cedar Bridge Avenue  
Suite 3  
Lakewood, NJ 08701

**Motion to award the 2021-2022 Auditing Services Contract to Holman Frenia & Allison, PC:** Vice Commissioner Bill Beining

**2<sup>nd</sup> Motion:** Vice Treasurer Brenda Tutela

**Roll Call Vote:**

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

- **TRMUA Inter-local Agreement Resolution:** A resolution to enter into an inter-local agreement was deferred until the next meeting by the Board of Commissioners. They requested a copy of the actual contract before issuing a resolution.
- **Lakeland Bank:** Director, Pam Piner met with Lakeland Bank to discuss the refinancing of the single space meters and the possibility of opening a line of credit for emergency purposes only. The Board agreed to consider the refinancing of the meters but decided to table the line of credit until later. In order to establish a line of credit a policy would need to be created to outline when the line of credit would be used and to require all Commissioners to approve any request before the funds could be used.

- **Single Space Meters – Upgrade Modems:** The modems in the single space meters will need to be upgraded as 2G and 3G is phased out. The manufacture has an agreement with Verizon to continue to support the existing modems until December 31, 2022. The cost for the new modem and installation will be \$205 per meter. This cost will cover shipping to and from the manufacturer, modem replacement and the manufacturer has agreed to replace the solar panel at no additional cost. The modem replacement can be done 6 meters at a time. The manufacturer is also willing to finance the modem replacement if needed and will add the cost to the monthly service agreement invoice. The Board of Commissioners made a motion to authorize the Director to begin replacing the modems.

**Motion to authorize the Director to begin having the modems in the single space meters replaced a cost of \$205 per meter before December 31, 2022:** Vice Chairman Bill Beining

**2<sup>nd</sup> Motion:** Vice Treasurer Brenda Tutela

**All in Favor**

**Roll Call Vote:**

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

- **Redeveloper Access Agreement Resolution for Additional Site Testing:** Resolutions were presented to the Board from the Developer’s legal counsel seeking access to the parking lots involved with the redevelopment (Lots C and H) for additional site testing.

**Motion to approve the access for additional site testing for Lot C and Lot H:** Vice Chairman Bill Beining

**2<sup>nd</sup> Motion:** Vice Treasurer Brenda Tutela

**All in Favor**

**Roll Call Vote:**

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

- **MUA Snow Plowing Invoice:** An invoice was received from the MUA for the snow plowing done during the winter snowfalls. The total amount for all lots was \$10,000. Director Pam Piner stated that she was waiting for a breakdown of hours by lot so the correct amount for plowing at the Park and Ride could be billed to the Park and Ride.
- **Reduced Hours:** Director Pam Piner presented the possibility of reduced hours for the Administrative Assistant, Mary McClave and herself during the summer months in order to reduce salary expense and allow for an estimated savings of \$25,000. The Board determined that it was important that both employees continue their current hours in order to continue operating the Parking Authority at its current level.
- **Marine Building:** The Toms River Board of Education has closed the marine studies that were being done at the Marine Building in Lot H. They vacated the building at the end of January 2021. The Parking Authority has always paid the utilities and then bill them to the Toms River Board of Education. The building belongs to the Township and the Director Pam Piner stated that she would reach out to the Township for direction on whether to have the utilities terminated or transferred into a Township account.

- **Correspondence to Municipality and County for CARES assistance:** Director Pam Piner suggested that maybe the Authority should have legal counsel reach out to both the Municipality and County to request financial assistance from the CARES funds that both entities received. Both the Municipality and County benefit from services provided by the Parking Authority in the downtown area. The Board requested that Joe Coronato, Jr. issue these requests.

**Public Comments/Questions**

- None

**Executive Session**

- None

**Next Meeting Date**

Thursday, April 22, 2021 @ 4:45 p.m. in the Lommel Room.

**Adjournment**

There being no further business before the Board of Commissioners, a motion was made to adjourn the meeting.

**Motion to Adjourn:** Secretary Norvella Lightbody

**2<sup>nd</sup> Motion:** Vice Treasurer Brenda Tutela

**All in Favor**

Respectfully Submitted,

Pam Piner  
Executive Director