

Township of Toms River Parking Authority

Meeting Minutes

Regular Meeting
September 28, 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	Absent
Secretary Norvella Lightbody	Present
Treasurer Brenda Tutela	Present
Commissioner Moshe Kupferstein	Absent
Commissioner Mike Maulshagen	Present

Additional Attendees are as follows:

Executive Director Pam Piner
Legal Counsel Joe Coronato, Jr.

Public Guests:

None

Approval of Minutes

Approval for the August 2023 Minutes were deferred until the October meeting.

Approval of the September 2023 Bill List for the Parking Authority

Twenty One (21) checks totaling \$32,128.80 and Twenty One (21) electronic payments totaling \$31,127.88 and Two (2) checks from the NJT Trust Account totaling \$78,387.78.

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

2nd Motion: Secretary Norvella Lightbody

All in Favor

Roll Call:

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

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

Nine (9) checks totaling \$31,520.08

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	Yes
Vice Chairman Bill Beining	Absent
Commissioner Moshe Kupferstein	Absent
Chairman Tariq Siddiqui	Yes

Financial Overview

- The Parking Authority had YTD revenue as of August 2023 of \$407,790. This is \$4,556 lower than the previous year. Total YTD expenses were \$302,499. An increase of \$20,231 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 \$105,291. A decrease of \$24,786 compared to 2022.
- The Park and Ride had YTD revenue as of August 2023 of \$145,163. An increase of \$27,179 compared to 2022. YTD expenses were \$130,907. A reduction of \$25,680 compared to 2022. YTD net revenue was \$14,256 an increase of \$52,859 compared to 2022.

Unfinished Business

- **NJ/DOT Agreement:** No update. Pam Piner stated that NJT Bus Operations Supervisor keeps asking why the bus terminal hours have not returned to pre-covid hours.
- **EV Charging Stations:** The Commissioners decided to decline the offer on the EV Charging Stations and directed Pam Piner to forward the offer to Lou Amoruso the Township Administrator.

New Business

- **2023 Budget Approval:** An amended resolution was presented to the Commissioners to reapprove the budget. The total amount of expenditures recorded in the resolutions did not match the amount in the detail. The amount in the detail was the correct amount so the resolution was amended.

Motion to approve the amended 2023 Budget Resolution: Secretary Norvella Lightbody

2nd Motion: Treasurer Brenda Tutela

Roll Call Vote

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

- **ATM Settlement Bank Account Signature Pages:** Signature pages from the bank were presented to the Commissioner for their signatures. Signatures for the two Commissioners who were absent will be requested individually. This account is required by the IRS for ATM owners. Daily settlement funds are now required to be deposited into a separate account dedicated to these direct deposits only.
- **Part Time Enforcement Officer Resolution:** A resolution for the hiring of Spencer VanWagoner, part time enforcement officer was adopted by the Board of Commissioners. This resolution is required in order to obtain an Officer Badge # and to have the position presented to the Township Counsel for their approval.

Motion to approve the Resolution for the new part time Enforcement Officer:

Secretary Novella Lightbody

2nd Motion: Commissioner Michael Maulshagen

Roll Call Vote

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

- **Vehicle Repairs:** Repairs to the existing vehicles to date totals \$8,782. Vice Chairman Bill Beining will be discussing a new vehicle in his next finance planning committee meeting.
- **Smart Cars:** The Smart Cars will be going on Municibid for auctioning. New batteries need to be installed and both cars need to be cleaned thoroughly inside and out.

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: Secretary Novella Lightbody

All in Favor

- Pam Piner informed the Commissioners that their full time Enforcement Officer will be out on an extended leave beginning October 16th and is expected to be out until after January 1st.
- Salary increases were discussed for the staff. The last increases were given in 2019. The Commissioners requested Pam Piner to determine amounts based on the Authority's financial feasibility and present them at the October meeting.

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

2nd Motion: Secretary Novella Lightbody

All in Favor

Next Meeting Date

Thursday, October 26, 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: Commissioner Michael Maulshagen

All in Favor

Respectfully Submitted,

Pam Piner
Executive Director