

Township of Toms River Parking Authority

Meeting Minutes

Regular Meeting
November 29, 2018

Call to order

The regular meeting of the Toms River Township Parking Authority was called to order at 4:45 p.m. by Vice 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:

Commissioner/Chairman Michael Sutton	Absent
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
Tom Gannon – Hering, Gannon and McKenna

Public Guests:

None

Approval of Minutes

Motion to accept the Minutes of the August 2018 meeting: Vice Treasurer Richard J. Banach

2nd Motion: Secretary Norvella Lightbody

All in Favor

Motion to accept the Minutes of the September 2018 meeting: Secretary Norvella Lightbody

2nd Motion: Commissioner Brenda Tutela

All in Favor

Motion to accept the Minutes of the October 2018 meeting: Secretary Norvella Lightbody

2nd Motion: Treasurer Bill Beining

All in Favor

Approval of the November 2018 Bill List for the Parking Authority

Fifty Two (52) checks totaling \$289,415.28.

Motion to accept bill list for the Parking Authority: Treasurer Bill Beining

2nd Motion: Secretary Norvella Lightbody

All in Favor

Roll Call Vote:

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

Approval of the November 2018 Bill List for the Park and Ride

Twelve (12) checks totaling \$18,842.48

Motion to accept bill list for the Park and Ride: Secretary Norvella Lightbody

2nd Motion: Vice Treasurer Richard J. Banach

All in Favor

Roll Call Vote:

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

Financial Overview

The financial position of the Authority through October remained in the positive by \$4,283. This is lower than the previous month as a result of liability insurance renewals and unexpected maintenance expense. The full year projection including soft costs of depreciation and unbudgeted pension expense went into the negative of \$(9,738) for the first time in 2018. The full year projection of actual costs is projected to be positive \$164,912. This is an improvement of \$310,078 from the previous year.

A budget amendment was presented to the Board of Commissioners for Approval. \$25,552 was moved from Operational Salaries and Fringe Benefits and moved to Repairs and Maintenance. This amendment did not change the bottom line of the 2018 Approved Budget.

Motion to approve the amendment to the 2018 Approved Budget as presented: Secretary Norvella Lightbody

2nd Motion: Commissioner Brenda Tutela

All in Favor

Roll Call Vote

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

New Business

- **Library Contract:** The contract with the Ocean County Library for free parking on the top and middle levels of the Municipal Garage is up for renewal in February 2019. It was recommended to amend the contract to the upper level only. This will be discussed further at the next Board of Commissioners meeting.
- **The Toms River Board of Education Contract – Lot J:** The contract for the Sheriff Street lot is also up for renewal. No changes to this agreement are expected.

- **2018/2019 Snow Season:** A meeting was held with the Toms River MUA to discuss their assistance with snow plowing utilizing the inter-local agreement currently in place. The MUA will plow all of the Parking Authority's lots with the exception of the Town Hall complex. This will be maintained by the Parking Authority's maintenance staff. The MUA will provide drivers and operators for the Authority's Bobcat and dump truck. Communication will be constant between the MUA and Parking Authority personnel during any storm events.
- **Snow Plows:** While preparing for the upcoming winter weather it was discovered that the plow used on the dump truck was in need of several repairs. These repairs will be completed by the MUA and billed to the Authority. The plow used on the pickup was extremely corroded and cannot be used. With the plowing assistance of the MUA this plow does not need to be replaced.
- **2019 Budget:** The 2019 Budget was presented to the Board of Commissioners for approval. It was decided to postpone this approval until the next meeting.
- **The White Dump Truck:** The dump truck was assessed and in need of several repairs. These repairs were made by the MUA and billed to the Authority. An ongoing concern is the condition of the chaise which is extremely rusted. The brackets that hold the tailgate on to the truck have rusted away and therefore the tailgate cannot be mounted on to the truck.

Old Business

- There was no old business for discussion.

Public Comments/Questions

- No public was present

Public Comments/Questions

- None

Executive Session

- No Executive Session was held. However, salary increases for 2019 was presented to the Commissioners for their review.

Next Meeting Date

Thursday, December 20, 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: Secretary Norvella Lightbody

2nd Motion: Vice Treasurer Richard J. Banach

All in Favor

Respectfully Submitted,

Pam Piner
Executive Director