

Township of Toms River Parking Authority

Meeting Minutes

Regular Meeting
May 27, 2015

Call to order

The regular meeting of the Toms River Township Parking Authority was called to order at 4:30 p.m. by Treasurer Bill Beining 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
Maintenance Manager Ken Kufall
Legal Counsel Mr. Tom Gannon
Frank Holman, Holman, Frenia and Allison, P.C.

2014 Audit Results

Frank Holman from Holman, Frenia and Allison presented the final 2014 audit results and financial statements. All findings were favorable with revenue slightly exceeding budget and expenses for the year ending below budget.

Motion to approve and accept the 2014 audit findings and financial statements as presented by Frank Holman of Holman, Frenia and Allison: Treasurer Bill Beining

Role Call Vote

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

Approval of Minutes

Motion to accept the Minutes of the April 2015 meeting: Treasurer Bill Beining

2nd Motion: Secretary Norvella Lightbody

All in Favor

Abstentions: Chairman Mike Sutton and Vice Chairman Tariq Siddiqui

Approval of the May 2015 bill list for the Parking Authority

Thirty Three (33) Checks Totaling \$361,066.18

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

2nd Motion: Treasurer Bill Beining

All in Favor

Abstentions: Secretary Norvella Lightbody abstained from approving the invoice for Holman, Frenia and Allison due to a conflict of interest.

Approval of the May 2015 bill list for the Park and Ride

Eight (8) Checks Totaling \$6,979.20

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

2nd Motion: Secretary Norvella Lightbody

All in Favor

Financial Overview

- **Parking Authority**

Total revenue year to date is higher than the previous year. However, vending and ATM Commissions are lower than normal. Volume at the bus terminal is high with the parking lot going into over flow on Wednesdays and Thursdays but the vending and ATM services are still lower than expected. Expenses are higher than the previous year. This is largely due to salary increases and snow removal expenses incurred during the first quarter.

- **Park and Ride**

Revenue and expenses are right on target as compared to previous year. Revenue is expected to exceed the previous year as we go through the summer.

New Business

- **New Jersey Parking Alliance Co-op:** A request was made to join the New Jersey Parking Alliance Co-op. This purchasing co-op was created by the New Jersey Parking Alliance for all products that are commonly used by Parking Authorities including the IPS single space meters that the Authority is interested in purchasing to replace the old on street meters.

Motion to join the New Jersey Parking Alliance Coop:

Role Call Vote:

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

- **Contaminated Property at Bus Terminal-RFP for Bus Lane Paving:** The property of the bus terminal is a part of a NJ Natural Gas contaminated land clean up project. NJNG is attempting to eliminate the contamination through a process that is not proving to be as successful as they had hoped. It may be necessary for them to tear down the existing bus terminal in order to access the contaminated area. This will be decided later in the year. However, it was asked if capital repairs should still be done such as repaving the bus lane if this type of demolition is going to take place. It was decided to continue going forward with improvements in partnership with the DOT.
- **NJT Ticket App:** Pam Piner informed the Board that NJT announced that they would be releasing a phone app in late 2015 that would allow riders to purchase their bus tickets using their cell phones. This could possibly have a major impact on bus tickets commissions that the Authority earns at the Park and Ride. Chairman, Mike Sutton suggested that the Authority consider accepting credit cards at the terminal for bus tickets. Pam Piner will research best merchant accounts to use.

Unfinished Business

- **Parking Study:** Pam Piner, Jay Lynch and Paul Shives had a brief meeting to discuss the direction of the Parking Study. Paul Shives the Township Administrator requested that the Authority provide a report regarding rate increases and future plans that can be presented to the governing body for their support. He recommended that the Authority request an increase that will sustain the next several years so that only one rate increase will be necessary..
- **2015 Budget** – The 2015 Budget is still at the DLGS.
- **New Pay Stations:** The new pay stations have been perceived very well and credit card usage is being used more than expected. Because the use of credit cards requires the purchase of maximum amount of time, revenue has increased.
- **New Single Space Meters:** A discussion took place regarding the replacement of single space meters on the street. Pam Piner suggested phasing in the replacements starting with Allen Street, Court House Lane and the east end of Washington Street. Chairman Mike Sutton suggested that maybe all meters should be done at once then the process would only have to be done one time. Once the New Jersey Parking Alliance completes the RFP process for single space meters then the Authority can move forward.
- **TRMUA Inter-local Agreement:** The Board of Commissioners for the TRMUA approved the inter-local and the agreement was presented to the Parking Authority Board of Commissioners for approval.

Motion to approve the Inter-local agreement between the Toms River Municipal Utilities Authority and the Township of Toms River Parking Authority: Treasurer Bill Beining

2nd Motion: Vice Treasurer Richard J. Banach

All in Favor

Abstentions: Vice Chairman Tariq Siddiqui due to conflict of interest.

Open Discussion

- No public attended the meeting

Executive Session

- No Executive Session was held.

Next Meeting Date

Wednesday, June 24, 2015 @ 4:30 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: Vice Treasurer Richard J. Banach

2nd Motion: Commissioner Brenda Tutela

All in Favor

Respectfully Submitted,

Pam Piner
Executive Director