

Township of Toms River Parking Authority

Meeting Minutes

Regular Meeting
June 25, 2020

Call to order

The regular meeting of the Toms River Township Parking Authority was called to order at 3:05 p.m. by Chairman Tariq Siddiqui who also led those present in the flag salute. This meeting was held in person in the Lomell Room of Town Hall.

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 Richard J. Banach	Present
Vice Treasurer Brenda Tutela	Absent
Commissioner Justin Lamb	Present
Commissioner Michael Sutton	Absent

Additional Attendees are as follows:

Executive Director Pam Piner
Legal Counsel Tom Gannon

Public Guests:
None

Approval of Minutes

Motion to accept the Minutes of the May 2020 meeting: Postponed until July meeting.

Approval of the June 2020 Bill List for the Parking Authority

Fifteen (15) checks totaling \$42,380.84

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

2nd Motion: Treasurer Richard J. Banach

All in Favor

Roll Call:

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

Approval of the June 2020 Bill List for the Park and Ride

Nine (9) checks totaling \$11,861.74

Motion to accept bill list for the Park and Ride: Vice Treasurer Bill Beining

2nd Motion: Treasurer Richard J. Banach

All in Favor

Roll Call Vote:

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

Financial Overview

Due to COVID-19 the Parking Authority and the Park and Ride are still experiencing a major reduction in revenues. Parking Authority revenue for May was \$78,597 less than May 2019. Even though expenses were reduced by \$44,700 in May, net revenue was (\$33,530) compared to \$377 for May 2019. Year to date revenue for the Parking Authority is \$208,562, a (\$111,414) lower than year to date for 2019. Year to date net revenue is (\$14,733) compared to \$112, 259 in 2019.

Park and Ride revenue for May was \$2,399 compared to 20,844 in 2019. This is a reduction of (\$18,444). Expenses were lowered by \$8,058 which still resulted in a negative net revenue of (\$16,494) compared to May 2019 of (\$4,157). Year to date revenue is \$112,481 which is \$31,922 lower than May 2019. Year to date revenue is \$16,575 which is \$20,035 lower than it was in 2019.

Unfinished Business

- **2020 Budget:** In process of being modified due to COVID-19.
- **Budget Comments from DLGS:** These will be addressed when the revised budget is submitted.
- **Library Contract:** Payment from the Library for \$10,000 for 2020 has not yet been received..

New Business

- **COVID 19:** Library is scheduled to reopen on 7/2/2020 along with indoor dining. This should increase the parking volume in the downtown area.
- **5 Year Finance Model:** The three 5-year finance models have been completed and available to present to the Commissioners. A printed summary of each model will be requested from Holman, Frenia & Allison prior to the presentation for the Commissioners to review.

Public Comments/Questions

- None

Executive Session

An executive session was held to discuss staffing and personnel policies.

Motion to leave the public session and enter into an executive session: Vice Chairman Bill Beining

2nd Motion: Treasurer Richard J. Banach

- **Furlough to layoff:** A discussion took place regarding the employees who are currently furloughed due to COVID-19. Because of the financial impact that COVID-19 has had on the Parking Authority the decision was made to change these employees' status to "laid off" indefinitely effective July 1, 2020. All health benefits would expire effective August 1, 2020.

Motion to change furloughed employees to laid off status effective July 1, 2020 with all health benefits expiring on August 1, 2020.: Treasurer Richard J. Banach

2nd Motion: Vice Chairman Bill Beining

All In Favor

Roll Call Vote:

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

- **Terminate Health Benefits for Future Retirees:** A discussion took place regarding the feasibility of continuing the policy of providing health benefits to retirees who retire with 25 years of service. Because of the GASB 75 requirements this policy requires the Authority to carry a \$3M expense on its financials. In order to move the Parking Authority's financial position towards a healthier direction it was decided to terminate this benefit.

Grandfathering the current retired employee who is receiving this benefit, Diana Kucharik.

Motion to terminate the employment policy of offering post-employment health benefits to employees who retire with 25 years of service. Diana Kucharik the only retired employee receiving this benefit will be grandfathered. Commissioner Justin Lamb

2nd Motion: Treasurer Richard J. Banach

All in Favor

Roll Call Vote:

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

- **\$5,000 annual stipend for employees who decline health care benefits:** The Authority has an employee who has other health care benefits available and would chose to opt out of the Authority's healthcare benefit package if there was a policy offering the \$5,000 annual stipend. This policy would mirror the Township.

Motion to offer a \$5,000 annual stipend for employees who decline coverage under the Parking Authority's healthcare benefit package: Commissioner Justin Lamb

2nd Motion: Treasurer Richard J. Banach

All in Favor

Roll Call Vote:

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

Motion to leave Executive Session and return to Public Session: Vice Chairman Bill Beining

2nd Motion: Commissioner Justin Lamb

All in Favor

All subjects discussed and decisions made in the Executive Session are disclosed above.

Next Meeting Date

Thursday, July 30, 2020 @ 4:45 p.m. Location is to be determined.

Adjournment

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

Motion to Adjourn: Vice Chairman Bill Beining

2nd Motion: Treasurer Richard J. Banach

All in Favor

Respectfully Submitted,

Pam Piner
Executive Director