

# **Township of Toms River Parking Authority**

## **Meeting Minutes**

Regular Meeting  
December 9, 2015  
(November/December Meeting)

### **Call to order**

The regular meeting of the Toms River Township Parking Authority was called to order at 4:30 p.m. by Chairman Mike Sutton 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  
Operations Manager Ken Kufall  
Legal Counsel Mr. Tom Gannon

### **Approval of Minutes**

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

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

**All in Favor**

### **Approval of the November/December 2015 bill list for the Parking Authority**

Forty One (41) Checks Totaling \$652,600.17

**Motion to accept bill list for the Parking Authority:** Vice Chairman Tariq Siddiqui

**2<sup>nd</sup> Motion:** Vice Treasurer Richard Banach

**All in Favor**

### **Approval of the November/December 2015 bill list for the Park and Ride**

Sixteen (16) Checks Totaling \$17,147.97

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

**2<sup>nd</sup> Motion:** Treasurer Bill Beining

**All in Favor**

## **Financial Overview**

- **Parking Authority**

Revenue is slightly over the previous year even though bus ticket sales and other related revenue sources were lower than normal. Meter revenue picked up the deficiency as a result of the new pay stations that were installed during 2015. Expenses were higher than previous year due to salary increases, salary related expenses and additional employees needed to cover medical leaves of current employees. As compared to budget, revenues are below budget but are expected to end close to budget at year end. Expenses are below budget and are expected to remain there at year end.

- **Park and Ride**

Revenue is slightly lower than previous year by \$1,500. It is expected to slightly exceed previous year by year end even though parking volume as decreased. Expenses are higher by \$21,000. This is largely due to unexpected building/lot repairs and ongoing plumbing issues.

## **New Business**

- **Professional Services RFP:** RFP's for Accounting, Auditing and Legal services will be advertised for a BID opening date of 01/22/16.
- **2015 Year End Audit:** Holman, Frenia and Allison will be doing preliminary year end audit procedures on December 17 and 18.

## **Unfinished Business**

- **Rate Increase/Restructuring:** A letter and supporting documents, addressed to the Township Business Administrator, Mayor and Counsel, was presented to the Board of Commissioners for review and approval. Upon approval it was presented to the Chairman for signature.
- **New Single Space Meters:** Pending information regarding the requested rate increase.
- **Paver Repair at the Park and Ride:** This repair has been completed.
- **2016 Budget:** The Board of Commissioners requested additional time to review and recommended that a copy be forwarded to Bellu Memoli, the Authority's outside Accounting service for their comments..
- **Municipal Parking Garage Sprinkler System:** This replacement is being sent to the Township and recommended as an expenditure of the Township due to the scope of the replacement and the cost.

## **Open Discussion**

- No public attended the meeting

## **Executive Session**

- No Executive Session was held.

## **Next Meeting Date**

Wednesday, January 27, 2016 @ 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:** Commissioner Brenda Tutela

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

**All in Favor**

Respectfully Submitted,

Pam Piner  
Executive Director