

Township of Toms River Parking Authority

Meeting Minutes

Reorganizational Meeting
February 16, 2023
(January and February Combined)

Call to order

The reorganizational meeting of the Toms River Township Parking Authority was called to order at 4:45 p.m. by Executive Director Pam Piner, 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 Tariq Siddiqui	Present
Commissioner Bill Beining	Present
Commissioner Norvella Lightbody	Present
Commissioner Brenda Tutela	Present
Commissioner Moshe Kupferstein	Present
Commissioner Mike Maulshagen	Present

Additional Attendees are as follows:

Executive Director Pam Piner
Legal Counsel Joe Coronato, Jr.

Public Guests:

None

Election of Board Officers

Chairman Nominated: Tariq Siddiqui

Motion to Accept Nomination and Elect Tariq Siddiqui as Chairman: Commissioner Norvella Lightbody

2nd: Commissioner Bill Beining

All in Favor

Roll Call:

Commissioner Norvella Lightbody	Yes
Commissioner Bill Beining	Yes
Commissioner Brenda Tutela	Yes
Commissioner Moshe Kupferstein	Yes
Commissioner Mike Maulshagen	Yes

The meeting was turned over to Chairman Tariq Siddiqui

Vice Chairman Nominated: Bill Beining

Motion to Accept Nomination and Elect Bill Beining as Vice Chairman:

Commissioner Norvella Lightbody

2nd: Commissioner Brenda Tutela

All in Favor

Roll Call:

Commissioner Norvella Lightbody	Yes
Commissioner Brenda Tutela	Yes
Commissioner Moshe Kupferstein	Yes
Commissioner Mike Maulshagen	Yes
Chairman Tariq Siddiqui	Yes

Secretary Nominated: Norvella Lightbody

Motion to Accept Nomination and Elect Norvella Lightbody as Secretary: Vice Chairman Bill Beining

2nd: Commissioner Brenda Tutela

All in Favor

Roll Call:

Vice Chairman Bill Beining	Yes
Commissioner Brenda Tutela	Yes
Commissioner Moshe Maulshagen	Yes
Commissioner Mike Maulshagen	Yes
Chairman Tariq Siddiqui	Yes

Treasurer Nominated: Brenda Tutela

Motion to Accept Nomination and Elect Brenda Tutela as Treasurer: Secretary Norvella Lightbody

2nd: Vice Chairman Bill Beining

All in Favor

Roll Call:

Secretary Norvella Lightbody	Yes
Vice Chairman Bill Beining	Yes
Commissioner Moshe Kupferstein	Yes
Commissioner Mike Maulshagen	Yes
Chairman Tariq Siddiqui	Yes

Resolution Scheduling Regular Meetings of the Parking Authority Board of Commissioners as the 4th Thursday of each month. With the Exception of November and December.

Thursday, January 26, 2023 at 4:45 p.m. Town Hall – Sunshine Room

Thursday, February 16, 2023 at 4:45 p.m. Town Hall – Sunshine Room

Thursday, March 23, 2023 at 4:45 p.m. Town Hall – Sunshine Room

Thursday, April 27, 2023 at 4:45 p.m. Town Hall – Sunshine Room

Thursday, May 25, 2023 at 4:45 p.m. Town Hall – Sunshine Room

Thursday, June 22, 2023 at 4:45 p.m. Town Hall – Sunshine Room

Thursday, July 27, 2023 at 4:45 p.m. Town Hall – Sunshine Room

Thursday, August 24, 2023 at 4:45 p.m. Town Hall – Sunshine Room

Thursday, September 28, 2023 at 4:45 p.m. Town Hall – Sunshine Room

Thursday, October 26, 2023 at 4:45 p.m. Town Hall – Sunshine Room

Thursday, November 30, 2023 at 4:45 p.m. Town Hall – Sunshine Room

Thursday, December 28, 2023 at 4:45 p.m. Town Hall – Sunshine Room

Motion: Vice Chairman Bill Beining

2nd: Treasurer Brenda Tutela

All in Favor

Resolution Authorizing Commissioners to Sign Checks

Motion: Treasurer Brenda Tutela

2nd: Secretary Norvella Lightbody

All in Favor

Resolution Designating TD Bank as Official Depository

TD Bank will Temporarily remain the Parking Authority's Depository . The Director requested to meet with three other banking establishments, in light of unsatisfactory service from TD Bank. The Commissioners agreed.

Resolution Designating the Asbury Park Press as the Official Newspaper

Motion: Secretary Norvella Lightbody

2nd: Vice Chairman Bill Beining

All in Favor

Resolution Consenting to Appointment of Parking Violation Officers:

Mary McClave – Badge #863

Marian Nadeau – Badge #857

Pamela Piner – Badge #858

Motion: Secretary Norvella Lightbody

2nd: Treasurer Brenda Tutela

All in Favor

Approval of Minutes

Motion to approve the minutes of the October 2022 meeting: Secretary Norvella Lightbody

2nd Motion: Vice Chairman Bill Beining

All in Favor

Motion to approve the minutes of the December 2022 meeting: Vice Chairman Bill Beining

2nd Motion: Secretary Norvella Lightbody

All in Favor

Approval of the February 2023 Bill List for the Parking Authority

Twenty Five (25) checks totaling \$139,603.06 and Thirty Three (33) electronic payments totaling \$51,349.87 and One (1) check from the NJT Trust Account totaling \$67,083.21.

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

2nd Motion: Secretary Norvella Lightbody

All in Favor

Roll Call:

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

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

Ten (10) checks totaling \$13,818.81

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

2nd Motion: Secretary Norvella Lightbody

All in Favor

Roll Call Vote:

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

Financial Overview

- The Parking Authority had YTD revenue as of January 31, 2023 of \$146,313. This is \$1,532 higher than the previous year. Total YTD expenses were \$23,639. An increase of \$1,757 compared to the previous year. Net YTD revenue was \$122,674. A decrease of \$224 compared to 2022. A main contributor for the decrease in net revenue was that the single space meters were dead for the majority of January due to the 5G migration.
 - Total Funds as of 02/16/2023 was \$57,406
 - Unrestricted funds \$5,130
 - Reserve Funds \$27,536
 - Restricted Funds – PERS \$24,740
 - Outstanding payables as of 02/15/2023 was \$63,465 plus \$142,011 of employer’s pension contribution.
 - Total loan balances as 02/15/2023 was \$20,346 plus \$450,000 pending for NJT.
- The Park and Ride had YTD revenue as of January 2023 of \$29,661. An increase of \$927 compared to 2022. YTD expenses were \$12,705 A reduction of \$4,088 compared to 2022. YTD net revenue was \$16,955 an increase of \$5,015 compared to 2022.
 - Total Funds as of 02/16/2023 was \$20,763
 - Unrestricted funds \$12,984
 - Reserved funds \$2,500
 - Restricted Funds – PERS \$5,279
 - Outstanding payables as of 02/15/2023 was \$378,784
 - General payables was \$13,593
 - NJT Draw \$124,000
 - Due to Parking Authority \$241,191

Unfinished Business

- **NJT/DOT Meeting January 11, 2023:** On January 11th Chairman Tariq Siddiqui, Director Pam Piner and Legal Counsel Joe Coronato Jr. met with the DOT, NJT and the Attorney General at NJT Corporate offices to discuss the \$450,000 owed to NJT, the \$241,191 owed to the Parking Authority, the unsigned contract and whether the Parking Authority

was going to continue to sell bus tickets at the Park and Ride. The DOT and NJT decided that they needed to have a meeting between them in order to decide on how to move forward. As of February 16th, nothing has been resolved.

- **Redevelopment Status/Land Sale:** The sale of the land to the Township/Developer closed on December 28, 2022. The funds of \$625,000 were paid to Coronato Law with \$450,000 being escrowed for NJT. The balance of \$125,000 will be dispersed as decided by the Board of Commissioners. There is also a credit of \$75,000 with the Township that the Authority can use for Township assistance with snow plowing, lot maintenance and other tasks as deemed necessary.
- **Maintenance Building Cleanup:** This is at a stand still due to weather and the approval of the shredding of tagged documents from the State. Once warmer weather comes, more time will be spent completing this project. Maintenance on both the walk in doors and the garage doors needs to be done. Pam Piner will contact a door company to have this done.
- **Pay By Cell Only Zones:** The two streets Allen and Court House Lane have worked very well as Pay By Cell only zones. Most people who park here work at the Court House or the Library and are comfortable using technology. No complaints against this change have been received.
- **Single Space 5G Modem Upgrades:** IPS sent two technicians to the Authority to upgrade 75 meter heads to 5G modems. With what has been sent back to IPS and these 75 meters the core downtown is now up and running. The remaining meters will be sent back to IPS as finances allow for modem upgrades and other general maintenance.
- **Liability Insurance Renewal Increase:** Liability/Garage Keepers/Automobile and the Umbrella policies had an increase of 22% for the 2022/2023 coverage period. The Park and Ride reimburses us \$10,000 annually for insurance. This amount has remained the same since 2004 and needs to be increased according to today's policy costs. Joe Coronato, Jr. is going to check on whether the Authority can join the JIF to see if the cost would be lower.

New Business

- **Library Contract:** The purchase order from the Library for the 2023 contract for free Saturday parking in the Municipal Garage was received. It was decided to accept the same contract amount of \$10,000 for 2023.
- **Web Site:** Pam Piner informed the Board that the web site is now current and should remain so going forward. Interactive buttons have been added to help visitors navigate to 3rd party sites and forms as needed.
- **2021 Audit:** The 2021 Audit is complete and Pam Piner said that she is waiting on the draft and to have a meeting with Lauren Holman to go over the results. Lauren Holman asked if they should include the sale of the land even though it actually closed in 2022. The Board decided not to include the final sale until the 2022 audit, the year in which it occurred. This will keep a growing concern comment in the 2021 audit but will eliminate it in 2022.
- **Professional Services RFP's:** RFP's were solicited for the professional services of Auditing, Accounting and Legal/litigation. The following bids were received:
 - Auditing – Homan Frenia & Allison P.C. (no other bids were received)
 - Accounting – Memoli & Associates (no other bids were received)
 - Legal/Litigations – Coronato Law (no other bids were received)

A motion was made to accept the bids that were submitted for each professional services category: Vice Chairman Bill Beining

2nd Motion: Secretary Norvella Lightbody

Roll Call Vote:

Vice Chairman Bill Beining	Yes
Secretary Norvella Lightbody	Yes
Treasurer Brenda Tutela	Yes

Commissioner Moshe Kupferstein	Yes
Commissioner Mike Maulshagen	Yes
Chairman Tariq Siddiqui	Yes

- **Planning Committee:** The Board of Commissioners created a planning committee that will meet prior to each monthly public meeting. This committee will meet with the Director Pam Piner and address any issues that need attention and come up with a tentative resolution to present to the full Board at the monthly meeting. Vice Chairman Bill Beining will lead this committee with other members being Secretary Norvella Lightbody and Treasurer Brenda Tutela. Bill Beining will advise Pam Piner of the first meeting date.
- **Wells Fargo Lot:** An increased number of Post Office employees are avoiding purchasing a parking decal by parking in the Wells Fargo lot. Pam Piner suggested that the Authority reach out to the owner of this property and see if an agreement can be made to allow the Authority jurisdiction over this lot. The Commissioners agreed that this would be beneficial. Especially with the eventual closure of Lots E and H.
- **Street Meter Repairs – In House:** Pam Piner requested the approval to have Anthony Llamo who is employed with the Township in the IT Department to do in-house maintenance on the single space meter heads, such as screen replacements and card reader replacements. This would be cheaper and more time conducive than sending the meters back to San Diego for maintenance. He would be added to payroll at a rate of \$81.50/hour and is expected to do 6 to 7 meters an hour. The rate is the same as what the Township would charge if it were done through an inter-local. The Township Business Administrator and the IT Manager approved Anthony to work with the Authority on his own time without issue. His service aren't expected to be required on a regular basis but will allow defective meters to be repaired and reinstalled in days versus weeks.
- **Part Time Maintenance Person:** Pam Piner requested approval for a part time maintenance person to assist with garbage in the Municipal Garage, parking lots, storage garages and other tasks as needed. The person in mind is able to provide 4 hours per week which is sufficient to get these tasks completed.
- **Health Insurance Increase:** Pam Piner informed the Commissioners that health insurance costs experienced a 20% increase in premium costs even with being in the Health Insurance Joint Insurance Fund.
- **2023 Budget:** The 2023 Budget can be completed once the 2021 audit is completed. The synopsis and Resolution are required to be publicized prior to submission. An affidavit of publishing is required from the paper publishing the information. Information from the 2021 audit is also needed in order to complete the budget.
- **Request for the \$5,405 still owed to Holman for the 2021 audit be paid from the land sale proceeds:** Pam Piner request approval to pay the balance owed for the 2021 audit of \$5,405 be paid out of the remaining proceeds from the land sale. Vice Chairman Bill Beining recommended that this be paid out of the funds still available from the dump truck sale.

Public Comments/Questions

- None

Executive Session

- None

Next Meeting Date

Thursday, March 23, 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: Vice Chairman Bill Beining

2nd Motion: Treasurer Brenda Tutela

All in Favor

Respectfully Submitted,

Pam Piner
Executive Director