

# Township of Toms River Parking Authority

## Meeting Minutes

Regular Meeting  
May 23, 2019

### Call to order

The regular meeting of the Toms River Township Parking Authority was called to order at 4:45 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	Absent
Commissioner Brenda Tutela	Absent

Additional Attendees are as follows:

Executive Director Pam Piner  
Legal Counsel Tom Gannon  
Holman, Frenia & Allison, P.C.: Lauren Holman and Dana Montanelli

Public Guests:

None

**Presentation of the 2018 Year End Audit and Financial Statements:** The 2018 yearend audit result and financial statements were presented to the Board of Commissioner by Holman, Frenia and Allison. The findings showed that the Authority made a substantial financial improvement and that there was no "Growing Concern" comment in the audit review. The State of NJ initiated GASB 75, *Accounting and Financial Reporting for Post-employment Benefits Other than Pensions*, to begin with the audit and financial statements for yearend 2018. Because this number is substantial and was not a part of the 2017 financial statements, previous year comparisons are not documented in the current yearend reporting. The management letter included a comment regarding street meter collections. There was collection weeks where the amount counted exceeded the amount on the collection report (by more than 4%) which is generated by the meter software. All the variances were in the Authority's favor and could be caused by various elements outside of the Authority's ability to eliminate. An acceptable variance is +/- 3%. This was only documented to inform the Board of Commissioners that this variance exists. One comment 2018-001 was included in the audit results and required a "Corrective Action Plan":

***Comment 2018-001:*** *It was noted during the audit of the vending machine collection testing that the vending machine cash count sheets did not have a second reviewer of the cash collected against the vending machine report.*

**Recommendation:** Good business practice requires that two people are present during cash counts or a second employee review the cash collected against the vending machine report on a timely basis.

**Management's Response:** A second person was not present because each vending machine provides a historical cash received amount when collected. The amounts counted were then compared to the digital amounts of cash received and against the digital amounts received from the prior collection. The amounts provided by the vending machines are digitally displayed and manually recorded. No print out is available. Beginning with the next collection for May 2019, snapshots will be taken of each screen on the vending machines showing the amount of historical cash at the time of collection. These snapshots will be included with the monthly vending count report.

**A motion was made to accept the audit review and Financial Statements for the accounting year 2018 as presented to the Board of Commissioners by Holman, Frenia and Allison:**

Treasurer Bill Beining

**2<sup>nd</sup> Motion:** Vice Chairman Tariq Siddiqui

**All in Favor**

**Roll Call Vote:**

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

**Approval of Minutes**

**Motion to accept the Minutes of the May 2, 2019 (April) meeting:** Secretary Norvella Lightbody

**2<sup>nd</sup> Motion:** Vice Chairman Tariq Siddiqui

**Approval of the May 2019 Bill List for the Parking Authority**

Twenty Two (22) checks totaling \$255,200.30

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

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

**All in Favor**

**Roll Call Vote:**

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

**Approval of the May 2019 Bill List for the Park and Ride**

Twelve (12) checks totaling \$22,932.52

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

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

**All in Favor**

**Roll Call Vote:**

Chairman Mike Sutton	Yes
Vice Chairman Tariq Siddiqui	Yes
Secretary Norvella Lightbody	Yes

Treasurer Bill Beining	Yes
Vice Treasurer Richard J. Banach	Absent
Commissioner Brenda Tutela	Absent

### **Financial Overview**

- Revenue for the Parking Authority through April 30, 2019 was \$24,643 higher than 2018. The Ocean County Library's annual payment of \$10,000 is still pending and is expected to be received in June. Administrative expenses were \$11,995 lower than 2018 and Operational expenses were \$42,850 lower than in 2018. Year to date net revenue for 2019 is \$80,461 higher than in 2018.
- Revenue for the Park and Ride through April 30, 2019 was \$2,400 higher than 2018 with expenses being lower by \$7,980. Year to date net revenue for the Park and Ride is \$10,380 higher than it was in 2018.
- The combined full year projection for the "Change in Net Position" is expected to be \$131,192 an improvement of \$78,936 from 2018.

### **Unfinished Business**

- **Library Contract** Payment is expected to be received from the Library by the first week in June. Both parties are in agreeance with the new contract recommendations.
- **New Meter Modems** Waiting for the vendors to begin accepting orders.

### **New Business**

- **Paychex – Section 125 Plan** This plan was established in 2011 and was never used by any employee. There is currently a \$1,100 initial deposit that was made when the plan was set up to cover any employee claims until deductions from employee checks began. However, Paychex now claims that the \$1,100 was an actual setup cost. The Auditors have been unsuccessful in verifying this deposit and has recommended that the account be closed and the \$1,100 be written off.
- **New Web Site Proposal** A quote was received for \$3,500 to create a new web site that would allow interaction and redirection to other related sites. The Board asked for additional information regarding the company and the website plan before approving. The Board of Commissioners were concerned about spending and suggested that this could possibly be deferred.

### **Public Comments/Questions**

- None

**Executive Session** No Executive Session was held

### **Next Meeting Date**

Thursday, June 27, 2019 @ 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

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

**All in Favor**

Respectfully Submitted,

Pam Piner  
Executive Director