

Township of Toms River Parking Authority

Meeting Minutes

Regular Meeting
September 2020
(Held October 1, 2020)

Call to order

The regular meeting of the Toms River Township Parking Authority was called to order at 4:45 p.m. by Chairman Tariq Siddiqui who also led those present in the flag salute. This meeting was in person in the Lomell Room of Town Hall.

Open Public Meetings Act Statement

This meeting was 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	Present
Treasurer Richard J. Banach	Present
Vice Treasurer Brenda Tutela	Present
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

Motions to accept the Minutes of the August 2020 Minutes: Secretary Norvella Lightbody

2nd Motion: Vice Chairman Bill Beining

Approval of the September 2020 Bill List for the Parking Authority

Nineteen (19) checks totaling \$76,256.39

Motion to accept bill list for the Parking Authority: Secretary Norvella Lightbody

2nd Motion: Vice Chairman Bill Beining

All in Favor

Roll Call:

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

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

Twelve (12) checks totaling \$3,759.32

Motion to accept bill list for the Park and Ride: Secretary Norvella Lightbody

2nd Motion: Vice Chairman Bill Beining

All in Favor

Roll Call Vote:

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

Financial Overview

2019 Audit: Holman, Frenia and Allison presented the 2019 Audit results and Financial Statements to the Board Members that were present at the September 24th meeting which had to be postponed due to not having a quorum. The findings were presented to the entire Board at this meeting by the Board members who were present during Holman's presentation. A motion was made to accept the 2019 Audit findings and Financial Statements as they were presented by Laura Homan.

Motion to approve the 2019 Year End Audit and Financial Statements as presented by Holman, Frenia and Allison: Chairman Tariq Siddiqui

2nd Motion: Vice Chairman Bill Beining

All in Favor

Roll Call Vote

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

Parking Authority: Revenue for the Parking Authority in August was \$33,587. \$9,069 higher than July, which was the highest since April. Expenses were \$41,382, which were \$7,798 lower than July. The Authority is still playing catch up on expenses and is beginning to experience lower costs, as a result, of major changes made due to COVID-19. August's net revenue was (\$7,795). Even though the month ended with a deficit, it was the best month since February.

Park and Ride: Revenue in August was \$3,662. \$1,228 lower than July. Expenses were \$10,920, which was \$1,765 lower than July. Expenses have continued to decline each month since May. Net Revenue was (\$7,258). Even though August ended with a deficit, it is the best month since March.

Unfinished Business

- **2020 Budget:** The COVID-19 revision was presented and approved by the Board of Commissioner.

Motion to approve the revised 2020 Budget because of COVID-19: Commissioner Justin Lamb

2nd Motion: Vice Chairman Bill Beining

All in Favor

Roll Call Vote

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

- **Library Contract:** The Director recommended that the Board of Commissioners consider a revision to the terms of the 2021 contract. Saturday is the busiest day of the week for parking in the summer. The majority of people who take advantage of the free parking offered by the Library in the garage are visiting Water Street Bar and Grill. This is a major loss in revenue for the Authority.
- **On Street Rate Increases** – On Hold
- **Off Street Rate Increases** – On Hold
- **Decal Costs** – On Hold
- **Fine Amounts** On Hold

New Business

- **Meeting with the Township on 9/15/2020:** Tariq Siddiqui, Chairman, Bill Beining, Vice Chairman and Pam Piner, Executive Director met with Lou Amoroso, Township Business Administrator and Alexander Davidson Township CFO regarding the rate increases. The Township was not in favor of increasing the parking rates based on feedback received from the BID. Because the Township was also experiencing a negative impact from COVID-19, they were also not able to extend a loan to the Authority.
- **The Sale of Lot H:** Discussion took place regarding the Authority selling the parking lot located on the corner of Irons and West Water Street. The Board of Commissioners asked Treasurer Richard J. Banach if he would be able to obtain or provide an estimated value for the lot.
- **Sale of the Bobcat:** Discussion took place about selling the 2016 Bobcat that the Authority owned. The Board of Commissioners asked the Director to obtain an estimated retail value and to see if Garden State Bobcat would sell the Bobcat and equipment on consignment.
- **Santander Loan:** The Board of Commissioners discussed the continuation of obtaining a \$250,000 loan from Santander Bank. The bank had provided a verbal approval. The terms of the loan would be:
 - One year's payments, to be deposited, into an interesting bearing account in the Authority's name.
 - 3.25% interest rate
 - 15 year term
 - Payments to be made annually
- A motion was made for the Director to proceed with securing this loan.
Motion to authorize the Director to proceed with securing a \$250,000 loan with Santander Bank based on the terms provided. Vice Chairman Bill Beining
2nd Motion: Treasurer Richard J. Banach
All in Favor

Public Comments/Questions

- None

Executive Session

No executive session was held.

Next Meeting Date

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