

Township of Toms River Parking Authority

Meeting Minutes

Regular Meeting
September 19, 2018

Call to order

The regular meeting of the Toms River Township Parking Authority was called to order at 4:45 p.m. by Vice Chairman Tariq Siddiqui 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	Absent
Commissioner/Secretary Norvella Lightbody	Present
Commissioner/Vice Treasurer Richard Banach	Present
Commissioner Brenda Tutela	Absent

Additional Attendees are as follows:

Executive Director Pam Piner
Tom Gannon – Hirling, Gannon and McKenna

Public Guests:

None

Approval of Minutes

August 2018 minutes tabled until September meeting. Did not have a quorum of attendees to approve.

Approval of the August 2018 Bill List for the Parking Authority

Twenty Six (26) checks totaling \$311,417.02.

Motion to accept bill list for the Parking Authority: Vice Treasurer Richard J. Banach

2nd Motion: Vice Chairman Tariq Siddiqui

All in Favor

Approval of the September 2018 Bill List for the Parking Authority

Nineteen (19) checks totaling \$299,060.98.

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

2nd Motion: Vice Treasurer Richard J. Banach

All in Favor

Approval of the August 2018 Bill List for the Park and Ride

Fifteen (15) checks totaling \$14,901.81

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

2nd Motion: Vice Treasurer Richard J. Banach

All in Favor

Approval of the September 2018 Bill List for the Park and Ride

Fifteen (15) checks totaling \$29,529.57

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

2nd Motion: Vice Chairman Tariq Siddiqui

All in Favor

Financial Overview

The financial position of the Authority continued to improve Through August. As of August 31, 2018 the Authority's net position was \$21,211. Net position for the full year is projected to be \$11,928. This is will be an improvement of \$315,622 compared to \$(303,694) at year end 2017. This improvement is a result of both an increase in revenue and a decrease in expenses.

New Business

- There was no new business on the Agenda. However, Vice Treasurer Richard J. Banach requested that the Board meeting be changed to the 4th Thursday of each month. Commissioners in attendance agreed but tabled the decision until the two absent members had a chance to respond.

Old Business

- **Meeting with NJ DOT Regarding Soil Remediation at the Park and Ride**
A meeting has been scheduled for Wednesday, September 26 at 10:00 am in the Lommel Room at Town Hall between the NJDOT, New Jersey Transit, Parking Authority and New Jersey Natural Gas. This meeting has been scheduled to discuss the remediation process and timeline that will be done on the Park and Ride property.

General Discussion

- None

Public Comments/Questions

- None

Executive Session

A motion was made to leave the public session and to go into an Executive Session to discuss personnel issues: Secretary Norvella Lightbody

2nd Motion: Vice Treasurer Richard J. Banach

All in Favor

A motion was made to leave the Executive Session and to return to the Public Session:
Secretary Norvella Lightbody

2nd Motion: Vice Treasurer Richard J. Banach

All in Favor

During the Executive Session, Pam Piner, Director presented the Board of Commissioners with a letter she received from Ken Kufall, Operations Manager, tendering his resignation effective immediately. The letter did not state a reason for the resignation. Ken Kufall has been on FML beginning in June. Jay Werking has been performing Mr. Kufall's duties during his absence.

A motion was made to accept Ken Kufall's resignation effective immediately: Secretary Norvella Lightbody

2nd Motion: Vice Treasurer Richard J. Banach

All in Favor

A discussion continued regarding Jay Werking who has been performing a majority of Ken Kufall's duties during Mr. Kufall's Absence. It was decided to postpone replacing the Operation Manager's position but to offer a bonus to Jay Werking while he is fulling these duties. This bonus will be \$400 per pay period retroactive to August 1, 2018.

A motion was made to postpone the permanent replacement of the Operation Manager's position and to pay Jay Werking a \$400 per pay period bonus retroactive to August 1, 2018. This will be discussed again no later than six months: Secretary Norvella Lightbody

2nd Motion: Vice Chairman Tariq Siddiqui

All in Favor

Next Meeting Date

Wednesday, October 24, 2018 @ 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

2nd Motion: Vice Treasurer Richard J. Banach

All in Favor

Respectfully Submitted,

Pam Piner
Executive Director