

Township of Toms River Parking Authority

Meeting Minutes

Regular Meeting
July 22, 2015

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	Absent
Commissioner/Treasurer Bill Beining	Present
Commissioner/Secretary Norvella Lightbody	Present
Commissioner/Vice Treasurer Richard Banach	Absent
Commissioner Brenda Tutela	Present

Additional Attendees are as follows:

Executive Director Pam Piner
Operations Manager Ken Kufall
Legal Counsel Mr. Mike McKenna

Approval of Minutes

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

2nd Motion: Secretary Norvella Lightbody

All in Favor

Approval of the July 2015 bill list for the Parking Authority

Thirty One (31) Checks Totaling \$339,905.66

Motion to accept bill list for the Parking Authority: Commissioner Brenda Tutela

2nd Motion: Secretary Norvella Lightbody

All in Favor

Approval of the July 2015 bill list for the Park and Ride

Sixteen (16) Checks Totaling \$96,487.68

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

2nd Motion: Secretary Norvella Lightbody

All in Favor

Financial Overview

- **Parking Authority**

Revenue is slightly higher than the previous year with the exception of bus ticket commissions, vending and ATM fees. NJT released a phone app which allows commuters

to purchase their bus tickets using their cell phone. This may be having an impact which is reducing the amount of bus tickets being sold at the terminal. Expenses are higher than previous year due to increases in salary expense and related benefits.

- **Park and Ride**

Revenue and expenses are right on target as compared to previous year. Revenue is expected to exceed the previous year as we go through the summer.

New Business

- No new business was discussed.

Unfinished Business

- **Rate Increase/Restructuring:** In process
- **New Single Space Meters:** All single space meters will be removed from lot H (southeast corner of W. Water Street and Irons Street) and replaced with a multi space pay station. This will lower the number of new single space meters to be replaced by 113 which will lower the one time cost by \$42,700 and the monthly reoccurring cost by \$650. The Commissioners approved the purchase of one (1) Digital Luke II pay station and 220 IPS single space meters. The Luke II pay station will be purchased through the Cranford co-op and the IPS single space meters will be purchased through the New Jersey Parking co-op.

Motion to approve the purchase of one Digital Pay Station through the Cranford Co-op and 220 IPS Single Space Meters through the New Jersey Parking Co-op:

Treasurer Bill Beining

2nd Motion: Commissioner Brenda Tutela

All in Favor

Open Discussion

- No public attended the meeting

Executive Session

- An Executive Session was held to discuss the termination of Robert Pentz effective back to his suspension date of April 5, 2012.

Motion made by: Secretary Norvella Lightbody

2nd Motion: Treasurer Bill Beining

A Roll Call Vote was Taken:

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

Next Meeting Date

Wednesday, August 26, 2015 @ 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: Treasurer Bill Beining

2nd Motion: Secretary Norvella Lightbody

All in Favor

Respectfully Submitted,

Pam Piner
Executive Director