

Township of Toms River Parking Authority

Meeting Minutes

Regular Meeting

March 30, 2023

(Rescheduled from March 23, 2023)

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.

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:

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

Additional Attendees are as follows:

Executive Director Pam Piner
Legal Counsel Joe Coronato, Jr.
Lauren Holman, Holman, Frenia and Allison

Public Guests:

None

Approval of Minutes

Motion to approve the minutes of the February 2023 meeting: Vice Chairman Bill Beining

2nd Motion: Secretary Norvella Lightbody

All in Favor

Approval of the March 2023 Bill List for the Parking Authority

Twenty Four (24) checks totaling \$55,442.91 and Thirty Three (33) electronic payments totaling \$34,480.41 and Three (3) checks from the NJT Trust Account totaling \$55,335.59.

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	Absent
Commissioner Moshe Kupferstein	Absent

Commissioner Mike Maulshagen Yes
Chairman Tariq Siddiqui Yes

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

Seven (7) checks totaling \$7,476.15

Motion to accept bill list for the Park and Ride: Vice Chairman Bill Beining

2nd Motion: Secretary Norvella Lightbody

All in Favor

Roll Call Vote:

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

Financial Overview

- The Parking Authority had YTD revenue as of February 2023 of \$173,284. This is \$7,576 Lower than the previous year. Total YTD expenses were \$60,661. An increase of \$3,602 compared to the previous year. Net YTD revenue was \$112,623. A decrease of \$11,178 compared to 2022..
 - Total Funds as of 03/30/23 was \$54,415
 - Unrestricted funds \$4,877
 - Reserve Funds \$24,798
 - Restricted Funds – PERS \$24,740
 - Outstanding payables as of 03/30/2023 was \$38,694 plus \$176,372 of employer’s pension contribution of which \$34,361 is current and will be paid in April 2023.
 - Total loan balances, as 03/30/2023 was \$16,977 plus \$450,000 pending for NJT.
- The Park and Ride had YTD revenue as of February 2023 of \$46,006. An increase of \$6,983 compared to 2022. YTD expenses were \$31,679. A reduction of \$6,733 compared to 2022. YTD net revenue was \$14,327 an increase of \$13,716 compared to 2022.
 - Total Funds as of 03/30/2023 was \$15,058
 - Unrestricted funds \$7,279
 - Reserved funds \$2,500
 - Restricted Funds – PERS \$5,279
 - Outstanding payables as of 03/30/2023 was \$384,795
 - General payables was \$15,604
 - NJT Draw \$128,000
 - Due to Parking Authority \$241,191

Unfinished Business

- **NJ/DOT Agreement:** Joe Coronato, Jr. said that he had a Zoom conversation with NJT and they want the entire \$450,000. The concern is that once NJT is paid in full, they will not resolve the issue of the expired contract, which has been expired since 2004. The Board of Commissioners have provided Joe Coronato, Jr. with several scenerios to give NJT a portion of the payment as a “good faith” gesture, but NJT has refused all offers. The Board of Commissioners will continue to push for the expired contract resolution.
- **Maintenance Building Cleanup:** The walk through doors and all of the garage doors have been repaired and now open properly and easily. The boxes that were marked and

approved by the State for destruction have been picked up by Shred-It. This will now allow for additional space to be used to continue the organization and clean up of the maintenance buildings.

- **2023 Budget:** The 2023 Budget is pending the approval of the final audit report for 2021. There are figures from the audit required to complete the 2023 budget.

New Business

- **2021 Year End Audit Presentation:** Lauren Holman from Holman, Frenia and Allison presented the final audit findings and financial reports for 2021. The audit report and financial statements were approved by the Board of Commissioners with a few minor non-material changes.

A motion was made to accept the 2021 Audit and Financial Reports as presented by Lauren Holman of Holman, Frenia and Allison P.C.: Vice Chairman Bill Beining

2nd Motion: Secretary Norvella Lightbody

Roll Call Vote:

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

- **MUA Shared Services Agreement for 2023:** The approval for this agreement was postponed until the next meeting. There was no quorum for the vote as Chairman Tariq Siddiqui had to abstain due to a conflict of interest.
- **Planning Committee Meeting:** Vice Chairman Bill Beining held the first Planning Committee meeting on March 16, 2023. Minutes of the meeting are attached. Vice Chairman Bill Beining presented to the Board the discussions and recommendations the resulted during this meeting.
- **Resolution to use \$25,000 from the land sale proceeds to pay liabilities still past due because of COVID.** A request in the form of a Resolution was presented as one of the items discussed at the Planning Committee meeting. The Resolution was requesting that payment of liabilities that have been past due since Covid be paid using \$25,000 from the land sale funds. Secretary Norvella Lightbody expressed concerns that the Benecard, Central New Jersey Health Insurance Fund and United Healthcare invoices included in this resolution had invoice dates of 2023. Director Pam Piner explained that these liabilities were for employee health benefits and have been 2 months past due since Covid. The vendors have been patient but would like for these to be brought current. Health benefits are normally paid 1 month in advance. But because of the financial difficulty experienced by the Authority as a result of Covid, these liabilities continue to stay 2 months past due. Secretary Norvella Lightbody explained that her concern was that the remaining land sale funds were used to bring the Authority forward from Covid and not used as current operating funds. Both Chairman Tariq Siddiqui and Vice Chairman Bill Beining assured her that these liabilities fell into the category of past due liabilities because of Covid. The Resolution would be updated to clarify that the Benecard, Central Jersey Health Ins., and United Healthcare were continually 2 months past due because of and since Covid even though the invoices had dates of 2023.

A motion was made to approve using and exact amount of \$24,930.56 from the land sale proceeds to bring past due liabilities as a result of Covid to a current or paid in full status: Vice Chairman Bill Beining

2nd Motion: Commissioner Mike Maulshagen

Roll Call Vote:

Vice Chairman Bill Beining	Yes
Commissioner Mike Maulshagen	Yes

Secretary Norvella Lightbody	Yes
Treasurer Brenda Tutela	Absent
Commissioner Moshe Kupferstein	Absent
Chairman Tariq Siddiqui	Yes

- **Resolution to use funds from the remaining funds of the sale of the dump truck to pay the balance owed to Heiring, Gannon & McKenna:** A balance of \$3,019.27 is still owed to Heiring, Gannon & McKenna for legal services provided prior to Covid and the passing of Mr. Gannon. This will leave funds of \$7,625 from the sale of the dump truck.

Motion to pay the balance owed to Heiring, Gannon & McKenna of \$3,019 from funds still available from the sale of the dump truck: Vice Chairman Bill Beining

2nd Motion: Commissioner Mike Maulshagen

Roll Call Vote:

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

- **Resolution to transfer bank accounts from TD Bank to Ocean First Bank:**

Commissioner Mike Maulshagen

2nd Motion: Vice Chairman Bill Beining

Roll Call Vote:

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

- **Replacement of existing part-time ticket agent:** Director Pam Piner informed the Board that the current part-time ticket agent who worked on the weekends submitted their two week notice. Until a replacement can be found, the bus ticket window will only be open on Saturdays and closed on Sundays.

- **Approval for an additional part time Enforcement Officer and an additional part time Bus Ticket Agent and a part time Maintenance Employee:** Vice Chairman Bill Beining informed the Board that the Planning Committee had also discussed the need for additional employees in order for the Authority to move forward from Covid. The 3 additional positions would be part time at 24 hours per week. The part time Maintenance and part time Bus Ticket Sales positions would have a starting hourly wage of \$17.00 and the part time Enforcement Officer position would have a starting hourly wage of \$21.00.

Motion to approve the following part time positions: Vice Chairman Bill Beining

Bus Ticket Agent	24 hours per week	\$17.00/hour
Maintenance	24 hours per week	\$17.00/hour
Enforcement Officer	24 hours per week	\$21.00/hour

2nd Motion: Commissioner Mike Maulshagen

Roll Call Vote

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

Public Comments/Questions

- None

Executive Session

- None

Next Meeting Date

Thursday, April 27, 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: Commissioner Mike Maulshagen

All in Favor

Respectfully Submitted,

Pam Piner
Executive Director