

Township of Toms River Parking Authority

Meeting Minutes

Regular Meeting
October 24, 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	Absent
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	Present

Additional Attendees are as follows:

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

Public Guests:

None

Approval of Minutes

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

September 2018 minutes tabled until November meeting. Did not have a quorum of attendees to approve. Minutes needed to be amended stating that the meeting was called to order by Chairman Mike Sutton, not Vice Chairman Tariq Siddiqui.

Approval of the October 2018 Bill List for the Parking Authority

Thirty (30) checks totaling \$297,142.51.

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

2nd Motion: Treasurer Bill Beining

All in Favor

Abstention: Vice Chairman Tariq Siddiqui abstained from all TRMUA payments due to conflict of interest.

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

Thirteen (13) checks totaling \$11,297.36

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

2nd Motion: Commissioner Brenda Tutela

All in Favor

Financial Overview

The financial position of the Authority continued to improve Through September. As of September 30, 2018 the Authority's net position was \$65,029. Net position for the full year is projected to be \$5,735. This is will be an improvement of \$309,429 as compared to \$(303,694) at year end 2017. The month of September the Authority had a positive net revenue of \$2,918. This improvement is a result of both an increase in revenue and a decrease in expenses.

New Business

- **Library Contract:** During the month of September parking summons were written on a Saturday in PG2 in error. The PEO did not know that the 2nd level of the garage was a part of the agreement with the Library for free parking on Saturdays. The Library's attorney submitted an OPRA form requesting the number of tickets written for this date and the number of tickets written for the past three years as well as parking revenue received. This information was forwarded to him. Most of the tickets written on the Saturday of concern were dismissed and those who paid will be refunded. This was an isolated incident and did not involve the three years prior. The contract with the Library expires January 31, 2019 and with the increase in businesses in the downtown area, it should be reviewed for eliminating the 2nd level and /or a cost increase.

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.
- **Inter-local with the TRBOE for Lot J:** This contract is up for renewal. Current contract will be forwarded to Tom Gannon for review and for a new draft to be written.
- **2018 League of Municipalities:** Vouchers for admission to the League of Municipalities were provided to each Commissioner if they should decide to attend.
- **2019 Budget:** Pam Piner stated that the 2019 Budget would be completed and provided to the Commissioners prior to the next meeting for their review. It will be on November's Agenda for approval.
- **Insurance Renewal/Bids:** The Authority's current insurance services provider was the only submission. The new coverage takes effect November 1, 2018. The renewal experience a small increase of \$4,000.

General Discussion

- None

Public Comments/Questions

- None

Executive Session

- None

Next Meeting Date

Thursday, November 29, 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: Treasurer Bill Beining
2nd Motion: Commissioner Brenda Tutela
All in Favor

Respectfully Submitted,

Pam Piner
Executive Director