

# Township of Toms River Parking Authority

## Meeting Minutes

Regular Meeting  
April 22, 2021

### 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, Bill Beining 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 by phone
Vice Chairman Bill Beining	Present
Secretary Norvella Lightbody	Absent
Treasurer Richard Banach	Present
Vice Treasurer Brenda Tutela	Present
Commissioner Mike Sutton	Present

Additional Attendees are as follows:

Executive Director Pam Piner  
Joe Coronato, Jr., Coronato Law

Public Guests:

None

### Approval of Minutes

Approval of March minutes delayed until May meeting, no quorum of March attendees.

### Approval of the April 2021 Bill List for the Parking Authority

Twenty (20) checks totaling \$49,710.43

**Motion to accept bill list for the Parking Authority:** Commissioner Mike Sutton

**2<sup>nd</sup> Motion:** Chairman Tariq Siddiqui

**All in Favor**

**Roll Call:**

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

### Approval of the April 2021 Bill List for the Park and Ride

Eight (8) checks totaling \$7,635.25

**Motion to accept bill list for the Park and Ride:** Vice Treasurer Brenda Tutela

**2<sup>nd</sup> Motion:** Commissioner Mike Sutton

**All in Favor**

**Roll Call Vote:**

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

**Financial Overview**

- The Parking Authority had revenue of \$29,662 in March 2021. Total revenue for the month was (\$6,384) lower than the previous March which was still in the pre-covid stage. Total expenses were \$27,892. A reduction of (\$21,074) compared to the previous year. Net revenue was \$1,770 an actual improvement of \$14,690.46 compared to March 2020. This improvement in net revenue is the result of both eliminating as much expense as possible and a slight increase in revenue.
- YTD revenue for the Parking Authority was \$170,428 as of March 31, 2021. A reduction of \$88,571 from 2020 pre-covid. YTD expenses were \$78,791 a reduction of \$95,009.17 from the previous year. YTD net revenue is \$91,637.
  - Total available funds as of 4/29/21 was \$15,777
  - Outstanding payables as of 4/29/21 was \$66,528 plus \$150,179 of employer's pension contribution.
  - Total loan balances as of 4/29/21 was \$92,054 plus \$450,000 pending for NJT.
- The Park and Ride had revenue of \$8,666 in March 2021. An increase of \$893 compared to March 2020. Even though the first quarter of 2020 was considered pre-covid, the Park and Ride began feeling the effects as early as February. Expenses were \$18,332 compared to \$23,498 in March of 2020, a reduction of \$5,166. Net revenue is still a deficit of \$(9,665) compared to \$(15,725) in 2020. Even though net revenue is still a deficit there was an improvement of \$6,059. YTD revenue for the first quarter of 2021 was \$37,664 compared to \$110,429.95 in 2020. A reduction of \$72,766. YTD expenses are \$53,042 compared to \$63,817 in 2020. A reduction of \$10,775. Net revenue for the first quarter of 2021 was \$(15,379) compared to \$46,813 in 2020. This is a decline of \$61,992.
  - Total available funds as of 4/29/21 was \$2,514
  - Outstanding payables as of 4/29/21 was \$209,119
    - General payables was \$3,221, status current
    - NJT Draw \$44,000
    - Due to Parking Authority \$161,898

**Unfinished Business**

- **Rate Increases:** On hold
- **Bobcat Sale:** No bids were accepted on the sale of the Bobcat. Lou Amoruso, Toms River Business Administrator had mentioned to Pam Piner that the Township may be interested in purchasing it and requested the specifications.
- **NJT Status:** This is an on-going issue.
- **Refinance Meter Loan:** All requested information has been provided to the lender. Waiting for a response or request for additional information.
- **Lawn Care:** The riding lawn mower was retrieved from the MUA. It is in running condition and Scott Petersen was able to mow the Park and Ride facility. Pam Piner has been reaching out to the MUA for assistance with mowing the other lots through the shared services agreement.

- **Marine Building Utilities:** The Toms River School District has vacated the marine building and has reimbursed the Parking Authority for all applicable utility expenses. The utilities are currently in the name of the Authority even though the Township owns the property. Before shutting the utilities off, Pam Piner reached out to Lou Amoruso to see if the utilities should be transferred into the Township's name vs. closing the accounts. He requested that nothing be done until he could consult with the proper people within the Township.
- **Single Space Meter Modem Upgrade:** The Board of Commissioners decided to postpone any modem upgrades on the single space meters until the Authority was in a better financial position. The current modems will function until December 2022.

### New Business

- **2021 Budget:** The 2021 Budget was presented to the Board of Commissioners for approval.  
**Motion to approve the 2021 Budget as presented to the Board of Commissioners:** Vice Chairman Bill Beining  
**2<sup>nd</sup> Motion:** Commissioner Mike Sutton  
**All in Favor**  
**Roll Call Vote:**

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

A Late Budget Resolution was required to be submitted along with the Budget.  
**Motion to approve the Late Budget Resolution:** Vice Chairman Bill Beining  
**2<sup>nd</sup> Motion:** Commissioner Mike Sutton  
**All in Favor**  
**Roll Call Vote**

Vice Chairman Bill Beining	Yes
Commissioner Mike Sutton	Yes
Secretary Norvella Lightbody	Absent
Treasurer Richard J. Banach	Yes
Vice Treasurer Brenda Tutela	Yes
Chairman Tariq Siddiqui	Yes
- **TRMUA Inter-local Agreement Resolution:** The Board of Commissioners decided to renew the shared services agreement with the TRMUA.  
**Motion to renew the shared services agreement with the TRMUA:** Vice Chairman Bill Beining  
**2<sup>nd</sup> Motion:** Treasurer Richard J. Banach  
**All in Favor**  
**Roll Call Vote**

Vice Chairman Bill Beining	Yes
Treasurer Richard J. Banach	Yes
Secretary Norvella Lightbody	Absent
Vice Treasurer Brenda Tutela	Yes
Commissioner Mike Sutton	Yes
Chairman Tariq Siddiqui	Abstain due to conflict of interest
- **New Jersey Park Authority Directors' Meeting:** Pam Piner mentioned that she had received a call from the Legal Counsel for Fort Lee Parking Authority. He wanted to assemble all Directors to see how each Parking Authority was surviving Covid and to brain

storm on how to change legislation so that Authorities could receive covid relief. Currently, Parking Authorities are not eligible for any government grant.

- **Portable Bathrooms at the Park and Ride:** The Bus Supervisor for New Jersey Transit Bus Company requested that portable bathrooms be placed at the bus terminal for bus drivers to use after hours. Pam Piner stated that she told him that NJT would have to have them placed and to cover the cost. The Park and Ride is not generating enough revenue to support an additional expense.
- **Assistance from the Township and County:** This will be pursued with on-going efforts.
- **Hours of Enforcement Expansion:** This topic was not discussed.
- **Lot Appraisal/Sale – Meeting with the Township:** A copy of the appraisal initiated by the Township was received. This is an on-going issue that will be documented once completed.
- **Lot C (Huddy Park) Development Issue:** It was discovered that the Huddy Park (Lot C) parking lot was inventoried as open space by the Township many years in the past. This needs to be changed in order for the planned development to move forward.
- **COVID Phase 4 Grant:** Pam Piner stated that a Phase 4 Covid Grant was going to be available and as soon as applications were being accepted she would apply. The expected application date is the week of May 12, 2021.
- **Justin Lamb Resignation:** Justin Lamb submitted a written resignation for the Parking Authority Board of Commissioners prior to the meeting.

#### **Public Comments/Questions**

- None

#### **Executive Session**

- None

#### **Next Meeting Date**

Thursday, May 27, 2021 @ 4:45 p.m. in the Lommel Room.

#### **Adjournment**

There being no further business before the Board of Commissioners, a motion was made to adjourn the meeting.

**Motion to Adjourn:** Vice Treasurer Brenda Tutela

**2<sup>nd</sup> Motion:** Treasurer Richard J. Banach

**All in Favor**

Respectfully Submitted,

Pam Piner  
Executive Director