

Township of Toms River Parking Authority

Meeting Minutes

Regular Meeting
March 22, 2017

Call to order

The regular meeting of the Toms River Township Parking Authority was called to order at 4:45 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	Present
Commissioner/Treasurer Bill Beining	Absent
Commissioner/Secretary Norvella Lightbody	Present
Commissioner/Vice Treasurer Richard J. Banach	Present
Commissioner Brenda Tutela	Present

Additional Attendees are as follows:

Executive Director Pam Piner
Maintenance Manager Ken Kufall

Public Guests: None

Approval of Minutes

Motion to accept the Minutes of the February 2017 meeting: Secretary Norvella Lightbody

2nd Motion: Commissioner Brenda Tutela

Abstention: Vice Treasurer Richard J. Banach - absent

All in Favor

Approval of the March 2017 Bill List for the Parking Authority

Twenty Six (26) checks totaling \$244,745.75.

Motion to accept bill list for the Parking Authority: Vice Chairman Tariq Siddiqui

2nd Motion: Vice Treasurer Richard J. Banach

All in Favor

Approval of the March 2017 Bill List for the Park and Ride

Ten (10) checks totaling \$9,986.72

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

2nd Motion: Commissioner Brenda Tutela
Abstention: Vice Chairman Tariq Siddiqui from all TR MUA Checks
All in Favor

Financial Overview

- **Parking Authority**

Total revenue for February was \$49,723 higher than the previous year. Increases are being seen in parking meter and parking decal revenue while income is declining in bus ticket sales and vending. Fine revenue is still lower than previous year. However, the number of municipal conversions and voided violations has substantially declined. Administrative expenses were \$8,688 higher than the previous year in the categories of liability insurance, health benefits and office expense. These amounts will be lower at the end of the 1st quarter as a result of Park and Ride quarterly reimbursements. Operating expenses were \$8,056 higher than the previous year. This is an improvement from the previous month. The increases in operating expenses are a result of new costs associated with the new meters (license fees/communication fees/merchant account fees). The Authority's net position showed an improvement of \$31,832 compared to the same time frame in 2016.

- **Park and Ride**

Total revenue for February was \$6,753 higher than 2016. This was due to the increase in parking permits purchased for 2017. Expenses were \$3,084 higher than the previous year. Categories experiencing the increase are utilities and equipment rental. The Park and Ride's net position improved by \$3,669 as compared to the same time frame in 2016.

Unfinished Business

- **No unfinished Business to discuss**

New Business

- **No new Business to discuss**

Executive Session

No Executive Session was held.

Next Meeting Date

Wednesday, April 26, 2017 @ 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: Commissioner Brenda Tutela

All in Favor

Respectfully Submitted,

Pam Piner
Executive Director