

# Township of Toms River Parking Authority

## Meeting Minutes

Regular Meeting

February 28, 2018

### 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	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  
Maintenance Manager Ken Kufall  
Legal Counsel Mr. Tom Gannon

Public Guests:

None

### Approval of Minutes

**Motion to accept the Minutes of the January 2018 meeting:** Vice Chairman Tariq Siddiqui

**2<sup>nd</sup> Motion:** Treasurer Bill Beining

**All in Favor**

### Approval of the February 2018 Bill List for the Parking Authority

Thirty Four (34) checks totaling \$259,954.57.

**Motion to accept bill list for the Parking Authority:** Treasurer Bill Beining

**2<sup>nd</sup> Motion:** Commissioner Brenda Tutela

**All in Favor**

### Approval of the February 2018 Bill List for the Park and Ride

Fourteen (14) checks totaling \$26,914.48

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

**2<sup>nd</sup> Motion:** Commissioner Brenda Tutela

**Abstention:** Vice Chairman Tariq Siddiqui abstains from MUA payment

**All in Favor**

**A roll call vote was taken to approve the Parking Authority and the Park and Ride bill lists:**

Commissioner, Mike Sutton	Yes
Commissioner, Tariq Siddiqui	Yes
Commissioner, Norvella Lightbody	Yes
Commissioner, Bill Beining	Yes
Commissioner, Richard J. Banach	Absent
Commissioner, Brenda Tutela	Yes

### **Financial Overview**

- **Parking Authority**

Total revenue for January 2018 was \$1,485 higher than 2017. Street meter revenue was \$2,717 higher with parking lot, decal parking and fine revenue remaining the same. Bus ticket commissions continue to decline since the release of NJT's phone APP. This decline is approximately 10% per month. Total expenses for January were lower than 2017 by \$20,349. This was largely due to not renewing the annual service agreement for the pay stations for \$11,000. Worker's compensation was \$8,104 lower than 2017 as a result of payments being required on a monthly basis instead of quarterly. Net revenue was \$22,634 higher than previous year. Cash flow remains extremely tight as a result of declining bus ticket sales and government office closures during the month because of weather.

- **Park and Ride**

Revenue for January 2018 was \$814 lower than 2017. This was a result in lower meter revenue of \$1,853 which was slightly offset by an increase in parking permits of \$1,021. Expenses were \$360 higher than 2017 with net revenue being \$1,174 lower than January 2017.

### **Unfinished Business**

- **2018 Budget** - Pending
- **Bus Terminal Soil Remediation:** An update was received from New Jersey Natural Gas changing the remediation of soil at the park and ride to September/October of 2019, at the earliest.

### **New Business**

- **Professional Services RFP's:** Bids for professional services for 2018 and 2019 were presented to the Board of Commissioners and awarded as follows:

- **Accounting Services:** Bellu, Memoli, LLC
- **Auditing Services:** Holman, Frenia, Allison, LLP
- **Legal Services:** Hiering, Gannon & McKenna

**Motion to award the professional services bids as listed above:** Treasurer Bill Beining

**2<sup>ND</sup> Motion:** Commissioner Brenda Tutela

**Abstentions:** Vice Chairman Tariq Siddiqui abstained from voting for the award of Accounting Services due to a conflict of interest.

**A roll call vote was taken:**

Chairman Mike Sutton	Yes
Vice Chairman Tariq Siddiqui	Yes (abstained from Accounting Services)

Secretary Norvella Lightbody	Yes
Treasurer Bill Beining	Yes
Vice Treasurer Richard J. Banach	Absent
Commissioner Brenda Tutela	Yes

- **Lot S Enforcement Contract Reinstatement:** The new owner of the Santander Building has asked the Parking Authority to enforce the parking lot for this building (Lot S) and to reinstate the agreement between the Santander Bank and the Authority. In return he will open the lot to public parking after 5:00 pm Monday thru Friday and all day on Saturday and Sundays. The tenants of this building will be responsible for providing decals for their employees. A copy of the contract previously used was given to Tom Gannon for his review.
- **Parking Tokens:** Ocean Partnership for Children, a new business in the downtown area would like to pay for parking that is utilized by their clients. This can be done by using parking tokens. The cost for 5,000 tokens would be \$946.90. Each token would be valued at \$.50. The Board of Commissioners requested that Ocean Partnership for Children pay for the cost of the tokens. The Director said that she would approach them and explain that it would be the cost for them to have this process created for them.
- **Parking Authority/MJA Shared Services Agreement:** The inter-local agreement was presented to the Board of Commissioners for renewal.
- **Current and Future Parking Volume – Core Downtown:** Current and future parking volume for the core downtown area was discussed. This discussion included definite and possible businesses locating to the area. This need may require public/private agreements with businesses willing to open their private lots for Parking Authority use.

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

- None

#### **Executive Session**

No Executive Session was held.

#### **Next Meeting Date**

Wednesday, March 28, 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:** Vice Treasurer Bill Beining

**2<sup>nd</sup> Motion:** Commissioner Brenda Tutela

**All in Favor**

Respectfully Submitted,

Pam Piner  
Executive Director