

# Township of Toms River Parking Authority

## Meeting Minutes

Regular Meeting  
February 25, 2015

### Call to order

The regular meeting of the Toms River Township Parking Authority was called to order at 4:30 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	Absent
Commissioner/Vice Treasurer Richard Banach	Present
Commissioner Brenda Tutela	Present

Additional Attendees are as follows:

Executive Director Pam Piner  
Maintenance Manager Ken Kufall  
Legal Counsel Mr. Bill Heiring

### Approval of Minutes

**Motion to accept the Minutes of the January 2015 meeting:** Treasurer Bill Beining

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

**All in Favor**

**Abstention:** Vice Chairman Tariq Siddiqui – was not in attendance

### Approval of the February 2015 bill list for the Parking Authority

Twenty Three (23) Checks Totaling \$333,147.60

**Motion to accept bill list for the Parking Authority:** Vice Treasurer Richard J. Banach

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

**All in Favor**

### Approval of the February 2015 bill list for the Park and Ride

Eleven (11) Checks Totaling \$6,172.05

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

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

**All in Favor**

**Abstention:** Vice Chairman Tariq Siddiqui abstained from the approval of the MUA check for \$330.40 due to conflict of interest.

## Financial Overview

- **Parking Authority**

Revenue overall for January and February are already higher than 2014 with an increase amount of \$10,386.27. Expenses are slightly lower with net revenue being \$20,000 above this time last year. This increase is mainly due to the sudden increase in permit parking sales.

- **Park and Ride**

Revenue is slightly higher than previous year by \$3,270. This would have been higher except for the closings due to snow. Expenses were slightly higher due to salaries and building maintenance needed for frozen and busted water pipes in the terminal. Net revenue is still higher than 2014 by \$1,500.

## New Business

- **Current Decal Parking Situation:** The need for decal parking in the downtown area has reached capacity due to the opening of new businesses. The Irons Street lot which is used for downtown employee parking is full and overflow requests are being moved to the lot behind the first aid station on Iron Street and the lot on the corner of Irons Street and West Water depending on the location of the business purchasing decals.
- **Rate Increase/Restructuring:** No communication has been received from the Township regarding their input on the Parking Study. Director Pam Piner stated that she will begin a rate increase/restructuring parking recommendation as well as a long term plan to phase in new single space meters and possible options to increasing the amount of parking available in the immediate downtown area. The new pay stations in the Municipal Garage and the Huddy Park Lot have already experienced an increase in revenue due to the ability to accept dollar bills and debit/credit cards. It was discussed that a rate increase is still necessary in order to allow for improving and expanding the current infrastructure and future parking demands in the downtown area.

## Unfinished Business

- **Parking Study:** Pending
- **2015 Budget –** The 2015 Budget is still at the DLGS.
- **New Pay Stations:** The new pay stations have been installed and are operational in the Municipal Parking Garage. The Huddy Park Lot machines will be operational within the next week depending on weather conditions. The new pay stations have been received very well by the public.
- **MUA Inter-local Agreement:** The inter-local agreement between the MUA and the Parking Authority was approved by the MUA Board and presented to the Parking Authority Board of Commissioners. The Commissioners were in favor of the content of the agreement but questioned the liability of responsibility when work was performed by MUA employees. This concern will be taken back to the MUA for revision.

## Open Discussion

- No public attended the meeting

## Executive Session

- An Executive Session was held regarding salary increases.

**Motion to leave the public session and go into executive session to discuss salary increases:** Vice Chairman Tariq Siddiqui

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

**All in Favor**

**Motion to leave executive session and return to public session:** Vice Chairman Tariq Siddiqui

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

**All in Favor**

Salary increases were approved as per the 2015 Salary Increase Schedule, retroactive to January 1, 2015. This schedule will be presented to the Board of Commissioners at the March 25<sup>th</sup> meeting for signature and final approval.

**Next Meeting Date**

Wednesday, March 25, 2015 @ 4:30 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 Treasurer Tariq Siddiqui

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

**All in Favor**

Respectfully Submitted,

Pam Piner  
Executive Director