

# **Township of Toms River Parking Authority**

## **Meeting Minutes**

Regular Meeting  
November 3, 2015  
(October Meeting)

### **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	Present
Commissioner/Vice Treasurer Richard Banach	Absent
Commissioner Brenda Tutela	Present

Additional Attendees are as follows:

Executive Director Pam Piner  
Operations Manager Ken Kufall  
Legal Counsel Mr. Tom Gannon

### **Approval of Minutes**

**Motion to accept the Minutes of the September 2015 meeting:** Secretary Norvella Lightbody

**2<sup>nd</sup> Motion:** Vice Chairman Bill Beining

**All in Favor**

**Abstentions:** Chairman Mike Sutton

### **Approval of the October 2015 bill list for the Parking Authority**

Thirty (31) Checks Totaling \$380,043.43

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

**2<sup>nd</sup> Motion:** Secretary Norvella Lightbody

**All in Favor**

### **Approval of the October 2015 bill list for the Park and Ride**

Thirteen (13) Checks Totaling \$13,807.79

**Motion to accept bill list for the Park and Ride:** Treasurer Bill Beining

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

**All in Favor**

## **Financial Overview**

- **Parking Authority**

Revenue has finally exceeded previous year and will hopefully continue to climb. Fine Revenue and Bus Ticket commissions are still lower than they were last year. Expenses are higher than previous year. However, expenses are expected to end the year lower than budgeted.

- **Park and Ride**

Revenue is still lower than previous year by \$3,200. Expenses are higher by \$9,600. This is partially due to unexpected building/lot repairs and ongoing plumbing issues.

## **New Business**

- No new business to address

## **Unfinished Business**

- **Rate Increase/Restructuring:** Resolutions for the first reading were presented for approval. The Board of Commissioners requested that additional detail be added to the resolution and that these be submitted in line with the Township Council's action for changes to on-street parking.
- **New Single Space Meters:** The quantity that we want to purchase is usually available in the Manufacturers warehouse inventory. These can be ordered once all changes have been approved and adopted. The Board of Commissioners wants everything to be implemented at one time.
- **Paver Repair at the Park and Ride:** This repair has been completed.
- **Park and Ride Sign on the front of the bus terminal:** This has been completed.
- **2016 Budget:** The Budget was provided to the Board of Commissioners for their review and will be approved at the November/December meeting.
- **BOE Lot – Sheriff Street:** Pam Piner, Paul Shives, Township Administrator and Mayor Kelaher met with the Board of Education regarding the use of this parking lot. William Doering, the BOE Business Administrator addressed the current parking issue at Toms River High School South and that this lot will be used to resolve student parking issues. However, he stated that the 15 space facing the jail could be used by the parking authority with the 50 space in the middle of the lot being available for public parking after 3:00 PM. He also stated that he was going to have a school engineer look at the lot to see if additional spots could be created. Further discussion will take place once this is completed.
- **Municipal Parking Garage Sprinkler System:** The sprinkler system in the municipal parking garage needs to be replaced. The estimated cost is \$80,000. The information obtained by the Parking Authority will be forwarded to Paul Shives the Township Administrator. This "repair" should be considered a capital improvement and fall under the responsibility of the Township.

## **Open Discussion**

- No public attended the meeting

## **Executive Session**

- No Executive Session was held.

## **Next Meeting Date**

Wednesday, December 9, 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:** Secretary Norvella Lightbody

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

**All in Favor**

Respectfully Submitted,

Pam Piner  
Executive Director