

# Township of Toms River Parking Authority

## Meeting Minutes

Regular Meeting  
September 7, 2016

### 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 J. Banach	Present
Commissioner Brenda Tutela	Present

Additional Attendees are as follows:

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

### Approval of Minutes

**Motion to accept the Minutes of the June 2016 meeting:** Treasurer Bill Beining

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

**Abstention:** Commissioner Brenda Tutela

**All in Favor**

**Motion to accept the Minutes of the July (August 3, 2016) meeting:** Vice Chairman Tariq Siddiqui

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

**Abstention:** Vice Treasurer Richard J. Banach

**All in Favor**

### Approval of the August 2016 bill list for the Parking Authority

Twenty Six (26) checks totaling \$406,343.93.

**Motion to accept bill list for the Parking Authority:** Commissioner Brenda Tutela

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

**Abstention:** None

**All in Favor**

### Approval of the August 2016 bill list for the Park and Ride

Eight (8) checks totaling \$8,242.04

**Motion to accept bill list for the Park and Ride:** Vice Chairman Tariq Siddiqui

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

**Abstention:** None

**All in Favor**

### Financial Overview

- **Parking Authority**

**Revenue**

- Total Revenue was \$8,603 higher than this time last year.
- Meter revenue was \$13,753 higher.
- Permit revenue was \$4,186 higher.
- Fine Revenue was \$12,280 lower.
- Bus commissions were \$1,293 higher. With Academy still being lower than previous year by \$1,956.
- Vending and ATM revenues were up by a total of \$6,104.

**Expenses**

- Administrative expenses were higher than 2015 by \$6,526.40.
- Operational expenses were \$2,858 higher than 2015.
- Net income was (\$55,141). Compared to previous year resulted in a negative change in the Authority's net position of \$784.

- **Park and Ride**

**Revenue**

- Revenue was lower than previous year by \$4,841. Fewer parking permits have been purchased but metered parking is up.

**Expenses**

- Expenses were currently lower than previous year by \$8,653.
- Net income was \$10,451. Compared to previous year resulted in a positive change in the Park and Ride's net position of \$3,811.

### Unfinished Business

- **Rate Increase/Restructuring:** Everything is on track for an October 1<sup>st</sup> effective date.
- **New Single Space Meters:** The new meters have been ordered and will arrive mid-September.
- **Omnipark Conversion/Programming changes:** The conversion has started and we are currently working through some bugs and the new processes.
- **Inter local Agreement for Sheriff Street lot:** The Board of Commissioners approved and accepted the Inter-local Agreement between the Township, the Board of Education and the Parking Authority regarding enforcement in the Sheriff Street Lot owned by the Board of Education.

**Motion to accept the Inter local agreement between the Township, Board of Education and the Parking Authority regarding enforcement of the Board of Education's lot on Sheriff Street as presented:** Commissioner Brenda Tutela

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

**A roll call vote was taken:**

Commissioner Brenda Tutela	Yes
Treasurer Bill Beining	Yes

Chairman Mike Sutton	Yes
Vice Chairman Tariq Siddiqui	Yes
Secretary Norvella Lightbody	Yes
Vice Treasurer Richard J. Banach	Abstained

- **Inter local Agreements with the Township:** The Township presented renewal agreements regarding Parking Enforcement for on street and off street parking. A renewal agreement for operation of the Municipal Garage was also presented.

**Motion to approve and accept the Inter local Agreement between the Toms River Township and the Parking Authority for Enforcement of On Street and Off Street parking and to approve and accept the Inter local Agreement between the Toms River Township and the Parking Authority for the operation and parking enforcement in the Municipal Garage:** Vice Chairman Tariq Siddiqui

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

**A roll call vote was taken:**

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

### **New Business**

- **Philadelphia Parking Convention:** Information was distributed to the Commissioners regarding the Philadelphia parking convention October 3 – 5<sup>th</sup>. They were asked to let Pam Piner know if they were planning to attend.
- **Enforcement for Little League Baseball Tournaments:** The Parking Authority was asked to patrol the Tournaments held at the Municipal ball park on Maple Tree. Currently, spectators park wherever possible and this is causing a public safety issue. Pam Piner stated that she will be meeting the League Chairperson to examine the current parking lot layout to see if any possible modifications exist.

### **Executive Session**

An Executive Session was held to discuss salary increases.

**Motion to leave public session and to enter into executive session for the purpose of discussing salary increases for 2016.** Secretary Norvella Lightbody

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

**All in Favor**

**Motion to leave executive session and return to public session:** Commissioner Brenda Tutela

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

**All in Favor**

**Motion to approve and accept all salary increases as presented by the Executive Director and with an effective retroactive date of January 1, 2016. A copy of the approved salary increases is on file in the Parking Authority office.** Secretary Norvella Lightbody

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

**A roll call vote was taken:**

Secretary Norvella Lightbody	Yes
Treasurer Bill Beining	Yes

Chairman Mike Sutton	Yes
Vice Chairman Tariq Siddiqui	Yes
Vice Treasurer Richard J. Banach	Abstained
Commissioner Brenda Tutela	Yes

**Public Comments/Questions**

- There were no public comments or questions.

**Next Meeting Date**

Wednesday, September 28 2016 @ 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 Chairman Tariq Siddiqui

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

**All in Favor**

Respectfully Submitted,

Pam Piner  
Executive Director