

Township of Toms River Parking Authority

Meeting Minutes

Regular Meeting

March 30, 2016

Call to order

The regular meeting of the Toms River Township Parking Authority was called to order at 4:40 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 Banach	Absent
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 February 2016 meeting: Vice Chairman Tariq Siddiqui

2nd Motion: Secretary Norvella Lightbody

All in Favor

Approval of the March 2016 bill list for the Parking Authority

Thirty Three (33) checks totaling \$359,991.26.

Motion to accept bill list for the Parking Authority: Secretary Norvella Lightbody

2nd Motion: Commissioner Brenda Tutela

Abstention: None

All in Favor

Approval of the March 2016 bill list for the Park and Ride

Twelve (12) checks totaling \$9,851.96

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

2nd Motion: Vice Chairman Tariq Siddiqui

Abstention: None

All in Favor

Financial Overview

- **Parking Authority**

Revenue

- Revenue as a whole is \$13,283 over this time last year.
- Meter revenue alone is \$8,876 higher. Two contributing factors is the snow storm in 2015 that lowered meter revenue due to the closure of businesses, school and government offices during the first quarter of 2015. The accepting of credit cards with the new pay stations had increased the revenue in both the Huddy Park lot and the municipal garage.
- Permit revenue is lower than last year by \$5,860. Contributing factors are restructuring of Post Office employees and Town Square Media did not renew their parking permits.
- Fine Revenue is higher than last year by \$3,355. More tickets are being paid within 30 days of issue resulting in fewer Municipal Summons. Fire lanes are \$6,760 lower than previous year. This could be a result of fewer people parking in fire lanes knowing that they are being enforced on a regular basis.
- Bus commissions are currently higher than last year by \$3,311 even though Academy commissions are lower by \$741. According to Academy their bus tickets sales are down all over.
- Vending and ATM revenues are up by \$3,271 and \$438.

Expenses

- Administrative expenses are lower than 2015 by \$999. Categories that had increases over last year are:
 - Salaries – fewer hours billed back to Park and Ride
 - Payroll Processing Fees – includes fee for processing 2015 W-2's. W-2's for previous year were done by Executive Director.
 - Cellular – Fees now include the 8 pay stations and two real time enforcement tablets.
 - Merchant Fees – more people are paying for fines and parking via credit/debit cards now that this pay option is available. Fees for meter payments by cc equates to 16% of the increase revenues due to accepting cc's. Fees for fines paid by cc are 4.8% of the increased revenue amount. Fewer fines are going to municipal summons now that fines can be paid using credit/debit cards.
- Operational expenses are \$4,680 higher than 2015. The main contributor is the \$7,200 for the maintenance agreement on eight of the new pay stations. Interest expense is higher because the payments have started for the new pay stations.
- Net income is currently \$9,374 over previous year.

- **Park and Ride**

Revenue

- Revenue is slightly lower than previous year by \$439. Fewer parking permits have been purchased but metered parking is up.

Expenses

- Expenses are currently lower than previous year by \$3,449. This is due to lower utility costs that last year.
- Net income is currently \$3,009.34 higher than 2015.

Unfinished Business

- **Rate Increase/Restructuring:** A resolution from the Parking Authority Board of Commissioners to the Township Council and Mayor requesting a rate increase for street meters was approved. A roll call vote was taken.

Chairman, Mike Sutton	Yes
Vice Chairman, Tariq Siddiqui	Yes
Treasurer, Bill Beining	Absent
Vice Treasurer, Richard J. Banach	Absent
Secretary, Norvella Lightbody	Yes
Commissioner, Brenda Tutela	Yes
- **New Single Space Meters:** Pending the approval of the rate increase.
- **Pay Station – Lot H:** The pay station has been installed. Waiting for JCP&L to run electrical wire from Pole to the machine.
- **Omnipark Conversion/Programming changes:** This conversion is scheduled to be completed in March/April. Omnipark was contacted on Monday, March 28 – no conversion date has been scheduled. They are still writing program changes for the permit section of the program.
- **New Bob Cat:** The 74" bucket and the snow blower have been received. Still waiting on a delivery date for the actual skid steer..
- **CAP – NJ Natural Gas Contamination Clean up Initiative:** The Board of Commissioners requested that Tom Meranda from New Jersey Natural Gas attend the April 27th meeting to discuss the impact on the Park and Ride. Pam Piner said she would schedule.

New Business

- **2015 Year End Audit:** Holman and Frenia began the year end audit on March 28th. They will be out the following week but will return on the 11th to finish.

Executive Session

- No Executive Session was held.

Public Comments/Questions

- None

Next Meeting Date

Wednesday, April 27, 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: Commissioner Brenda Tutela

2nd Motion: Vice Chairman, Tariq Siddiqui

All in Favor

Respectfully Submitted,

Pam Piner
Executive Director