

# Township of Toms River Parking Authority

## Meeting Minutes

Regular Meeting  
April 25, 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	Present
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 March 2018 meeting:** Secretary Norvella Lightbody

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

**Abstention:** Treasurer Bill Beining

**All in Favor**

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

Thirty one (31) checks totaling \$256,978.35.

**Motion to accept bill list for the Parking Authority:** Vice Chairman Tariq Siddiqui

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

**All in Favor**

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

Sixteen (16) checks totaling \$22,454.82

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

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

**Abstention:** Vice Chairman Tariq Siddiqui abstains from all MUA payments

## All in Favor

### Financial Overview

- **Parking Authority**

Total revenue for March 2018 was \$9,782 lower than 2017. This can be attributed to the continued winter weather conditions during the month. Parking revenues were \$2,850 higher than the previous year but bus ticket commissions and relative revenue continued to decline. Total expenses were \$3,343 lower than 2017. Net revenue was \$6,439 lower than in 2016. This is a result of the continued decline in people purchasing bus tickets at the terminal. Tickets can be purchased using NJT's smart phone App allowing the use of debit/credit cards. NJT will not cover merchant account expenses for agents who choose to accept credit/debit card transactions. Because merchant fees are calculated on the entire transaction, any fees charged would exceed the commissions earned and cause a negative impact on the Authority's revenue. An ATM machine is available at the bus terminal for those who wish to use their credit/debit card. The ATM has a nominal fee of \$2.00.

- **Park and Ride**

Total Revenue through March 2018 was \$2,218.50 lower than 2017. Expenses were \$6,190 lower than 2017 with net revenue being \$3,971 higher than the previous year.

### Unfinished Business

- **2017 Year End Audit:** The 2017 Audit and Financials will be presented to the Board of Commissioners at the May 2018 meeting by Holman, Frenia and Allison.

### New Business

- None

### Public Comments/Questions

- None

### Executive Session

No Executive Session was held.

### Next Meeting Date

Wednesday, May 23, 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:** Commissioner, Brenda Tutela

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

**All in Favor**

Respectfully Submitted,

Pam Piner  
Executive Director