

# Township of Toms River Parking Authority

## Meeting Minutes

Regular Meeting  
February 4, 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	Absent
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

### Election of Board Officers

**Chairman Nominated:** Mike Sutton

**Motion to Accept Nomination and Elect Mike Sutton as Chairman:** Commissioner Bill Beining

**2<sup>nd</sup>:** Commissioner Norvella Lightbody

**All in Favor**

**Vice Chairman Nominated:** Tariq Siddiqui

**Motion to Accept Nomination and Elect Tariq Siddiqui as Vice Chairman:**

Commissioner Norvella Lightbody

**2<sup>nd</sup>:** Commissioner Richard J. Banach

**All in Favor**

**Secretary Nominated:** Norvella Lightbody

**Motion to Accept Nomination and Elect Norvella Lightbody as Secretary:**

Commissioner Bill Beining

**2<sup>nd</sup>:** Commissioner Richard J. Banach

**All in Favor**

**Treasurer Nominated:** Bill Beining

**Motion to Accept Nomination and Elect Bill Beining as Treasurer:** Commissioner

Richard J. Banach

**2<sup>nd</sup>:** Commissioner Norvella Lightbody

**All in Favor**

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

**Motion to Accept Nomination and Elect Richard J. Banach as Vice Treasurer:**

Commissioner Norvella Lightbody

**2<sup>nd</sup>:** Commissioner Bill Beining

**All in Favor**

**Resolution Scheduling Regular Meetings of the Parking Authority Board of Commissioners as the 4<sup>th</sup> Wednesday of each month with the exception of November and December meetings which will be combined and held on Tuesday, December 16th. Each meeting will be held at 4:30 in the Sunshine Room of Town Hall.**

January 28, 2015

February 25, 2015

March 25, 2015

April 22, 2015

May 27, 2015

June 24, 2015

July 24, 2015

August 26, 2015

September 23, 2015

October 28, 2015

December 16, 2015

**Motion:** Commissioner Norvella Lightbody

**2<sup>nd</sup>:** Commissioner Bill Beining

**All in Favor**

**Resolution Authorizing Commissioners to Sign Checks**

**Motion:** Commissioner Norvella Lightbody

**2<sup>nd</sup>:** Commissioner Richard Banach

**All in Favor**

**Resolution Designating TD Bank as Official Depository**

**Motion:** Commissioner Bill Beining

**2<sup>nd</sup>:** Commissioner Richard J. Banach

**All in Favor**

**Resolution Designating the Asbury Park Press as the Official Newspaper**

**Motion:** Commissioner Brenda Tutela

**2<sup>nd</sup>:** Commissioner Norvella Lightbody

**All in Favor**

**Resolution Consenting to Appointment of Parking Violation Officers:**

Diana Kucharik – Badge #839

Mary McClave – Badge #863

Marian Nadeau – Badge #857

Pamela Piner – Badge #858

David Cowell – Badge #859

**Motion:** Commissioner Richard J. Banach

**2<sup>nd</sup>:** Commissioner Norvella Lightbody

**All in Favor**

#### **Approval of Minutes**

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

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

**All in Favor**

**Abstention:** Commissioner Brenda Tutela – was not in attendance

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

Thirty Six (36) Checks Totaling \$459,917.18

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

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

**All in Favor**

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

Fourteen (14) Checks Totaling \$21,335.39

**Motion to accept bill list for the Park and Ride:** Secretary Norvella Lightbody

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

**All in Favor**

#### **Financial Overview**

- **Parking Authority**

Preliminary year end numbers were presented to the Commissioners showing Revenue ending the year at \$5,138 over budget and \$55,600 over 2013. Expenses for the year ended \$32,450 below Budget. Expected net revenue for 2014 is \$50,620.

- **Park and Ride**

Revenue ended the year \$5,183.25 over the previous year with expenses ending \$10,046.63 over the previous year. The increase in expenditures is mainly due to salary increases, payroll taxes and insurance premiums.

#### **New Business**

- **Omni Park:** The conversion from Park Trak to their new product Omni Park is not going as smoothly as hoped. This conversion has been halted until the issues that have been identified are rectified.
- **Paychex:** The payroll has been converted over to Paychex and their time and attendance system will be installed within the next week. The time clock system will be web based, however, employees will only be able to clock in and out on IP addresses for the Park and Ride computer and the main office server. W-2's for 2014 had to be created manually but were done and distributed within the required time frame.
- **MUA Inter Local Agreements:** The MUA and the Parking Authority met regarding the current inter-local agreement. This agreement with all changes/additions will be presented to the MUA Board of Commissioners and will then be present to the Parking Authority Board of Commissioners at the February 28<sup>th</sup> meeting.
- **Sewer Issues at the Park and Ride:** There were several sewage issues at the Park and Ride during the month of January. Sewage was coming up through the drains and into the lobby area. Roto Rooter presented a proposal stating that the sewer pipe under the lobby floor was collapsed and needed to be replaced. Director Pam Piner stated that she had spoken to the MUA and they were going to do an inspection before any repair work would be presented for approval. Any necessary repairs will be presented to the Board of Commissioners at the February 28<sup>th</sup> meeting.

- **Vending Price Increase:** Director Pam Piner requested approval for a price increase to the vending food items at the Park and Ride. \$1.00 items would be increased to \$1.25 and \$1.25 items would be increased to \$1.50. This increase was requested due to the cost increases in 2014 from the supplier. The Board of Commissioners approved the requested price increase.

#### **Unfinished Business**

- **Parking Study:** The Township has not made any movement with the Parking Study results. Director Pam Piner said she would draft her own recommendations and submit them to the Board of Commissioners at the next meeting.
- **2015 Budget –** The 2015 Budget is still at the DLGS. A list of questions was received prior to the meeting. Answers were sent the day of the meeting.
- **New Pay Stations:** The new pay stations have been installed and will be operational within the next week, depending on weather conditions.

#### **Open Discussion**

- No public attended the meeting

#### **Executive Session**

- No Executive Session Was Held

#### **Next Meeting Date**

Wednesday, February 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:** Treasurer Bill Beining

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

**All in Favor**

Respectfully Submitted,

Pam Piner  
Executive Director