

# Township of Toms River Parking Authority

## Meeting Minutes

Regular Meeting  
September 26, 2019

### 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	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  
Legal Counsel Tom Gannon  
Township Planner David Roberts

Public Guests:

None

**Township Planner, David Roberts Presentation:** David Roberts the Township Planner attended the meeting by invitation to discuss the redevelopment plan for the west end of Water Street and to answer any questions regarding the proposals submitted by Capodagli Property Company. He provided a detailed narrative of the two proposals for construction of apartments, retail space and a restaurant that would be built on two existing parking lots.

### Approval of Minutes

July 2019 Minutes Approval – Postponed until October meeting-no quorum  
August 2019 Minutes Approval – Postponed until October meeting – no quorum

### Approval of the August 2019 Bill List for the Parking Authority

Twenty Three (23) checks totaling \$298,140.83

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

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

**All in Favor**

**Roll Call Vote:**

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

**Approval of the August 2019 Bill List for the Park and Ride**

Eleven (11) checks totaling \$15,311.02

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

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

**All in Favor**

**Roll Call Vote:**

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

**Financial Overview**

- Revenue for the Parking Authority through August 31, 2019 was \$1,372 lower than 2018. Administrative expenses were \$18,315 lower than 2018 and Operational expenses were \$60,149 lower than in 2018. Year to date net revenue for 2019 is \$163,196 which is \$79,202 higher than in 2018.
- Revenue for the Park and Ride through August 31, 2019 was \$3,681 higher than 2018 with expenses being lower by \$14,861. Year to date net revenue for the Park and Ride is \$35,303 which is \$18,541 higher than it was in 2018.
- The combined full year projection for the “Change in Net Position” is expected to be \$123,539 an improvement of \$71, 283 from 2018.

**Unfinished Business**

- **Additional 28 parking spaces on old motel site:** Lines marking out each parking space will be completed within the following week. It was recommended by the Executive Director to designate this lot as “Decal Parking Only”. These spaces are only temporary and this would allow current decal holders in Lot H to be closer to their destination. The Board requested the Director to provide the best use of these spaces with regards to possible revenue/expense for the next meeting.

**New Business**

- No New Business was on the Agenda.

**Public Comments/Questions**

- None

**Executive Session** An Executive Session was held to discuss a personnel issue.

**Motion to go into Executive Session:** Secretary Norvella Lightbody

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

**All in Favor**

**Motion to leave Executive Session and return to Public Session:** Treasurer Bill Beining

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

**All in Favor**

The employee discussed was in attendance as per a Rice Notice. He was informed that he was being put on suspension without pay based on evidence and allegations of job related theft. He would remain on suspension until the Police investigation was completed on the pending charges. Due process will take place on disciplinary charges up to termination. While on suspension health benefits will continue and employee required contributions will remain in effect. This decision was ratified by a motion set forth by Chairman Mike Sutton and 2<sup>nd</sup> Motion was made by Commissioner Brenda Tutela.

**Next Meeting Date**

Thursday, October 31, 2019 @ 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:** Secretary Norvella Lightbody

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

**All in Favor**

Respectfully Submitted,  
Pam Piner  
Executive Director