

Township of Toms River Parking Authority

Meeting Minutes

Regular Meeting
February 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	Present
Commissioner/Treasurer Bill Beining	Present
Commissioner/Secretary Novella 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

Public Guests:

None

Approval of Minutes

Motion to accept the Minutes of the January 2019 meeting: Vice Chairman Tariq Siddiqui

2nd Motion: Richard J. Banach

All in Favor

Approval of the February 2019 Bill List for the Parking Authority

Twenty Nine (29) checks totaling \$257,035.05

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

2nd Motion: Treasurer Bill Beining

All in Favor

Roll Call Vote:

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

Approval of the February 2019 Bill List for the Park and Ride

Thirteen (13) checks totaling \$23,649.18

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

2nd Motion: Treasurer Bill Beining

All in Favor

Roll Call Vote:

Chairman Mike Sutton	Yes	
Vice Chairman Tariq Siddiqui	Yes	Abstained from MUA payments
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 was \$19,187 higher than January 2018. All revenue categories experienced higher revenues with Fines and Parking Permits having the higher increases. Expenses were \$8,320 lower than the previous year. Net Revenue for January was \$106,457, an increase of \$27,506 compared to January 2018.
- Revenue for the Park and Ride was higher than January 2018 by \$3,880 with expense being lower by \$6,645. Net Revenue for the Park and Ride was \$47,221. This was an increase of \$10,525 as compared to January 2018.

Unfinished Business

- **2019 Budget** : The 2019 Budget that was approved at the January 2019 meeting was approved and returned for adoption by the Division of Local Government Services.

Motion to adopt the 2019 Budget as it was approved at the January 2019 Meeting:

Vice Chairman Tariq Siddiqui

2nd Motion: Secretary Norvella Lightbody

All in Favor

Roll Call Vote:

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

- **2019 Library Contract:** Mr. Gannon presented new terms to the Attorney representing the Library for the contract renewal. It was suggested that the annual contract amount remain at \$10,000 but only the upper level of the Municipal Garage would be included. Where currently the contract was for the upper and middle levels. The parking rates have increase since the initial contract was negotiated and the contract amount was never adjusted. The Library requested that the contract remain the same. The Commissioners agreed to leaving the terms the same for 2019. The contract will be on an annual renewal.

New Business

- **Park and Ride Parking Pay Stations:** One of the parking pay stations at the Park and Ride is out of commission and the second machine malfunctions periodically. These pay stations are 15+ years old and parts are no longer available. Pam Piner suggested that two new pay stations be purchased with remaining proceeds from the loan taken to replace the single space meters and bill the Park and Ride on a monthly basis until their machines are paid for. This would help offset the payment the Authority is currently making. The Commissioners agreed that it would be more practical for the two pay

stations to be purchased directly out of the Park and Ride proceeds instead of Parking Authority Proceeds eliminating the need to track the billing and payments. Pam Piner said she would reach out to the NJDOT to get the necessary approvals for the purchase.

- **Commissioner's Handbook:** A binder was created containing pertinent information regarding the Authority and provided to each Commissioner. Information in the binder included; Parking Authority Law, Ordinance Creating the Authority, Staff Information, Asset Information and Operational Information.

Public Comments/Questions

- None

Executive Session

An Executive Session was held to discuss salary increases for Parking Authority personnel

Motion to leave the Public Session and go into Executive Session: Secretary Norvella Lightbody

2nd Motion: Treasurer Bill Beining

All in Favor

Motion to leave the Executive Session and return to Public Session: Secretary Norvella Lightbody

2nd Motion: Treasurer Bill Beining

- Salary increases for employees of the Parking Authority were approved as presented for 2019 retroactive to January 1, 2019.

Motion to approve the 2019 salary increases as presented retroactive to January 1, 2019: Vice Treasurer Richard J. Banach

2nd Motion: Secretary Norvella Lightbody

All in Favor

A roll call vote was taken:

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

Next Meeting Date

Thursday, March 28, 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: Vice Treasurer Richard J. Banach

2nd Motion: Commissioner Brenda Tutela

All in Favor

Respectfully Submitted,

Pam Piner
Executive Director