

Township of Toms River Parking Authority

Meeting Minutes

Regular Meeting
July 21, 2022

Call to order

The Regular meeting of the Toms River Township Parking Authority was called to order at 4:45 p.m. by Chairman Tariq Siddiqui, 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:

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

Additional Attendees are as follows:

Executive Director Pam Piner
Legal Counsel Joe Coronato, Jr.

Public Guests:

None

Approval of Minutes

Motion to accept the Minutes of the April 28, 2022 Meeting: Commissioner Mike Sutton

2nd Motion: Vice Treasurer Brenda Tutela

All in Favor

Abstention: Secretary Norvella Lightbody – was not in attendance

Motion to accept the Minutes of the May 26, 2022 Meeting: Commissioner Mike Sutton

2nd Motion: Vice Treasurer Brenda Tutela

All in Favor

Minutes for the June 23, 2022 Meeting were postponed until August meeting – attending quorum not present.

Approval of the July 2022 Bill List for the Parking Authority

Twenty Two (22) checks totaling \$101,971.73 and Eighteen (18) electronic payments totaling \$26,214.12

Motion to accept bill list for the Parking Authority: Vice Chairman Bill Beining

2nd Motion: Vice Treasurer Brenda Tutela

Roll Call:

Vice Chairman Bill Beining	Yes	
Vice Treasurer Brenda Tutela	Yes	
Secretary Norvella Lightbody	Yes	
Treasurer Richard J. Banach	Absent	
Commissioner Mike Sutton	Yes	
Chairman Tariq Siddiqui	Yes	(Abstained from MUA Payments)

Approval of the July 2022 Bill List for the Park and Ride

Eight (8) checks totaling \$12,299.82

Motion to accept bill list for the Park and Ride: Commissioner Mike Sutton

2nd Motion: Vice Chairman Bill Beining.

Roll Call Vote:

Commissioner Mike Sutton	Yes	
Vice Chairman Bill Beining	Yes	
Secretary Norvella Lightbody	Yes	
Treasurer Richard J. Banach	Absent	
Vice Treasurer Brenda Tutela	Yes	
Chairman Tariq Siddiqui	Yes	(Abstained from MUA Payments)

Financial Overview

- The Parking Authority had revenue in June 2022 of \$45,232. This is \$5,300 higher than the previous year. An improvement of 13%. Total expenses were \$30,458. A decrease of \$8,405 compared to the previous year. Net revenue was \$14,774. This is an increase of \$13,705 than the previous year.
 - Total Funds as of 07/31/2022 was \$70,221
 - Unrestricted funds \$5,844
 - Reserved Funds \$27,536
 - Restricted Funds \$36,614 NJT
 - Restricted Funds \$227 Academy
 - Outstanding payables as of 07/21/2022 was \$45,295 plus \$134,679 of employer's pension contribution.
 - Total loan balances as of 07/21/2022 was \$40,384 plus \$450,000 pending for NJT.

- The Park and Ride had revenue in June 2022 of \$12,164. This is \$2,523 higher than the previous year. An improvement of 26%. Expenses were \$21,386. An increase of \$1,821 compared to the previous year. Net revenue was \$(9,222). This is an improvement of \$701 compared to the previous year. An improvement of 7%.
 - Total Funds as of 07/21/2022 was \$5,713
 - Unrestricted Funds \$2,785
 - Restricted Funds \$2,500 Contingency Fund
 - Outstanding payables as of 07/21/2022 was \$308,244
 - General payables was \$1,839 – status current
 - NJT Draw \$100,000
 - Due to Parking Authority \$210,900

Unfinished Business

- **NJT Status:** Pending – No Update
- **Redevelopment Status/Land Sale:** Pending – No Update
- **Maintenance Building Clean Up:** Pam Piner said she has spent time in the first maintenance storage building where archived records are kept. According to the record retention policies as set forth by the State of New Jersey she identified approximately 126 boxes of files that can be submitted for destruction. This will free up a large amount of

space. The meters that are being stored in this building has also been organized. Once the boxes of records are disposed of this building will be complete.

New Business

- **Record Retention Disposal Request Approval:** A request for the destruction of the following archived records was presented to the Board of Commissioners for approval:
Accounts Payable, Parking Authority and Park and Ride 2001 – 2015
Bank Statements, Parking Authority and Park and Ride 2001 – 2015
Deposit Slips, Parking Authority and Park and Ride 2004 – 2015
Municipal Parking Tickets, Parking Authority 2002 – 2015
Parking Permits, Parking Authority and Park and Ride 2002 – 2015

A motion was made to approve the requested documents for disposal per the retention guidelines of the State of New Jersey: Vice Chairman Bill Beining

2nd Motion: Commissioner Mike Sutton

Roll Call Vote:

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

- **Purchase of 2013 RAM 1500 Tradesman Truck Approval:** Pam Piner presented four quotes for a used 2013 RAM Tradesman Pick up to be used for light maintenance of the Parking Authority. All four quotes were of the same truck with comparable mileage and features. The lowest quote was from Candor Auto Sales in Toms River, New Jersey. A request was made to purchase this vehicle with the proceeds from the sale of the Ford F-450 which sold in May.

Motion to approve the purchase of a 2013 RAM Tradesman Truck with \$121,492 miles from Candor Auto Sales, Toms River NJ for \$13,995, Title Cost of \$399 and

Tags Cost of \$170: Commissioner Mike Sutton

2nd Motion: Vice Chairman Bill Beining

Roll Call Vote:

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

Public Comments/Questions

- None

Executive Session

- None

Next Meeting Date

Thursday, August 25, 2022 @ 4:45 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: Vice Treasurer Brenda Tutela

2nd Motion: Chairman Tariq Siddiqui

All in Favor

Respectfully Submitted,

Pam Piner
Executive Director