

Township of Toms River Parking Authority

Meeting Minutes

Regular Meeting
January 17, 2019

Call to order

The regular meeting of the Toms River Township Parking Authority was called to order at 4:45 p.m. by Vice 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:

Commissioner/Chairman Michael Sutton	Absent
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
Legal Counsel Tom Gannon

Public Guests:

None

Election of Board Officers

Chairman Nominated: Mike Sutton

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

2nd: 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

2nd: Commissioner Brenda Tutela

All in Favor

Secretary Nominated: Norvella Lightbody

Motion to Accept Nomination and Elect Norvella Lightbody as Secretary:

Commissioner Richard J. Banach

2nd: Commissioner Bill Beining

All in Favor

Treasurer Nominated: Bill Beining

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

2nd: Commissioner Brenda Tutela

All in Favor

Vice Treasurer Nominated: Richard J. Banach

Motion to Accept Nomination and Elect Richard J. Banach as Vice Treasurer: Commissioner Norvella Lightbody

2nd: Commissioner Brenda Tutela

All in Favor

A roll call vote was taken to accept Officers as nominated and elected:

Commissioner, Mike Sutton	Absent
Commissioner, Tariq Siddiqui	Yes
Commissioner, Norvella Lightbody	Yes
Commissioner, Bill Beining	Yes
Commissioner, Richard J. Banach	Yes
Commissioner, Brenda Tutela	Yes

Resolution Scheduling Regular Meetings of the Parking Authority Board of Commissioners as the 4th Thursday of each month.

Thursday, January 17, 2019 at 4:45 p.m. Town Hall – Sunshine Meeting Room

Thursday, February 28, 2019 at 4:45 p.m. Town Hall – Community Room

Thursday, March 28, 2019 at 4:45 p.m. Town Hall – Community Room

Thursday, April 25, 2019 at 4:45 p.m. Town Hall – Community Room

Thursday, May 23, 2019 at 4:45 p.m. Town Hall – Community Room

Thursday, June 27, 2019 at 4:45 p.m. Town Hall – Community Room

Thursday, July 25, 2019 at 4:45 p.m. Town Hall – Community Room

Thursday, August 22, 2019 at 4:45 p.m. Town Hall – Community Room

Thursday, September 26, 2019 at 4:45 p.m. Town Hall – Community Room

Thursday, October 24, 2019 at 4:45 p.m. Town Hall – Community Room

Thursday, November 28, 2019 at 4:45 p.m. Town Hall – Community Room

Thursday, December 19, 2019 at 4:45 p.m. Town Hall – Community Room

Motion: Treasurer Bill Beining

2nd: Commissioner Brenda Tutela

All in Favor

Resolution Authorizing Commissioners to Sign Checks

Motion: Secretary Norvella Lightbody

2nd: Commissioner Brenda Tutela

All in Favor

Resolution Designating TD Bank as Official Depository

Motion: Treasurer Bill Beining

2nd: Vice Treasurer Richard J. Banach

All in Favor

Resolution Designating the Asbury Park Press as the Official Newspaper

Motion: Secretary Norvella Lightbody

2nd: Commissioner Brenda Tutela

All in Favor

Resolution Consenting to Appointment of Parking Violation Officers:

Mary McClave – Badge #863

Marian Nadeau – Badge #857

Pamela Piner – Badge #858

Lisa Chiruzzi – Badge #860

Motion: Secretary Norvella Lightbody

2nd: Commissioner Brenda Tutela

All in Favor

Approval of Minutes

Motion to accept the Minutes of the November 2018 meeting: Secretary Norvella Lightbody

2nd Motion: Treasurer Bill Beining

All in Favor

Approval of the January 2019 Bill List for the Parking Authority

Forty Five (45) checks totaling \$602,895.14

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	Absent	
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	

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

Thirteen (13) checks totaling \$49,365.50

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	Absent	
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

- The Authority ended the year with a significant improvement of \$179,105 over the previous year. Including the soft costs of depreciation and unbudgeted pension expense the year still ended in the negative by \$124,589. However, the soft costs are deducted when the Auditor determines the need for a “Growing Concern”. Before soft costs, the Authority ended the year with net revenue of \$50,061. There should be no “Growing Concern” comment in the 2018 audit.

Unfinished Business

- **2019 Budget** : The 2019 Budget with a Late Budget Resolution was presented to the Board of Commissioners for approval:

Motion to approve the 2019 Budget as presented: Secretary Norvella Lightbody

2nd Motion: Treasurer Bill Beining

All in Favor

Roll Call Vote:

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

Motion to accept the Late Budget Resolution as written: Commissioner Brenda Tutela

2nd Motion: Treasurer Bill Beining

All in Favor

Roll Call Vote:

Chairman Mike Sutton	Absent
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:** The current contract with the Library has expired and has been presented to the Library for renewal with new terms. The terms were for the upper level only at the current agreement of \$10,000. Tom Gannon will follow up with the Library to see if they accept the new terms.
- **Commissioner’s Handbook:** A Commissioner’s Handbook is being created and will be distributed to the Commissioners at the February meeting.

New Business

- **Healthcare Renewal Increase:** Open enrollment and premium increases were conducted for an effective date of January 1 vs. the usual July 1 date. The Township wanted to move Health Insurance policies to a calendar year enrollment. The Authorities health insurance had a 20% increase in cost.
- **2018 Year End Audit:** The year end audit for 2018 has been scheduled for the 3rd and 4th weeks in March.

Public Comments/Questions

- None

Executive Session

No Executive Session was held.

Next Meeting Date

Thursday, February 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 Bill Beining

2nd Motion: Commissioner Brenda Tutela

All in Favor

Respectfully Submitted,

Pam Piner
Executive Director