

Township of Toms River Parking Authority

Meeting Minutes

Regular Meeting
March 28, 2018

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	Absent
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

Public Guests:

None

Approval of Minutes

Motion to accept the Minutes of the February 2018 meeting: Commissioner Brenda Tutela

2nd Motion: Secretary Norvella Lightbody

Abstention: Vice Treasurer Richard J. Banach

All in Favor

Approval of the March 2018 Bill List for the Parking Authority

Twenty Six (26) checks totaling \$237,454.32.

Motion to accept bill list for the Parking Authority: Vice Chairman Tariq Siddiqui

2nd Motion: Vice Treasurer Richard J. Banach

All in Favor

Approval of the March 2018 Bill List for the Park and Ride

Twelve (12) checks totaling \$21,753.04

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

2nd Motion: Commissioner Brenda Tutela

All in Favor

Financial Overview

- **Parking Authority**

Total revenue for February 2018 was \$2,198 lower than 2017. This can be attributed to the weather during the month that resulted in the closure of the library and the State Courts for three days and Town Hall for two days. Bus ticket commissions continued to decline compared to the previous year. Parking revenues remained steady. Total expenses were \$1,816 higher than 2017. This was due to onetime expenses for ticket paper stock and snow removal. Net revenue for February was \$3,119 lower than 2017.

- **Park and Ride**

Revenue for January 2018 was \$1,408 lower than 2017. Expenses were \$1,654 lower than 2017 with net revenue being \$246 higher than the previous year.

Unfinished Business

- **2018 Budget:** The 2018 Budget was approved by the Division of Local Government Services and presented for Adoption.

Motion to adopt the 2018 Budget as approved by the Division of Local Government

Services: Commissioner Brenda Tutela

2nd Motion: Secretary Norvella Lightbody

A Roll Call Vote was Taken:

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

- **2017 Year End Audit:** The 2017 Year End Audit has been rescheduled by Homan, Frenia and Allison for the first two weeks in April

New Business

- **Pay Station on the 2nd Level of the Parking Garage:**

The second pay station on the bottom level of the parking garage near the stairwell is barely used and is being moved to the second level of the parking garage to accommodate evening and weekend parking. The pay station that was originally on the second level was pulled and moved to the School parking lot on Sheriff Street.

Public Comments/Questions

- None

Executive Session

No Executive Session was held.

Next Meeting Date

Wednesday, April 25, 2018 @ 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: Commissioner, Brenda Tutela

2nd Motion: Vice Treasurer, Richard J. Banach

All in Favor

Respectfully Submitted,

Pam Piner
Executive Director