

# Township of Toms River Parking Authority

## Meeting Minutes

Regular Meeting  
January 27, 2017

### Call to order

The regular meeting of the Toms River Township Parking Authority was called to order at 4:38 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 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:

Mr. Steve Delmar – Toms River Taxi

### Election of Board Officers

**Chairman Nominated:** Mike Sutton

**Motion to Accept Nomination and Elect Mike Sutton as Chairman:** Commissioner Norvella Lightbody

**2<sup>nd</sup>:** Commissioner Bill Beining

**All in Favor**

**Vice Chairman Nominated:** Tariq Siddiqui

**Motion to Accept Nomination and Elect Tariq Siddiqui as Vice Chairman:**

Commissioner Norvella Lightbody

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

All in Favor

**Secretary Nominated:** Norvella Lightbody

**Motion to Accept Nomination and Elect Norvella Lightbody as Secretary:**

Commissioner Bill Beining

2<sup>nd</sup>: Commissioner Tariq Siddiqui

All in Favor

**Treasurer Nominated:** Bill Beining

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

Richard J. Banach

2<sup>nd</sup>: Commissioner Norvella Lightbody

All in Favor

**Vice Treasurer Nominated:** Richard J. Banach

**Motion to Accept Nomination and Elect Richard J. Banach as Vice Treasurer:**

Commissioner Bill Beining

2<sup>nd</sup>: Commissioner Norvella Lightbody

All in Favor

**Resolution Scheduling Regular Meetings of the Parking Authority Board of Commissioners as the 4<sup>th</sup> Wednesday of each month with the exception of November which will be held on Wednesday, November 29 and December which will be held on Wednesday, December 27. Each meeting will be held at 4:45 pm in the Community Room of Town Hall.**

January 18, 2017

February 22, 2017

March 22, 2017

April 26, 2017

May 24, 2017

June 28, 2017

July 26, 2017

August 27, 2017

September 28, 2017

October 25 2017

November 29, 2017

December 27, 2017

**Motion:** Secretary Norvella Lightbody

2<sup>nd</sup>: Vice Chairman Tariq Siddiqui

All in Favor

**Resolution Authorizing Commissioners to Sign Checks**

**Motion:** Secretary Norvella Lightbody

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

All in Favor

**Resolution Designating TD Bank as Official Depository**

**Motion:** Commissioner Brenda Tutela

2<sup>nd</sup>: Vice Treasurer Richard J. Banach  
All in Favor

**Resolution Designating the Asbury Park Press as the Official Newspaper**

Motion: Vice Commissioner Tariq Siddiqui  
2<sup>nd</sup>: Secretary Norvella Lightbody  
All in Favor

**Resolution Consenting to Appointment of Parking Violation Officers:**

Diana Kucharik – Badge #839  
Mary McClave – Badge #863  
Marian Nadeau – Badge #857  
Pamela Piner – Badge #858  
Lisa Chiruzzi – Badge #860  
Kyle Schweiger – Badge #862  
Motion: Secretary Norvella Lightbody  
2<sup>nd</sup>: Commissioner Brenda Tutela  
All in Favor

**Approval of Minutes**

Motion to accept the Minutes of the October 2016 meeting: Vice Chairman Tariq Siddiqui  
2<sup>nd</sup> Motion: Treasurer Bill Beining  
Abstention: Vice Treasurer Richard J. Banach  
All in Favor

Motion to accept the Minutes of the November/December 2016 meeting: Treasurer Bill Beining  
2<sup>nd</sup> Motion: Secretary Norvella Lightbody  
Abstention: Chairman Mike Sutton  
All in Favor

**Approval of the January 2017 Bill List for the Parking Authority**

Fifty Six (56) checks totaling \$716,669.66.  
Motion to accept bill list for the Parking Authority: Vice Chairman Tariq Siddiqui  
2<sup>nd</sup> Motion: Treasurer Bill Beining  
All in Favor

**Approval of the January 2017 Bill List for the Park and Ride**

Thirteen (13) checks totaling \$105,573.19  
Motion to accept bill list for the Park and Ride: Secretary Norvella Lightbody  
2<sup>nd</sup> Motion: Vice Treasurer Richard J. Banach  
All in Favor

**Financial Overview**

- **Parking Authority**  
Preliminary year end numbers were presented to the Commissioners showing Revenue ending the year at \$4,494 higher than 2015. However, revenue for 2016 was \$307,039 lower than budgeted. This is due to the rate increase being budgeted to go into effect

during the 2<sup>nd</sup> quarter but not actually going into effect until the 4<sup>th</sup> quarter. Another contributor was the installation of new single space meters. There was a malfunction with the manufacturer's hardware which lowered revenue during the month of October and part of November. Total expenses for 2016 were \$44,363 higher than 2015 but ended \$194,794 lower than what was budgeted. The Parking Authority's net position is expected to remain in a negative status, the same as 2015 with expectations that it will begin to improve in 2017 now that the new rates are in full affect.

- **Park and Ride**

Revenue ended the year with very little change as compared to 2015. Revenue ended \$2,893 higher with expenses ending the year \$14,398 lower.

### **Unfinished Business**

- **No unfinished Business to discuss**

### **New Business**

- **2017 Budget:** The 2017 budget was approved as presented to the Board of Commissioners. A roll call vote was taken.

**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

- **Future Downtown Parking Requirements:** Future parking requirements including concerns for fulfilling these requirements were discussed. Some of these requirements will be experienced during 2017 beginning in the second quarter. A private/public contract with a local business was presented which will net 15 spaces of the 30 that will be needed beginning April 1<sup>st</sup> for the Sandy Relief consolidation into the DCA office on Main Street. The majority of the expected increase in parking needs will be during 2018-2019 but planning to meet these needs will begin in 2017.
- **Remaining Funds from the Single Space Meter Financing:** There are remaining funds expected from the single space meter financing. Once the meter manufacturer presents a resolution for the faulty EMV readers the remaining amount will be presented to the Board of Commissioners for use.
- **Designation of a Public Agency Compliance Officer:** Every year the Division of Local Government Services requires all local government branches including Authorities to designate a Public Agency Compliance Officer.  
**Motion to appoint Executive Director Pam Piner to act as the Township of Toms River Parking Authority's Public Agency Compliance Officer:** Vice Chairman Tariq Siddiqui  
**2<sup>nd</sup> Motion:** Commissioner Brenda Tutela  
**All in Favor**
- **Fire Alarm Monitoring for the Municipal Parking Garage and the Toms River Bus Terminal:** Quotes were presented to the Board of Commissioners for the installation of a

wireless fire alarm system and monitoring for the Municipal Parking Garage. This expense is the responsibility of the Parking Authority as per the inter-local agreement between the Authority and the Township. A second quote was presented for the same system and monitoring for the Toms River Bus Terminal. The Authority was notified that the current fire alarm and monitoring company will cease these services beginning March 2017.

**Motion to approve the expense of \$875 for a wireless fire alarm to be installed at the Municipal Parking Garage with monitoring services provided by Toms River Security Systems, Inc.:** Secretary Norvella Lightbody

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

**All in Favor**

**Motion to approve the expense of \$875 for a wireless fire alarm to be installed at the Toms River Bus Terminal with monitoring services provided by Toms River Security Systems, Inc.:** Secretary Norvella Lightbody

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

**All in Favor**

### **Public Comments/Questions**

Mr. Steve Delmar from Toms River Taxi attended the meeting to discuss on going taxi issues at the Toms River Park and Ride. This was in follow up to a prior discussion where it was suggested that Mr. Delmar obtain a petition from the other taxi owners/drivers regarding the continued issues and noncompliance of Adam Mateo and ABC Taxi. Mr. Delmar presented the petition. Because the problems regarding ABC Taxi occur after the bus terminal is closed and Parking Authority personnel are not present, the Board of Commissioners recommended that the Park and Ride Manager and/or the Authority Director to reach out to the Police Chief on enforcement options after normal business hours.

### **Executive Session**

No Executive Session was held.

### **Next Meeting Date**

Wednesday, February 22, 2017 @ 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