

# Township of Toms River Parking Authority

## Meeting Minutes

Regular Meeting  
May 24, 2017

### 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 Norvella Lightbody	Absent
Commissioner/Vice Treasurer Richard J. Banach	Present
Commissioner Brenda Tutela	Present

Additional Attendees are as follows:

Executive Director Pam Piner  
Maintenance Manager Ken Kufall  
Legal Counsel Bill Heiring  
Frank Holman, Holman Frenia and Allison  
Dana Montanelli, Holman Frenia and Allison

Public Guests: Steve Delmar, Toms River Taxi

### 2016 Year End Audit and Financial Statements

Frank Holman and Dana Montanelli from Homan Frenia and Allison were in attendance to present the 2016 Year End Audit Findings and Financial Statements.

**Motion to accept the 2016 Year End Audit Results and Financial Statements as presented by Homan, Frenia and Allison:** Commissioner Brenda Tutela

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

**A roll call vote was taken:**

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

### Approval of Minutes

**Motion to accept the Minutes of the March 2017 meeting:** Postponed until June meeting, no quorum.

### Approval of the April/May 2017 Bill List for the Parking Authority

Sixty Nine (69) checks totaling \$650,556.82.

**Motion to accept bill list for the Parking Authority:** Treasurer Bill Beining

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

**All in Favor**

### Approval of the April/May Bill List for the Park and Ride

Twenty Seven (27) checks totaling \$21,096.79

**Motion to accept bill list for the Park and Ride:** Commissioner Brenda Tutela

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

**All in Favor**

### Financial Overview

- **Parking Authority**

Year to date revenue for period ending April 30, 2017 was \$347,204 an increase of \$57,646 as compared to the previous year with the increase being in Operating Revenues. Other Revenues experienced a decrease of \$6,490. Total expenses were \$318,611 an increase from previous year of \$22,811. Administrative expenses were lower by \$1,217 compared to the previous year. The increase in expenses is in service agreement charges and communication fees for the pay stations and new single space meters. \$3,240 of the increase is rent paid to the Board of Education for the lease of Lot J (Sheriff Street). Net income was \$34,835 higher than the previous year. Net income in 2016 was (\$6,242).

- **Park and Ride**

Year to date revenue for period ending April 30, 2017 was \$122,320 an increase of \$6,702 as compared to the previous year. Expenses were \$5,163 higher and are a result of increases in utilities and security expenses. Net income ended \$1,539 higher than the previous year.

### New Business

- **Letter regarding handicap street parking:** A letter received from an individual who works on Main Street was presented to the Commissioners. The individual felt that people who have a handicap parking plaque should not be required to pay. The Parking Authority enforces The NJ State Statue 39:4-207. Pam Piner will respond to the individual who submitted the letter explaining the Parking Authority's position on Handicap Parking.
- **Resident request at 309 Main Street:** The resident residing at 309 Main Street submitted a request to have the meters on the North end of Main Street removed. The Commissioners felt that the removal of these meters would result in a negative parking impact on businesses located in that area and denied the request.

**Motion denying the request to remove the single space meters located on the North end of Main Street in front of 309 Main Street because it would cause a negative parking impact on existing businesses:** Vice Chairman Tariq Siddiqui

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

**All in Favor**

### Public Comments/Questions

Steve Delmar owner of Toms River Taxi was in attendance to speak about the ongoing behavior and constant negative behavior of Adam Mateo and ABC Taxi. Mr. Delmar was instructed to provide Ken Kufall with dates and time frames of the occurrences and any video available will be copied and supplied to the local police department. It was also recommended that the other Taxi companies notify local law enforcement when these incidences are occurring.

### **Executive Session**

An executive session was held to discuss personnel issues regarding Marcia Sacknowitz. Ms. Sacknowitz was in attendance.

**Motion to leave the executive session and return to public forum:** Vice Treasurer Richard J. Banach

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

**All in Favor**

### **Findings of the Executive Session**

After in depth discussion with Pam Piner the Executive Director and Ken Kufall the Operations Manager the Board of Commissioners supported the termination of Ms. Sacknowitz effective May 24, 2017.

### **Next Meeting Date**

Wednesday, June 28, 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:** Commissioner Brenda Tutela

**2<sup>nd</sup> Motion:** Vice Treasurer Richard J. Banach

**All in Favor**

Respectfully Submitted,

Pam Piner  
Executive Director