

# Township of Toms River Parking Authority

## Meeting Minutes

Regular Meeting  
October 2020

### 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. This meeting was in person in the Lomell Room of Town Hall.

### 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 J. Banach	Present
Vice Treasurer Brenda Tutela	Present
Commissioner Justin Lamb	Absent
Commissioner Michael Sutton	Present

Additional Attendees are as follows:

Executive Director Pam Piner  
Legal Counsel Tom Gannon

Public Guests:

None

**Approval of the September Minutes:** Postponed until the next meeting

### **Approval of the October/November 2020 Bill List for the Parking Authority**

Twenty Nine (29) checks totaling \$72,295.07

**Motion to accept bill list for the Parking Authority:** Commissioner Mike Sutton

**2<sup>nd</sup> Motion:** Vice Chairman Bill Beining

**All in Favor**

**Roll Call:**

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

### **Approval of the October/November 2020 Bill List for the Park and Ride**

Fourteen (14) checks totaling \$11,253.48

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

**2<sup>nd</sup> Motion:** Vice Chairman Bill Beining

**All in Favor**

**Roll Call Vote:**

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

### **Financial Overview**

**Parking Authority:** Revenue for the month of September was \$34,708. This was the highest monthly revenue since March when COVID-19 first began. Expenses for September were \$23,246, which were \$18,136 lower than expenses. For August. The Authority is beginning to experience reduced expenses because of major changes made during the Pandemic. Net Revenue for September was \$10,832. This is the first month since January that had a positive net revenue. Revenue for October fell slightly to \$29,792. This decline is normal for October. Expenses increased to \$41,393 because of Liability/Auto/Umbrella insurance renewal. Net revenue was a deficit of \$(11,601).

**Park and Ride:** Revenue for the month of September was \$5,280. The highest since March when the pandemic began. Expenses were \$10,361 with net revenues being (\$5,081). This is the best month financially for the Park and Ride since March 2020. The facility is not earning enough to cover expenses and the Parking Authority continues to subsidize the Park and Ride in order for it to remain open. October revenues rose again to \$6,810. Expenses were \$11,965 with a net revenue for the month of (\$5,155). Again, the Parking Authority had to subsidize as expenses exceeded the revenue earned.

### **Unfinished Business**

- **Library Contract:** On Hold
- **On Street Rate Increase:** On Hold
- **Off Street Rate Increase:** On Hold
- **Decal Costs:** Decal costs will remain the same for 2021. An administrative cost of \$12.00 will be added to each decal purchased to offset the cost of administering the decal process and merchant fees acquired.
- **20 Minute Courtesy Time:** A decision was made to suspend the 20- minute courtesy time on the street meters. The meters were unable to manage this feature properly which resulted in lost revenue and hindered the movement of traffic for parking availability.

**Motion to suspend 20-minute courtesy time from all street meters:** Vice Chairman Bill Beining

**2<sup>nd</sup> Motion:** Secretary Norvella Lightbody

**All in Favor**

### **New Business**

- **2019 Audit Affidavit and Resolution:** The Affidavit and Resolution for the 2019 Audit, which was approved at the September meeting, was presented to the Board of Commissioners for signature. These documents are required to be publicly posted in the Asbury Park Press.
- **Santander Loan Update:** After four verbal approvals, Santander Bank decided to decline the approval on the loan request unless the Township agreed to be a co-signor. The Parking Authority decided not to pursue this loan with Santander any further. The

Executive Director applied for the same loan with TD Bank. However, TD Bank declined an offer due to the financial results of the 2019 Audit.

- **The Sale of Lot H:** Treasurer Richard J. Banach solicited two CMA's on the lot and presented the information along with corresponding maps. This information will help in deciding a listing price when the Board of Commissioners decide to put the property on the market. It was decided to notify the Township of the Board of Commissioners intention to sell this property for listing. This property is located in the center of a possible redevelopment project in Toms River.
- **The sale of the Bobcat:** The Director spoke to Garden State Bobcat and received an estimated market value of \$35,000 - \$40,000. Garden State will sell the equipment on consignment for a commission of 10%. The Bobcat and accessories needed to be paid in full before it can be listed for sale. The balance owed on the equipment is approximately \$10,000. The Director suggested that the loan be paid in full once revenue is received for 2021 decals in December.
- **Cares 3 Grant:** The Director informed the Board that applications were being accepted for a Phase 3 in cares grant funding. She submitted a preliminary application and will submit a final application the 2<sup>nd</sup> week in November during her allotted time frame. It will take approximately 30 days to receive an approval or declination.
- **Park and Ride Maintenance Building:** The Director stated that she had gone to the maintenance building located at the Park and Ride to see what condition they were in. The condition was better than expected and only requires some organization of the contents. Pam Piner, the Director reached out to the Township and was able to get them to bring a dumpster so that the contents can begin to be sorted out. All contents will eventually be moved from the smaller unit to the larger unit. This will allow for the Parking Authority to possibly rent out the first unit as storage.
- **Liability/Auto/Umbrella Insurance Policy:** The 2020/2021 Insurance policy renewed effective November 1<sup>st</sup>. Both the last payment of 2019/2020 needed to be paid and the 1<sup>st</sup> payment of the 2020/2021 policy needed to be paid. Both checks were presented for approval during this meeting.
- **Easement Ratification for Soil Borings by Capadaglia:** Capadaglia, the developer for two redevelopment projects in the Toms River downtown area requested approval to access Parking Authority property to obtain soil bearings for two projects they will be doing beginning in the Spring of 2021. Access was approved.
- **2021 Budget:** The 2021 budget is in process and is expected to be presented for approval at the December meeting. Things are changing everyday and need to be added to the Budget as they are identified. This has delayed the finalization of the 2021 budget. This is an important budget as it will decide the future of the Parking Authority.
- **Street Meter Status:** The Director stated that the street meters are in need of new batteries. She has been replacing the back up batteries as needed but the batteries are expensive. Some of the meters' internal (rechargeable) batteries have gone dead and require being pulled from the pole and recharged for 10 hours then replaced. This process has begun as well. The sensors are also requiring new batteries.

### **Public Comments/Questions**

- None

### **Executive Session**

No executive session was held.

### **Next Meeting Date**

To be determined.

### **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

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

**All in Favor**

Respectfully Submitted,

Pam Piner  
Executive Director