

Township of Toms River Parking Authority

Meeting Minutes

Regular Meeting
February 24, 2016

Call to order

The regular meeting of the Toms River Township Parking Authority was called to order at 4:30 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. Frank Holman, Holman, Frenia & Allison

Approval of Minutes

Motion to accept the Minutes of the January 2016 meeting: Vice Treasurer Richard J. Banach

2nd Motion: Treasurer Bill Beining

All in Favor

Approval of the February 2016 bill list for the Parking Authority

Thirty Two (32) checks totaling \$333,717.54.

Motion to accept bill list for the Parking Authority: Secretary Norvella Lightbody

2nd Motion: Commissioner Brenda Tutela

Abstention: Vice Chairman Tariq Siddiqui

All in Favor

Approval of the February 2016 bill list for the Park and Ride

Fifteen (15) checks totaling \$92,707.37

Motion to accept bill list for the Park and Ride: Treasurer Bill Beining

2nd Motion: Vice Treasurer Richard J. Banach

Abstention: Vice Chairman Tariq Siddiqui

All in Favor

Financial Overview

- **Parking Authority**

January revenue is higher than last January by \$4,800. All revenue areas are higher than previous year with the exception of parking permits which is lower by \$5,300. The main decline in parking permits is due to the Post Office moving employees to other locations. Expenses are slightly higher by \$1,100 and are mainly due to timing issues with reimbursements from the Park and Ride which will level out at the end of the first quarter. Net revenue is higher by \$3,695.

- **Park and Ride**

January revenue is lower than the previous year by \$3,377. This is mainly due to the reduction in parking permits. Expenses however are lower by \$9,944. Net revenue is currently \$6,567 higher than previous year.

Unfinished Business

- **2016 Auditing Services:** Sealed bids were received from the firm Holman Frenia Allison, PC. And Withum Associates. The award of this contract was awarded to Holman Frenia & Allison.

Motion to accept the bid for Auditing Services submitted by Holman, Frenia &

Allison: Vice Chairman Tariq Siddiqui

2nd Motion: Chairman Bill Beining

All in Favor

- **Rate Increase/Restructuring:** Tom Gannon is drafting the resolution regarding the rate increase for street parking. This resolution will be presented at the March meeting.
- **New Single Space Meters:** Pending the approval of the rate increase.
- **Pay Station – Lot H:** The pay station has been installed. Waiting for JCP&L to run electrical wire from Pole to the machine.
- **Omnipark Conversion/Programming changes:** This conversion is scheduled to be completed in March/April.
- **New Bob Cat:** The Board of Commissioners approved the purchase of a new S650 Bobcat Skid Steer Loader, 74" low profile bucket and 78" snow blower.
Motion to purchase a new S650 Bobcat Skid Steer Loader, 74: Low Profile Bucket and 78" Snow Blower through the Middlesex Regional Educational Services Commission Cooperative Pricing System in conjunction with the Parking Authority's Shared Services Agreement with the Toms River Municipal Utilities Authority for the price of \$51,932 with a payment calculated at 4.91% interest for 60 months of \$977.89: Treasurer Bill Beining

2nd Motion: Vice Treasurer Richard J. Banach

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

The bobcat is used extensively at the Park and Ride facility and the monthly payment will be shared equally between the Authority and the Park and Ride.

- **CAP – NJ Natural Gas Contamination Clean up Initiative:** The effect on the Park and Ride and the temporary relocation of the terminal and maintenance buildings during phase III of this cleanup was discussed. This is expected to take place the end of 2017. A meeting between the Authority and the NJNG Project Managers was requested to be scheduled in the near future.

New Business

- No new business was discussed.

Executive Session

- No Executive Session was held.

Public Comments/Questions

- None

Next Meeting Date

Wednesday, March 23, 2016 @ 4:30 p.m. in the Sunshine 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: Secretary Norvella Lightbody

All in Favor

Respectfully Submitted,

Pam Piner
Executive Director