

# Township of Toms River Parking Authority

## Meeting Minutes

Regular Meeting  
April 4, 2022

### Call to order

The reorganizational 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.

### 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 Banach	Absent
Vice Treasurer Brenda Tutela	Present
Commissioner Mike Sutton	Absent

Additional Attendees are as follows:

Executive Director Pam Piner  
Legal Counsel Joe Coronato, Jr.

Public Guests:

None

### Approval of Minutes

Approval of the February 2022 Minutes was deferred until the April 2022 meeting. There was no quorum of the attendees to approve.

### Approval of the March 2022 Bill List for the Parking Authority

Twenty three (23) checks totaling \$68,390.36 and Twelve (12) electronic payments totaling \$55,384.30

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

**2<sup>nd</sup> Motion:** Vice Treasurer Brenda Tutela

### **Roll Call:**

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

## Approval of the March 2022 Bill List for the Park and Ride

Eight (8) checks totaling \$10,209.96

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

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

### **Roll Call Vote:**

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

## Financial Overview

- The Parking Authority had revenue in February 2022 of \$36,211. This is \$14,231 higher than the previous year. An improvement of 65%. Total expenses were \$34,110. An increase of \$4,774 compared to the previous year. Net revenue was \$2,101. This is \$9,457 higher than the previous year. An improvement of 129%.
  - Total Funds as of 04/04/2022 was \$52,186
    - Unrestricted funds \$8,113
    - Reserved Funds \$15,000
    - Reserved Funds – \$5,000 NJT GF
    - Restricted Funds – \$23,600 NJT
    - Restricted Funds – \$473 Academy
  - Outstanding payables as of 04/04/2022 was \$49,620 plus \$137,000 of employer's pension contribution.
  - Total loan balances as of 04/04/2022 was \$53,573 plus \$450,000 pending for NJT.
- The Park and Ride had revenue in February 2022 of \$10,290. This is \$6,138 higher than the previous year. An improvement of 148%. Expenses were \$21,217. An increase of \$3,580 compared to the previous year. Net revenue was \$-10,927. This is \$2,557 higher than the previous year. An improvement of 19%.
  - Total Funds as of 04/04/2022 was \$7,873
    - Unrestricted Funds - \$373
    - Restricted Funds - \$2,500 Contingency Fund
    - Restricted Funds - \$5,000 TRPA
  - Outstanding payables as of 04/04/2022 was \$296,445
    - General payables was \$7,902 – status current
    - NJT Draw \$84,000
    - Due to Parking Authority \$202,288

## Unfinished Business

- **NJT Status:** Pending. No progress to report
- **Redevelopment Status/Land Sale:** No progress to report
- **2022 Budget:**

**Motion to approve the 2022 Budget as presented:** Vice Treasurer Brenda Tutela

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

### **Roll Call Vote**

Vice Treasurer Brenda Tutela	Yes
Vice Chairman Bill Beining	Yes
Secretary Norvella Lightbody	Yes
Treasurer Richard J. Banach	Absent

Commissioner Mike Sutton	Absent
Chairman Tariq Siddiqui	Yes

- **Park and Ride Repair Updates:** The DOT will be paving the bus lanes the night of Wednesday, April 6<sup>th</sup> into the early morning of Thursday, April 7<sup>th</sup>.
- **Municibid Public Auction Resolutions:** Resolutions and motions were made to auction the following items:
  - **Motion to advertise the 2011 White Ford F450 Dump Truck with Plow Package, VIN #1FDTF4HT0BEA80760, Approximate Mileage: 28,106, Reserve set at \$25,000. The auction will be held on the public government auction site [www.Municibid.com](http://www.Municibid.com). State Contract # 19-GNSV1-00696: Vice Chairman Bill Beining**  
**2<sup>nd</sup> Motion:** Vice Treasurer Brenda Tutela  
**Roll Call Vote:**

Vice Chairman Bill Beining	Yes
Vice Treasurer Brenda Tutela	Yes
Secretary Norvella Lightbody	Yes
Treasurer Richard J. Banach	Absent
Commissioner Mike Sutton	Absent
Chairman Tariq Siddiqui	Yes
  - **Motion to advertise the 2009 White Smart Car, VIN #WMEEJ31X29K275615, Approximate Mileage: 54,000, No Reserve. The auction will be held on the public government auction site [www.Municibid.com](http://www.Municibid.com). State Contract # 19-GNSV1-00696: Vice Treasurer Brenda Tutela**  
**2<sup>nd</sup> Motion:** Vice Chairman Bill Beining  
**Roll Call Vote**

Vice Treasurer Brenda Tutela	Yes
Vice Chairman Bill Beining	Yes
Secretary Norvella Lightbody	Yes
Treasurer Richard J. Banach	Absent
Commissioner Mike Sutton	Absent
Chairman Tariq Siddiqui	Yes
  - **Motion to advertise the 2009 White Smart Car, VIN #WMEEJ31X49k264275, Approximate Mileage: xx,xxx, No Reserve. The auction will be held on the public government auction site [www.Municibid.com](http://www.Municibid.com). State Contract # 19-GNSV1-00696: Vice Treasurer Brenda Tutela**  
**2<sup>nd</sup> Motion:** Vice Chairman Bill Beining  
**Roll Call Vote**

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

**New Business**

- **Meeting with DOT 3/18/2022:** Director Pam Piner met with the DOT Regional Team at the Park and Ride including the Vice Chairman of DOT Board to go over what repairs would be done and to what extent. Also, present was a Safety Engineer. It was decided that any changes/repairs that could be postponed until the New Jersey Natural Gas soil remediation project was completed would be deferred. Things that will be done are the paving of the bus lanes, restriping of the bus lanes and handicap spaces, all signs including space #'s will be raised to the height of 7 feet. Weeds, dead trees and initial grass mowing will be done.

- **Wells Fargo Parking Lot on Irons Street:** Director Pam Piner was able to speak with someone who has authority over the Wells Fargo Parking Lot. She expressed to them the possibility of entering into a public/private parking agreement in order to enforce parking and move the Post Office employees back to public property. She also discussed the possibility of a future need for when the redevelopment project begins as well as the soil remediation project at the Park and Ride. The individual she spoke with was going to speak with their Board of Directors and reach back out to the Authority.
- **Development Project on Irons Street Lot (Lot A):** Director Pam Piner was contacted by Bob Shea, Legal Counsel for Cappadaglia Developers regarding the future project on Lot A. She met with Bob Shea and a representative from Cappadaglia. They wanted to discuss public parking requirements during and after the project completion. They will be staying in contact directly with the Authority regarding parking for both redevelopment projects.
- **Park and Ride Heating Source:** The current furnace at the Bus Terminal should be able to be converted over to natural gas. Pam Piner will continue to work with NJNG to see what can be done prior to the next winter season.
- **Professional Services Bid Awards:** Bids were advertised, received and awarded for the following Professional Services:
  - **Accountant for Special Services – Year 2022.**
    - **Motion to award the 2022 Accounting Services contract to Memoli & Company, PC:** Secretary Norvella Lightbody  
**2<sup>nd</sup> Motion:** Vice Chairman Bill Beining  
**Roll Call Vote**

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

 (No other Accounting Firms Submitted)
    - **Motion to award the 2022 Year End Audit and Financial Statement Preparation Contract to Holman Frenia & Allison:** Vice Chairman Bill Beining  
**2<sup>nd</sup> Motion:** Secretary Norvella Lightbody  
**Roll Call Vote**

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

 (No other Auditing Firms Submitted)
  - **General Legal and Litigation Counsel**
    - **Motion to award the 2022 General Legal and Litigation Counsel contract to Coronato Law:** Secretary Norvella Lightbody
    - **2<sup>nd</sup> Motion:** Vice Treasurer Brenda Tutela  
**Roll Call Vote**

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

Chairman Tariq Siddiqui                      Yes  
(One other firm submitted a proposal. King Moench, Hirniak & Collins,  
LLP, Morris Plains, NJ)

**Public Comments/Questions**

- None

**Executive Session**

- No Executive Session was held. However, it was decided to hire three part-time employees at a rate of \$15.00 per hour. The positions will be maintenance, bus ticket sales and parking enforcement for the downtown area. If the Parking Authorities finances begin to decline then these positions will be adjusted accordingly.

**Next Meeting Date**

Thursday, April 28, 2022 @ 4:45 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:** Secretary Norvella Lightbody

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

**All in Favor**

Respectfully Submitted,

Pam Piner  
Executive Director