

Township of Toms River Parking Authority

Meeting Minutes

Regular Meeting
November 18, 2021

Call to order

Vice Chairman Bill Beining, who also led those in a flag salute, called the regular meeting of the Toms River Township Parking Authority to order at 4:45 p.m.

Open Public Meetings Act Statement

This meeting was 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	Absent
Vice Chairman Bill Beining	Present
Secretary Norvella Lightbody	Present
Treasurer Richard Banach	Present
Vice Treasurer Brenda Tutela	Present
Commissioner Mike Sutton	Present

Additional Attendees are as follows:

Executive Director Pam Piner
Joe Coronato, Jr., Coronato Law
Lauren Holman, Holman, Frenia and Allison

Public Guests:

None

2020 Year End Audit Presentation: Lauren Holman from HFA presented the 2020 year end audit results and financial statements. The Board of Commissioners accepted the report as presented.

Motion to accept the 2020 year end audit results and financial statements as presented by

Lauren Homan: Commissioner Mike Sutton

2nd Motion: Secretary Norvella Lightbody

Roll Call Vote:

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

Approval of October Minutes - Moved to the December meeting

Approval of the November 2021 Bill List for the Parking Authority

Nineteen (19) checks totaling \$63,694.06 and Fifteen (15) electronic payments totaling \$22,920.82.

Motion to accept bill list for the Parking Authority: Vice Treasurer Brenda Tutela

2nd Motion: Treasurer Richard J. Banach

All in Favor

Roll Call:

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

Approval of the November 2021 Bill List for the Park and Ride

Seven (7) checks totaling \$8,153.14

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

2nd Motion: Treasurer Richard J. Banach

All in Favor

Roll Call Vote:

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

Financial Overview

- The Parking Authority had YTD revenue as of October 2021 of \$462,358. This is \$75,673 higher than the previous year even with January and February of 2020 being pre-covid. Total YTD expenses were \$348,135. A reduction of \$136,101 compared to the previous year. Net YTD revenue was \$114,224. An improvement of \$211,774 compared to 2020.
 - Total funds as of 11/18/21 was \$43,005
 - Unrestricted funds \$1,217
 - Reserve Funds \$17,300
 - NJT Restricted Funds \$23,967
 - Academy Restricted Funds \$521
 - Outstanding payables as of 11/18/21 was \$60,048 plus \$144,000 of employer's pension contribution.
 - Total loan balances as of 11/18/21 was \$69,872 plus \$450,000 pending for NJT.
- The Park and Ride had YTD revenue of \$100,395 as of October 2021. A decrease of \$35,120 compared to 2020, which had two months of pre-covid revenue. YTD expenses were \$177,639 compared to \$179,846 in 2020, a decrease of \$2,206. YTD net revenue was a deficit of (\$77,244) compared to (\$44,330) in 2020, which included two months of pre-covid.
 - Total funds as of 11/18/21 was \$3,031
 - Outstanding payables as of 11/18/21 was \$259,167
 - General payables was \$4,444, status current
 - NJT Draw \$68,000
 - Due to Parking Authority \$186,723

Unfinished Business

- **NJT Status:** This was discussed in Executive Session

New Business

- **2022 Meeting Dates:** The meeting dates for 2022 will remain at the 4th Thursday of each month at 4:45 P.M.
- **GASB 75 Analysis for 2021 Audit:** A quote was received for the GASB 75 Analysis update for the 2021 audit. The quote was \$2,000. An analysis was not done for 2020 audit due to limited funds. This analysis must be done every 2 years.

Executive Session

Motion to leave public session and enter into executive session to discuss legal matters

and personnel issues: Vice Treasurer Brenda Tutela

2nd Motion: Secretary Norvella Lightbody

All in Favor

- **Legal Matters:** Legal Counsel Joe Coronato discussed the appraisal for Lot H which was received on November 5th and the Township's response. All Commissioners agreed upon an acceptable purchase price. Details of this discussion will be disclosed at a future date.
- **Personnel Issues:** Director Pam Piner informed the Commissioners that Scott Petersen, a part time employee at the Park and Ride resigned his position. She requested to rehire Trisha Krause to sell bus tickets on the weekends. This would reopen the terminal for 8 hours on Saturday and 4 hours on Sunday. She also requested to rehire Edward Wink to do the janitorial/maintenance items at the terminal. He would be available for ten hours per week. The salary paid to Scott Petersen per pay period would be \$50 short of covering the salaries of both rehires. There will also be an increase in bus ticket commissions earned from bus ticket sales. Both employees will be paid an hourly rate of \$15.00.

A motion was made to rehire Trisha Krause to sell bus tickets at an hourly rate of \$15.00 not to exceed 24 hours per pay period. Her hours will be 8:00 am to 4:00 pm on Saturday and 8:00 am to 12:00 pm on Sunday. Edward Wink will be rehired for janitorial and light maintenance work for and hourly rate of \$15.00. His hours will not exceed 20 per pay period. A re-evaluation will be done monthly to ensure that these rehires do not cause an additional expense and the bus ticket commissions

increase revenue: Vice Treasurer Brenda Tutela

2nd 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	Yes
Commissioner Mike Sutton	No
Chairman Tariq Siddiqui	Absent

Motion to leave Executive Session and return to Public Session: Commissioner Mike Sutton

2nd Motion: Vice Treasurer Brenda Tutela

General Discussion

- None

Public Comments/Questions

- None

Next Meeting Date

Monday, December 20, 2021 @ 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: Vice Treasurer Brenda Tutela

2nd Motion: Secretary Norvella Lightbody

All in Favor

Respectfully Submitted,

Pam Piner
Executive Director