

# Township of Toms River Parking Authority

## Meeting Minutes

Regular Meeting  
January 24, 2018

### Call to order

The regular meeting of the Toms River Township Parking Authority was called to order at 4:45 p.m. by Vice 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:

Commissioner/Chairman Michael Sutton	Absent
Commissioner/Vice Chairman Tariq Siddiqui	Present
Commissioner/Treasurer Bill Beining	Present
Commissioner/Secretary Norvella Lightbody	Present
Commissioner/Vice Treasurer Richard Banach	Absent
Commissioner Brenda Tutela	Present

Additional Attendees are as follows:

Executive Director Pam Piner  
Maintenance Manager Ken Kufall  
Legal Counsel Mr. Tom Gannon

Public Guests:

None

### Election of Board Officers

**Chairman Nominated:** Mike Sutton

**Motion to Accept Nomination and Elect Mike Sutton as Chairman:** Commissioner Norvella Lightbody

**2<sup>nd</sup>:** Commissioner Bill Beining

**All in Favor**

**Vice Chairman Nominated:** Tariq Siddiqui

**Motion to Accept Nomination and Elect Tariq Siddiqui as Vice Chairman:** Commissioner Bill Beining

**2<sup>nd</sup>:** Commissioner Norvella Lightbody

**All in Favor**

**Secretary Nominated:** Norvella Lightbody

**Motion to Accept Nomination and Elect Norvella Lightbody as Secretary:**

Commissioner Bill Beining

2<sup>nd</sup>: Commissioner Tariq Siddiqui

**All in Favor**

**Treasurer Nominated:** Bill Beining

**Motion to Accept Nomination and Elect Bill Beining as Treasurer:** Commissioner

Norvella Lightbody

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

**All in Favor**

**Vice Treasurer Nominated:** Richard J. Banach

**Motion to Accept Nomination and Elect Richard J. Banach as Vice Treasurer:**

Commissioner Norvella Lightbody

2<sup>nd</sup>: Commissioner Bill Beining

**All in Favor**

**A roll call vote was taken to accept Officers as nominated and elected:**

Commissioner, Mike Sutton	Absent
Commissioner, Tariq Siddiqui	Yes
Commissioner, Norvella Lightbody	Yes
Commissioner, Bill Beining	Yes
Commissioner, Richard J. Banach	Absent
Commissioner, Brenda Tutela	Yes

**Resolution Scheduling Regular Meetings of the Parking Authority Board of Commissioners as the 4<sup>th</sup> Wednesday of each month with the exception of December which will be held on Wednesday, December 19. Each meeting will be held at 4:45 pm in the Community Room of Town Hall.**

January 24, 2018

February 28, 2018

March 28, 2018

April 25, 2018

May 23, 2018

June 27, 2018

July 25, 2018

August 22, 2018

September 26, 2018

October 24, 2018

November 28, 2018

December 19, 2018

**Motion:** Treasurer Bill Beining

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

**All in Favor**

**Resolution Authorizing Commissioners to Sign Checks**

**Motion:** Secretary Norvella Lightbody

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

**All in Favor**

**Resolution Designating TD Bank as Official Depository**

**Motion:** Commissioner Brenda Tutela

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

**All in Favor**

**Resolution Designating the Asbury Park Press as the Official Newspaper**

**Motion:** Secretary Norvella Lightbody

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

**All in Favor**

**Resolution Consenting to Appointment of Parking Violation Officers:**

**Mary McClave – Badge #863**

**Marian Nadeau – Badge #857**

**Pamela Piner – Badge #858**

**Lisa Chiruzzi – Badge #860**

**Motion:** Secretary Norvella Lightbody

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

**All in Favor**

**Approval of Minutes**

**Motion to accept the Minutes of the December 2017 meeting:** Vice Chairman Tariq Siddiqui

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

**Abstention:** Secretary Norvella Lightbody

**All in Favor**

**Approval of the January 2018 Bill List for the Parking Authority**

Thirty Nine (39) checks totaling \$362,117.89 minus check #2574, Integrated Technical Systems \$11,291.00.

**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 January 2018 Bill List for the Park and Ride**

Twelve (12) checks totaling \$59,751.38

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

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

**All in Favor**

**A roll call vote was taken to approve the Parking Authority and the Park and Ride bill lists:**

Commissioner, Mike Sutton	Absent
Commissioner, Tariq Siddiqui	Yes
Commissioner, Norvella Lightbody	Yes
Commissioner, Bill Beining	Yes
Commissioner, Richard J. Banach	Absent
Commissioner, Brenda Tutela	Yes

**Financial Overview**

- **Parking Authority**

The Authority ended the year with a deficit. However, net position experienced an improvement of approximately \$93,935. Revenues were \$110,935 higher than the previous year but ended lower than expected. This was mainly caused by lower NJT bus ticket commissions, Fire Lane violations and the delay in getting the new single space meters fully functional in the first quarter. Administrative expenses ended the year \$9,542 higher than 2017 due to increases in both Worker's Compensation Insurance and Liability Insurance, but were still lower than the budget by \$32,768. Operating expenses ended the year \$25,113 lower than 2017 and \$79,473 below budget.

- **Park and Ride**

Revenue ended slightly higher than 2017 by \$5,140. There was a decline in meter revenue which was offset by an increase in both annual parking decals and paper passes. Expenses ended \$10,330 lower than 2017 with an improvement to net income of \$15,470. However, net income still ended the year with a deficit.

**Unfinished Business**

- **2018 Budget** - Pending

**New Business**

- **Professional Services RFP's**: RFP's for Accounting, Auditing and Legal Services will be solicited in February with proposals being presented to the Board of Commissioners at the February 28<sup>th</sup> meeting.
- **Kurland vs. Toms River Park and Ride**: This is a trip and fall at the Park and Ride. The Authority's insurance company has requested approval to utilize the medical expense payment clause in the liability policy if needed. This clause will pay up to \$10,000 in the plaintiff's medical expenses and could avoid a lengthy lawsuit.

**Motion to utilize the \$10,000 medical expense clause in the Authority's liability insurance policy in Kurland vs. Toms River Park and Ride if necessary:** Secretary Norvella Lightbody

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

**A roll call vote was taken**

Commissioner, Mike Sutton	Absent
Commissioner, Tariq Siddiqui	Yes
Commissioner, Norvella Lightbody	Yes
Commissioner, Bill Beining	Yes
Commissioner, Richard J. Banach	Absent
Commissioner, Brenda Tutela	Yes

- **2017 Year End Audit:** The 2017 year- end audit performed by Holman, Frenia and Alison is scheduled for the last week in March and the first week in April.

**Public Comments/Questions**

- None

**Executive Session**

No Executive Session was held.

**Next Meeting Date**

Wednesday, February 28, 2018 @ 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:** Vice Treasurer Bill Beining

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

**All in Favor**

Respectfully Submitted,

Pam Piner  
Executive Director