

Township of Toms River Parking Authority

Meeting Minutes

Regular Meeting
June 24, 2015

Call to order

The regular meeting of the Toms River Township Parking Authority was called to order at 4:30 p.m. by Treasurer Bill Beining 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	Absent
Commissioner Brenda Tutela	Present

Additional Attendees are as follows:

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

Approval of Minutes

Motion to accept the Minutes of the May 2015 meeting: Vice Chairman Tariq Siddiqui

2nd Motion: Treasurer Bill Beining

All in Favor

Approval of the June 2015 bill list for the Parking Authority

Twenty Seven (27) Checks Totaling \$372,559.25

Motion to accept bill list for the Parking Authority: Treasurer Bill Beining

2nd Motion: Secretary Norvella Lightbody

All in Favor

Approval of the June 2015 bill list for the Park and Ride

Eleven (11) Checks Totaling \$7,936.33

Motion to accept bill list for the Park and Ride: Secretary Norvella Lightbody

2nd Motion: Vice Chairman Tariq Siddiqui

All in Favor

Financial Overview

- **Parking Authority**

Revenue is beginning to exceed previous year. Meter revenue is the area that has experienced the increase. This is mainly due to the installation of the new pay stations

and the ability to accept debit/credit cards. Fine revenue, bus ticket sales and vending is lower than previous year. Even though the bus terminal parking lot is at capacity on Wednesdays and some Thursdays, bus ticket revenue is still lower than expected. Total expenses are higher than previous year but are expected to level out during the second half of the year.

- **Park and Ride**

Revenue and expenses are right on target as compared to previous year. Revenue is expected to exceed the previous year as we go through the summer.

New Business

- No new business was discussed.

Unfinished Business

- **2015 Budget** – The 2015 Budget was received from the DLGS and adopted by the Board of Commissioners.

Motion to adopt the 2015 Budget as presented: Vice Chairman Tariq Siddiqui

2nd Motion: Treasurer Bill Beining

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

- **Rate Increase/Restructuring:** The Board of Commissioners agreed that a rate increase is necessary in order to replace existing meters, which are 30+ years old, with new technology. This increase will offset the cost of the equipment as well as ongoing costs associated with the new technology. A new rate was agreed upon and will be disclosed at a future date. Pam Piner and Legal Counsel, Tom Gannon will begin to write the new ordinance. Pam Piner and Accountant Carmen Memoli will prepare a long term financial plan to provide to the Township Governing Body in order to educate them on why a rate increase is necessary and to receive their support.
- **New Single Space Meters:** The Board of Commissioners agreed to replace all existing single space meters. This will result in 213 new single space meters. 113 single space meters in Lot H (corner of W. Water Street and Iron Street, south side) will be eliminated and replaced with a multi space pay station.

Open Discussion

- No public attended the meeting

Executive Session

- An Executive Session was held to discuss the creation of two part time positions to cover absences at the bus terminal, extended enforcement hours and break coverage. These two positions were approved. A discussion ensued regarding lunch breaks at the bus terminal and coverage for these breaks.

Next Meeting Date

Wednesday, June 24, 2015 @ 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: Treasurer Bill Beining

2nd Motion: Commissioner Brenda Tutela
All in Favor

Respectfully Submitted,

Pam Piner
Executive Director