

Township of Toms River Parking Authority

Meeting Minutes

Regular Meeting
June 21, 2021

Call to order

A workshop meeting immediately followed by the regular meeting of the Toms River Township Parking Authority was called to order at 4:00 p.m. by Chairman Tariq Siddiqui who also led those present in the flag salute.

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

Additional Attendees are as follows:

Executive Director Pam Piner
Joe Coronato, Jr., Coronato Law

Public Guests:

None

Work Meeting: A work session was held to discuss possibilities and anticipated changes for the Parking Authority post covid. A discussion took place regarding the financial deficiencies of both the Parking Authority and the Park and Ride as a result of Covid. The Park and Ride continues to operate with expenses exceeding revenue which results in the Parking Authority subsidizing expenses such as Park and Ride salaries and related expenses. This situation increases the payable amount from the Park and Ride to the Park Authority. The current amount owed to the Authority is \$174,000 and continues to increase each month. The Park and Ride is not generating enough revenue to remit the \$4,000 monthly payment to NJT or to reimburse the Parking Authority for the expenses that they are funding. Possible ways to restructure the way revenue is earned at the Park and Ride by the Authority were discussed. Commissions earned on bus ticket sales continue to decline due to the phone application that was released by Transit. Most riders purchase their tickets using the app because it gives them the option to use a credit/debit card. Credit cards are not accepted for in person purchases per NJT. The possibility of eliminating in person ticket sales and requesting bus tickets kiosks was discussed. In order to fund the maintenance and operation of the bus terminal a commission based on all tickets originating out of the Toms River zone, regardless of where they are purchased, would be requested. Currently, commissions earned on bus ticket sales is revenue of the

Authority. The new structure would move the commission revenue to the Park and Ride. The daily rates for parking would also be requested to be increased to \$4.00/day. A deadline for September 1, 2021 was set as the date to decide if the Parking Authority would continue to operate the Park and Ride.

A discussion took place regarding the outstanding Employer's PERS Contribution of \$150,000 and the \$450,000 owed to NJT Bus Company for bus ticket sales in January, February and March 2020. The Authority owns a parking lot that is in the center of the redevelopment project for the Toms River water front. The Township has expressed interest in purchasing this lot from the Authority then include it in the package of multiple lots that would be used by the Developer. The Board of Commissioners requested that Joe Coronato, Jr. of Coronato Law begin conversations with the Township regarding the purchase of this property. This would get the Authority out of debt and allow it to improve its sustainability. If the Township is not interested in purchasing the lot in the near future, the Parking Authority will need to put the property up for sale to the public.

Approval of Minutes

Motion to accept the Minutes of the May 2021 meeting: Vice Chairman Bill Beining

2nd Motion: Treasurer Richard J. Banach

All in Favor

Approval of the June 2021 Bill List for the Parking Authority

Twenty Two (22) checks totaling \$51,022.69 and Seventeen (17) electronic payments totaling \$26,619.78

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

2nd Motion: Treasurer Richard J. Banach

All in Favor

Roll Call:

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

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

Thirteen (13) checks totaling \$11,068.98

Motion to accept bill list for the Park and Ride: Treasurer Richard J. Banach

2nd Motion: Vice Chairman Bill Beining

All in Favor

Roll Call Vote:

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

Financial Overview

- The Parking Authority had revenue of \$35,426 in June 2021. Total revenue for the month was \$34,204 higher than the previous year. Total expenses were \$29,057. A reduction of \$5,093 compared to the previous year. Net revenue was \$6,059. An improvement of \$39,451 compared to June 2020.

- YTD revenue for the Parking Authority was \$231,158 as of May 31, 2021. A reduction of \$28,113 compared to 2020. YTD expenses were \$147,049 a reduction of \$124,835 from the previous year. YTD net revenue was \$84,109.
 - Total available funds as of 06/21/21 was \$13,301
 - Outstanding payables as of 06/21/21 was \$68,012 plus \$147,000 of employer's pension contribution.
 - Total loan balances as of 06/21/21 was \$85,965 plus \$450,000 pending for NJT.
- The Park and Ride had revenue of \$7,806 in May 2021. An increase of \$5,441 compared to May 2020. Expenses were \$17,324 compared to \$19,059 in May of 2020, a decrease of \$1,736. Net revenue was still a deficit of (\$9,517) compared to \$(16,694) in 2020. Even though net revenue was still in a deficit, there was an improvement of \$7,176. YTD revenue for was \$52,061 compared to \$112,795 in 2020. A reduction of \$60,734. YTD expenses were \$89,622 compared to \$97,566 in 2020. A reduction of \$7,973. YTD net revenue was (\$37,561) compared to \$15,230 in 2020. This is a decrease of \$52,791.
 - Total available funds as of 06/21/21 was \$2,151
 - Outstanding payables as of 5/27/21 was \$228,481
 - General payables was \$4,130, status current
 - NJT Draw \$48,000
 - Due to Parking Authority \$176,351

Unfinished Business

- **NJT Status:** This is an on-going issue.
- **Refinance Meter Loan:** Lakeland Bank wants the Township of co-sign the loan.
- **COVID Phase 4 Grant:** Pending
- **FEMA Snow Emergency Funding:** Pending

New Business

- **2021 Budget Adoption:** The 2021 Budget was adopted by the Board of Commissioners as was approved by the Division of Local Government Services:
Motion to Adopt the 2021 Budget: Vice Chairman Bill Beining
2nd Motion: Secretary Norvella Lightbody

Roll Call Vote:

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

- **Township Purchased Order for Bobcat:** The purchase order for the Bobcat was received from the Township. It was signed and returned to purchasing for payment
- **ITS Invoice for New Controller Board for Pay Station:** An invoice for the replacement of the controller board in C-1 was received. The total cost was \$3,464.00. This will be submitted for payment from funds remaining in trust. This will leave an available balance of \$1,255.
- **IPS Invoice for New Batteries for the Single Space Meters and Sensor Domes:** An Invoice for replacement batteries for the Single Space Meters and Sensor Domes was received. The total cost was \$2,845.38. \$1,255 will be funded by remaining funds being held in trust. \$1,590.38 will be paid out of the general operating account.

Motion to fund the ITS Invoice for \$3,464 and the IPS Invoice for a partial amount of \$1,255 with the balance of \$1,590.38 to be paid out of the general operating fund.

These payments will deplete funds held in Trust from the original meter loan.: Vice Chairman Bill Beining

2nd Motion: Secretary Norvella Lightbody

All in Favor

- **Recording of Deed for Lot H:** Paperwork was received from Sovereign Bank showing that the mortgage for Lot H has been paid in full. This paperwork was given to Joe Coronato, Jr. to be recorded with the County Clerk.
- **Ford Explorer Repair:** The Explorer was taken to Downs Ford for repairs to the air conditioning system and the oil exchange switch. They also completed a thorough inspection of the entire vehicle and advised of future maintenance needs. The cost for the initial repair was \$978.
- **Riding Lawn Mower Repair:** The riding lawn mower was taken to Blossom Lawn for the replacement of two belts. They did an inspection on the mower and said that other than the belt replacements the unit was in good operating condition. The cost for this repair was \$499.
- **GASB 75 Analysis:** This is an analysis that is required each year to be updated and included in the audit for the prior year-end. This is an actuarial report regarding post-retirement benefits. The cost to have this report updated each year is \$2,500 - \$3,000. Due to the current financial status of the Authority, this update is being postponed until the audit for 2021. Because the Authority terminated post retirement benefits during Covid (grandfathering one retired employee), this liability will be grossly overstated in the audit and financial statements for 2020.
- **Contract Renewal for Lotano Lot (Lot S):** This will be moved to the July meeting for approval.
- **Bobcat Lease Payoff:** The lease was paid off in order to expedite the release of the Certificate of Origin (title) from the bank. The payoff amount was \$2,966.
- **Bobcat Proceeds Distribution:** It was discussed that the \$40,000 proceeds from the sale of the Bobcat be used to pay the balance of \$18,450 for the 2019 audit to Holman, Frenia and Allison. The balance of \$21,550 will be held in reserve.
- **23 Washington Street Project:** This project consists of 23 residential units and first floor retail on the corner of Washington Street and Robbins Street and has been approved by the zoning board. The property owner has requested a contract with the Parking Authority for 46 parking decals in the core downtown area (2 per unit). The upper level of the Municipal Garage is the most viable location for these decals.

General Discussion

- None

Public Comments/Questions

- None

Executive Session

- None

Next Meeting Date

Thursday, July 22, 2021 @ 4:45 p.m. in the Lommel Room.

Adjournment

There being no further business before the Board of Commissioners, a motion was made to adjourn the meeting.

Motion to Adjourn: Vice Chairman Bill Beining
2nd Motion: Secretary Norvella Lightbody
All in Favor

Respectfully Submitted,

Pam Piner
Executive Director