

# Township of Toms River Parking Authority

## Meeting Minutes

Regular Meeting  
April 22, 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	Absent
Commissioner/Vice Chairman Tariq Siddiqui	Absent
Commissioner/Treasurer Bill Beining	Present
Commissioner/Secretary Norvella Lightbody	Present
Commissioner/Vice Treasurer Richard Banach	Present
Commissioner Brenda Tutela	Present

Additional Attendees are as follows:

Executive Director Pam Piner  
Maintenance Manager Ken Kufall  
Legal Counsel Mr. Mike McKenna

### Approval of Minutes

**Motion to accept the Minutes of the March 2015 meeting:** Vice Treasurer Richard J. Banach

**2<sup>nd</sup> Motion:** Secretary Norvella Lightbody

**All in Favor**

### Approval of the April 2015 bill list for the Parking Authority

Twenty Nine (29) Checks Totaling \$366,768.55

**Motion to accept bill list for the Parking Authority:** Commissioner Brenda Tutela

**2<sup>nd</sup> Motion:** Vice Treasurer Richard J. Banach

**All in Favor**

**Abstain:** Secretary Norvella Lightbody sustained from approving the invoice for Holman, Frenia and Allison due to a conflict of interest.

### Approval of the April 2015 bill list for the Park and Ride

Eight (8) Checks Totaling \$76,068.65

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

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

**All in Favor**

## Financial Overview

- **Parking Authority**  
Year to date revenue for the Authority is finally exceeding revenue for the same time period for the previous year. Revenue is slightly behind what was expected due to the bus terminal and Town Hall being closed on three separate occasions due to snow storms earlier in the year. However, revenue is still expected to exceed 2014 as a whole. Expenses are higher than previous year due to salary increases and the timing of Park and Ride reimbursable for the first quarter.
- **Park and Ride**  
Revenue and Expenses are right on target with the previous year with net revenue for the current year exceeding previous year by \$7,800.. This is expected to continue to increase. Total expenses are lower than previous year but are expected to increase once Spring maintenance begins.

## New Business

- **New Single Space Meters:** Pam Piner met with IPS to discuss their single space meter and the possibility of phasing the purchasing of these units based on problem areas in the core downtown. IPS will be sending quote information.
- **RFP for Bus Lane Paving:** The paving of the bus lane will be addressed now that the weather has improved. An RFP is expected to be available for advertising at the May Board of Commissioners' Meeting.
- **Graffiti-Lot A:** The wall on the North side of Lot A has been covered with Graffiti. A painting company has been asked to paint the wall using a special paint that will not allow future graffiti to soak into the concrete it will be able to be power washed off. Fast growing Ivy is going to be planted along the top of the wall to deter any future graffiti.

## Unfinished Business

- **Parking Study:** Pending
- **2015 Budget –** The 2015 Budget is still at the DLGS.
- **New Pay Stations:** All new pay stations are now in use. The acceptance of paper currency and credit cards have been very well received with no complaints regarding the maximum amount when using credit cards and no change given when using paper currency.
- **Rate Increases/Restructuring:** The Board of Commissioners discussed the necessity of raising the rates and restructuring time limits and zoning. It was also discussed that a long term plan be created to begin replacing the old Duncan single space meters located on the streets with new electronic meters. Pam Piner stated that she would start compiling information to move forward with these requests.

## Open Discussion

- No public attended the meeting

## Executive Session

- No Executive Session was held.

## Next Meeting Date

Wednesday, May 27, 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:** Vice Treasurer Richard J. Banach

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

**All in Favor**

Respectfully Submitted,

Pam Piner  
Executive Director