

# Township of Toms River Parking Authority

## Meeting Minutes

Regular Meeting  
December 20, 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	Present
Vice Chairman Bill Beining	Present
Secretary Norvella Lightbody	Present
Treasurer Richard Banach	Absent
Vice Treasurer Brenda Tutela	Present
Commissioner Mike Sutton	Present

Additional Attendees are as follows:

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

Public Guests:

None

### Approval of October 2021 Minutes

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

**2<sup>nd</sup> Motion:** Commissioner Mike Sutton

**All in Favor**

### Approval of November 2021 Minutes

**Motion to accept the Minutes of the November 2021 meeting:** Vice Treasurer Brenda Tutela

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

**All in Favor**

**Abstention:** Chairman Tariq Siddiqui

### Approval of the December 2021 Bill List for the Parking Authority

Twenty Four (24) checks totaling \$76,362.89 and Sixteen (16) electronic payments totaling \$24,466.14.

**Motion to accept bill list for the Parking Authority:** Commissioner Mike Sutton

**2<sup>nd</sup> Motion:** Vice Chairman Bill Beining

**All in Favor**

**Roll Call:**

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

**Approval of the December 2021 Bill List for the Park and Ride**

Seven (7) checks totaling \$5,553.37

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

**2<sup>nd</sup> Motion:** Chairman Mike Sutton

**All in Favor**

**Roll Call Vote:**

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

**Financial Overview**

- The Parking Authority had YTD revenue as of November 2021 of \$491,801. This is \$81,972 higher than the previous year even with January and February of 2020 being pre-covid. Total YTD expenses were \$380,069. A reduction of \$137,745 compared to the previous year. Net YTD revenue was \$111,732. An improvement of \$219,717 compared to 2020.
  - Total funds as of 11/30/21 was \$107,612
    - Unrestricted funds \$42,241
    - Reserve Funds \$17,300
    - NJT Restricted Funds \$47,868
    - Academy Restricted Funds \$204
  - Outstanding payables as of 11/18/21 was \$59,659 plus \$144,000 of employer’s pension contribution.
  - Total loan balances as of 11/18/21 was \$63,377 plus \$450,000 pending for NJT.
  
- The Park and Ride had YTD revenue of \$112,284 as of November 2021. A decrease of \$26,394 compared to 2020, which had two months of pre-covid revenue. YTD expenses were \$195,919.54 compared to \$193,082 in 2020, an increase of \$2,838. YTD net revenue was a deficit of \$83,525 compared to a deficit of \$54,294 in 2020, which included two months of pre-covid.
  - Total funds as of 11/30/21 was \$14,161
  - Outstanding payables as of 11/18/21 was \$268,079
    - General payables was \$3,706, status current
    - NJT Draw \$72,000
    - Due to Parking Authority \$192,373

**Unfinished Business**

- **NJT Status:** No new information available
- **Redevelopment Project/Issues:** This project was approved at the 12/15/21 Planning Board meeting. Developer still needs to go to Ocean County Planning Board and waiting on CAFRA approval.
- **2022 Budget:** Still waiting on numbers from the State.

## New Business

- **Library Contract:** Terms for this contract will be discussed and decided if adjustments need to be made for 2022.
- **Chef's International:** Terms for this contract will be discussed and decided if adjustments need to be made for 2022.
- **Dump Truck/Smart Cars:** Pam Piner asked for authorization from the Board of Commissioners to sell the dump truck and 2 Smart cars. None of these vehicles are used on a regular basis and the proceeds from the sale of these vehicles could go towards a small pick up truck which would be more useful. Based on information that was received on a few general inquiries, the dump truck could auction for between \$23,000 and \$30,000. The Smart cars are considered to be novelty cars and there is a collection interest for them. The Commissioners agreed to auction all three vehicles on the designated government auction site.

**Motion to authorize the Director to begin proceedings to establish an account with a Government Auction site and to move forward with scheduling an auction:**

Commissioner Mike Sutton

**2<sup>nd</sup> Motion:** Vice Treasurer Brenda Tutela

### **Roll Call Vote:**

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

- **Outstanding Invoices for Hiering, Gannon and McKenna:** Pam Piner informed the Commissioners that the Bookkeeper for Mr. Gannon's law office has been calling regarding payment on the balance of \$6,300.
- **Outstanding Invoice to Township for Phones and Computer Services per Inter-Local Agreement:** The Township CFO has been inquiring about the quarterly payments of the inter-local agreement. This has not been paid since the 1<sup>st</sup> quarter of 2020. Joe Coronato, Jr., the Authority's legal counsel said he would address it with the Township.

## Executive Session

- No Executive Session was held.

## General Discussion

- None

## Public Comments/Questions

- None

## Next Meeting Date

Thursday, January 27, 2022 @ 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

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

**All in Favor**

Respectfully Submitted,

Pam Piner  
Executive Director