

# Township of Toms River Parking Authority

## Meeting Minutes

Regular Meeting  
August 29, 2019

### Call to order

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

Additional Attendees are as follows:

Executive Director Pam Piner  
Legal Counsel Tom Gannon

Public Guests:

None

### Approval of Minutes

July 2019 Minutes Approval – Postponed until September meeting-no quorum

### Approval of the August 2019 Bill List for the Parking Authority

Twenty Nine (29) checks totaling \$297,077.26

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

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

**All in Favor**

**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	Absent
Commissioner Brenda Tutela	Absent

## Approval of the August 2019 Bill List for the Park and Ride

Thirteen (13) checks totaling \$23,983.06

**Motion to accept bill list for the Park and Ride:** Vice Chairman Tariq Siddiqui

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

**All in Favor**

**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	Absent
Commissioner Brenda Tutela	Absent

## Financial Overview

- Revenue for the Parking Authority through July 31, 2019 was \$5,514 higher than 2018. Administrative expenses were \$7,982 lower than 2018 and Operational expenses were \$70,113 lower than in 2018. Year to date net revenue for 2019 is \$150,138 which is \$77,560 higher than in 2018.
- Revenue for the Park and Ride through June 30, 2019 was \$5,296 higher than 2018 with expenses being lower by \$13,950. Year to date net revenue for the Park and Ride is \$36,685 which is \$19,246 higher than it was in 2018.
- The combined full year projection for the "Change in Net Position" is expected to be \$118,051 an improvement of \$65,795 from 2018.

## Unfinished Business

- There was no unfinished business on the Agenda.

## New Business

- **Additional 28 parking spaces on old motel site:** The Township is providing the Parking Authority with 28 additional parking spaces where the old motel was located. These spaces are temporary and the availability date is yet to be determined.
- **Closing of the Forked River Rest Stop on the Parkway:** The Forked River rest stop on the Garden State Parkway is being closed for construction. The commuter parking lot will also be closed. The volume from this lot has moved to the Toms River Park and Ride. We should see an increase in parking revenue and in Academy Bus ticket sales.

## Public Comments/Questions

- None

**Executive Session** An Executive Session was held to discuss personnel matters.

**Motion to go into Executive Session:** Secretary Norvella Lightbody

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

**All in Favor**

A notice was provided to the Board of Commissioners regarding an employee at the Park and Ride. Tom Gannon, Legal Council was requested to send a Rice Notice to the employee in order to discuss this issue in further detail and to make a determination of employment at the next Board of Commissioners' meeting in September, 2019.

**Motion to leave Executive Session and return to Public Session:** Secretary Norvella Lightbody

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

**All in Favor**

Details of the Executive Session will be held confidential until the matter is resolved.

**Next Meeting Date**

Thursday, September 26, 2019 @ 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:** Secretary Norvella Lightbody

**2<sup>nd</sup> Motion:** Vice Chairman Tariq Siddiqui

**All in Favor**

Respectfully Submitted,

Pam Piner

Executive Director