

# Township of Toms River Parking Authority

## Meeting Minutes

Regular Meeting  
July 22, 2021

### Call to order

The regular meeting of the Toms River Township Parking Authority was called to order at 4:45 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	Present

Additional Attendees are as follows:

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

Public Guests:

None

### Approval of Minutes

**Motion to accept the Minutes of the June 2021 meeting with the requested changes:**

Vice Treasurer Brenda Tutela

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

**All in Favor**

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

Twenty Six (26) checks totaling \$86,392.40 and Seventeen (17) electronic payments totaling \$26,376.71

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

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

**All in Favor**

**Roll Call:**

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

## Approval of the July 2021 Bill List for the Park and Ride

Eight (8) checks totaling \$7,636.80

**Motion to accept bill list for the Park and Ride:** Commissioner Mike Sutton

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

**All in Favor**

**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	Yes
Chairman Tariq Siddiqui	Yes

## Financial Overview

- The Parking Authority had revenue of \$40,612 in June 2021. Total revenue for the month was \$31,894 higher than the previous year. Total expenses were \$31,880. A reduction of \$19,121 compared to the previous year. Net revenue was \$8,732. An improvement of \$51,015 compared to June 2020.
- YTD revenue for the Parking Authority was \$271,118 as of June 30, 2021. An increase of \$3,130 compared to 2020. YTD expenses were \$178,845 a reduction of \$144,040 from the previous year. YTD net revenue was \$92,274. An improvement of \$147,171 compared to 2020.
  - Total funds as of 07/22/21 was \$60,417
    - Unrestricted funds \$13,367
    - Reserve Funds \$21,550
    - NJT Restricted Funds \$25,052
    - Academy Restricted Funds \$448
  - Outstanding payables as of 07/22/21 was \$42,709 plus \$147,000 of employer's pension contribution.
  - Total loan balances as of 07/22/21 was \$79,552 plus \$450,000 pending for NJT.
- The Park and Ride had revenue of \$9,642 in June 2021. An increase of \$7,325 compared to May 2020. Expenses were \$15,900 compared to \$16,242 in May of 2020, a decrease of \$342. Net revenue was a deficit of (\$6,258) compared to \$(13,925) in 2020. Even though net revenue was still in a deficit, there was an improvement of \$7,667. YTD revenue was \$61,703 compared to \$115,112 in 2020. A reduction of \$53,409. YTD expenses were \$111,606 compared to \$113,807 in 2020. A reduction of \$2,202. YTD net revenue was (\$49,903) compared to \$1,304 in 2020. This is a decrease of \$51,207.
  - Total as of 07/22/21 was \$2,858
  - Outstanding payables as of 7/22/21 was \$230,539
    - General payables was \$3,828, status current
    - NJT Draw \$52,000
    - Due to Parking Authority \$174,711
- Commissioner Mike Sutton requested that 2021 finances be compared to 2019 in addition to 2020.

## Unfinished Business

- **NJT Status:** Joe Coronato, Jr., Attorney for the Parking Authority is working with the Attorney General's office and New Jersey Transit regarding payment of the \$450,000 owed to NJT and the future contract for the operations of the Park and Ride. This is an on-going legal negotiation.

- **Refinance Meter Loan:** Lakeland Bank has declined the refinancing application because the Township will not co-sign the loan. This loan will remain with Kansas State Bank.
- **COVID Phase 4 Grant:** The Parking Authority was denied funding from this grant because the Authority is considered a local government entity. This grant was available for private businesses and not for profit organizations who aided the public during Covid. However, the Parking Authority along with all Authorities was not eligible for any assistance that was provided to the County and/or Municipal Governments.
- **FEMA Snow Emergency Funding:** The Parking Authority was denied assistance from this funding. Ocean County was only approved for assistance for damage caused by snow but was not approved for snow removal assistance.

### New Business

- **2020 Audit:** The 2020 Audit has been completed and is pending final audit findings and 2020 year-end financials. The Commissioners stated that they want to receive the draft report at least two weeks prior to Holman, Frenia and Allison presenting it to the Board. Pam Piner said she would relay this request to Lauren Holman.
- **Annual Decal Cost:** It was recommended that the cost of annual parking decals for the Municipal lots be increased for 2022. These decals offer a substantial savings compared to daily paid parking. Even with an increase decal holders will still experience a large savings over paying for parking on a daily basis. Joe Coronato, Jr., Attorney for the Parking Authority is going to verify the procedure required for this increase. Invoices for 2022 are mailed to existing decal holders in late November each year.
- **Ford Explorer:** The Ford explorer is in need of new tie ends and new tires for the front. Down Fords provided a quote of \$1,900 including an alignment. Secretary Norvella Lightbody requested that Pam Piner look into who the Township uses for vehicle repairs and into any inter local agreements that the Parking Authority has with other government entities.

### General Discussion

- None

### Public Comments/Questions

- None

### Executive Session

- None

### Next Meeting Date

Thursday, August 26, 2021 @ 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:** Treasurer Richard J. Banach

**All in Favor**

Respectfully Submitted,

Pam Piner  
Executive Director