

Township of Toms River Parking Authority

Meeting Minutes

Reorganizational Meeting
January 25,2024

Call to order

The reorganizational meeting of the Toms River Township Parking Authority was called to order at 4:45 p.m. by Executive Director Pam Piner, 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 Tariq Siddiqui	Present
Commissioner Bill Beining	Absent
Commissioner Norvella Lightbody	Present
Commissioner Brenda Tutela	Present
Commissioner Moshe Kupferstein	Absent
Commissioner Mike Maulshagen	Present

Additional Attendees are as follows:

Executive Director Pam Piner
Legal Counsel Joe Coronato, Jr.

Public Guests:

None

Election of Board Officers

Chairman Nominated: Tariq Siddiqui

Motion to Accept Nomination and Elect Tariq Siddiqui as Chairman: Commissioner Norvella Lightbody

2nd: Commissioner Mike Maulshagen

All in Favor

Roll Call:

Commissioner Norvella Lightbody	Yes
Commissioner Mike Maulshagen	Yes
Commissioner Brenda Tutela	Yes
Commissioner Moshe Kupferstein	Absent
Commissioner Bill Beining	Absent

The meeting was turned over to Chairman Tariq Siddiqui

Vice Chairman Nominated: Bill Beining

Motion to Accept Nomination and Elect Bill Beining as Vice Chairman:

Commissioner Mike Maulshagen

2nd: Commissioner Norvella Lightbody

All in Favor

Roll Call:

Commissioner Mike Maulshagen	Yes
Commissioner Norvella Lightbody	Yes
Commissioner Brenda Tutela	Yes
Commissioner Moshe Kupferstein	Absent
Chairman Tariq Siddiqui	Yes

Secretary Nominated: Norvella Lightbody

Motion to Accept Nomination and Elect Norvella Lightbody as Secretary:

Commissioner Mike Maulshagen

2nd: Commissioner Brenda Tutela

All in Favor

Roll Call:

Commissioner Mike Maulshagen	Yes
Commissioner Brenda Tutela	Yes
Vice Chairman Bill Beining	Absent
Commissioner Moshe Kupferstein	Absent
Chairman Tariq Siddiqui	Yes

Treasurer Nominated: Brenda Tutela

Motion to Accept Nomination and Elect Brenda Tutela as Treasurer: Secretary

Norvella Lightbody

2nd: Commissioner Mike Maulshagen

All in Favor

Roll Call:

Secretary Norvella Lightbody	Yes
Commissioner Mike Maulshagen	Yes
Vice Chairman Bill Beining	Absent
Commissioner Moshe Kupferstein	Absent
Chairman Tariq Siddiqui	Yes

Resolution Scheduling Regular Meetings of the Parking Authority Board of Commissioners as the 4th Thursday of each month. With the Exception of November and December.

Thursday, January 25, 2024 at 4:45 p.m. Town Hall – Sunshine Room

Thursday, February 22, 2024 at 4:45 p.m. Town Hall – Sunshine Room

Thursday, March 28, 2024 at 4:45 p.m. Town Hall – Sunshine Room

Thursday, April 25, 2024 at 4:45 p.m. Town Hall – Sunshine Room

Thursday, May 23, 2024 at 4:45 p.m. Town Hall – Sunshine Room

Thursday, June 27, 2024 at 4:45 p.m. Town Hall – Sunshine Room

Thursday, July 25, 2024 at 4:45 p.m. Town Hall – Sunshine Room

Thursday, August 22, 2024 at 4:45 p.m. Town Hall – Sunshine Room

Thursday, September 26, 2024 at 4:45 p.m. Town Hall – Sunshine Room

Thursday, October 24, 2024 at 4:45 p.m. Town Hall – Sunshine Room

Thursday, November 21, 2024 at 4:45 p.m. Town Hall – Sunshine Room

Thursday, December 26, 2024 at 4:45 p.m. Town Hall – Sunshine Room

Motion: Commissioner Mike Maulshagen

2nd: Treasurer Brenda Tutela

Roll Call Vote:

Commissioner Mike Maulshagen	Yes
Treasurer Brenda Tutela	Yes
Secretary Novella Lightbody	Yes
Vice Chairman Bill Beining	Absent
Commissioner Moshe Kupferstein	Absent
Chairman Tariq Siddiqui	Yes

Resolution Authorizing Commissioners to Sign Checks

Motion: Secretary Norvella Lightbody

2nd: Treasurer Brenda Tutela

Roll Call Vote:

Secretary Norvella Lightbody	Yes
Treasurer Brenda Tutela	Yes
Commissioner Mike Maulshagen	Yes
Vice Chairman Bill Beining	Absent
Commissioner Moshe Kupferstein	Absent
Chairman Tariq Siddiqui	Yes

Resolution Designating Ocean First as Official Depository

Motion: Secretary Norvella Lightbody

2nd: Treasurer Brenda Tutela

Roll Call Vote:

Secretary Norvella Lightbody	Yes
Treasurer Brenda Tutela	Yes
Commissioner Mike Maulshagen	Yes
Vice Chairman Bill Beining	Absent
Commissioner Moshe Kupferstein	Absent
Chairman Tariq Siddiqui	Yes

Resolution Designating the Asbury Park Press as the Official Newspaper

Motion: Commissioner Mike Maulshagen

2nd: Treasurer Brenda Tutela

Roll Call Vote;

Commissioner Mike Maulshagen	Yes
Treasurer Brenda Tutela	Yes
Secretary Novella Lightbody	Yes
Vice Chairman Bill Beining	Absent
Commissioner Moshe Kupferstein	Absent
Chairman Tariq Siddiqui	Yes

Resolution Consenting to Appointment of Parking Violation Officers:

Mary McClave – Badge #863
Marian Nadeau – Badge #857
Pamela Piner – Badge #858
Spencer VanWagoner – Badge #858

Motion: Treasurer Brenda Tutela

2nd: Secretary Norvella Lightbody

Roll Call Vote:

Treasurer Brenda Tutela	Yes
Secretary Novella Lightbody	Yes
Commissioner Mike Maulshagen	Yes
Vice Chairman Bill Beining	Absent
Commissioner Moshe Kupferstein	Absent
Chairman Tariq Siddiqui	Yes

Approval of Minutes

Motion to approve the minutes of the November 2023 meeting: Commissioner Mike Maulshagen

2nd Motion: Secretary Norvella Lightbody

All in Favor

Motion to approve the minutes of the December 2023 meeting: Postponed – No attending quorum

Approval of the January 2024 Bill List for the Parking Authority

Sixteen (16) checks totaling \$23,622.07 and Twelve (12) electronic payments totaling \$19,230.47 and Two (2) checks from the NJT Trust Account totaling \$97,152.72.

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

2nd Motion: Secretary Norvella Lightbody

All in Favor

Roll Call:

Treasurer Brenda Tutela	Yes
Secretary Norvella Lightbody	Yes
Commissioner Mike Maulshagen	Yes
Vice Chairman Bill Beining	Absent
Commissioner Moshe Kupferstein	Absent
Chairman Tariq Siddiqui	Yes

Approval of the January 2024 Bill List for the Park and Ride

Thirteen (13) checks totaling \$17,918.08

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

2nd Motion: Treasurer Brenda Tutela

All in Favor

Roll Call Vote:

Secretary Norvella Lightbody	Yes
Treasurer Brenda Tutela	Yes
Commissioner Mike Maulshagen	Yes
Vice Chairman Bill Beining	Absent
Commissioner Moshe Kupferstein	Absent
Chairman Tariq Siddiqui	Yes

Financial Overview

- The Parking Authority had YTD revenue as of December 31, 2023 of \$519,630. This is \$14,919 lower than the previous year. Total YTD expenses were \$499,218. An increase of \$22,689 compared to the previous year. Net YTD revenue was \$20,412. A decrease of \$37,607 compared to 2022.
- The Park and Ride had YTD revenue as of December 31, 2023 of \$206,393. An increase of \$32,688 compared to 2022. YTD expenses were \$229,772 a reduction of \$24,059 compared to 2022. YTD net revenue was \$-23,377 an improvement of \$56,749 compared to 2022.

Unfinished Business

- **NJT/DOT:** Joe Coronato updated the Board of Commissioners with the latest information. NJT received the \$250,000 check that was mailed to them on January 3rd. This leaves a balance owed to NJT of approximately \$205,000. Other than the payment no other update was available regarding the future of bus ticket sales or when a new contract for operating the bus terminal would be available.
- **2022 Audit:** The results for the 2022 Audit are currently in quality control review with Holman, Frenia and Allison. Until the audit and financial statements are approved the Budget for 2024 cannot be completed.
- **Street and Conversion Ticket Funds:** Pending

New Business

- **2024 Budget:** Pending approval of the 2022 Audit.
- **Professional Services RFP's:** RFP's were solicited for the professional services of Auditing, Accounting and Legal/litigation. The following bids were received:
 - Auditing – Homan Frenia & Allison P.C. (no other bids were received)
 - Accounting – Memoli & Associates (no other bids were received)
 - Legal/Litigations – Coronato Law (no other bids were received)

A motion was made to accept the bid submitted by Memoli & Company, PC for Accounting Services: Secretary Norvella Lightbody

2nd Motion: Treasurer Brenda Tutela

Roll Call Vote:

Secretary Norvella Lightbody	Yes
Treasurer Brenda Tutela	Yes
Commissioner Mike Maulshagen	Yes
Vice Chairman Bill Beining	Absent
Commissioner Moshe Kupferstein	Absent
Chairman Tariq Siddiqui	Yes

A motion was made to accept the bid submitted by Holman, Frenia & Allison for Year End Audit/Financial Statement Preparation Services: Treasurer Brenda Tutela

2nd Motion: Commissioner Mike Maulshagen

Roll Call Vote:

Treasurer Brenda Tutela	Yes
Commissioner Moshe Maulshagen	Yes
Secretary Novella Lightbody	Yes
Vice Chairman Bill Beining	Absent
Commissioner Moshe Kupferstein	Absent
Chairman Tariq Siddiqui	Yes

A motion was made to accept the bid submitted by Coronato Law for General Legal and Litigation Services: Secretary Norvella Lightbody

2nd Motion: Commissioner Mike Maulshagen

Roll Call Vote:

Secretary Norvella Lightbody	Yes
Commissioner Moshe Maulshagen	Yes
Treasurer Brenda Tutela	Yes
Vice Chairman Bill Beining	Absent
Commissioner Moshe Kupferstein	Absent
Chairman Tariq Siddiqui	Yes

Public Comments/Questions

- None

Executive Session

- None

Next Meeting Date

Thursday, February 22, 2024 @ 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: Secretary Norvella Lightbody

2nd Motion: Treasurer Brenda Tutela

All in Favor

Respectfully Submitted,

Pam Piner
Executive Director