

Township of Toms River Parking Authority

Meeting Minutes

Regular Meeting
August 26, 2015

Call to order

The regular meeting of the Toms River Township Parking Authority was called to order at 4:30 p.m. by Vice Chairman Tariq Siddiqui 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	Present
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
Operations Manager Ken Kufall
Legal Counsel Mr. Tom Gannon

Approval of Minutes

Motion to accept the Minutes of the August 2015 meeting: Treasurer Bill Beining

2nd Motion: Commissioner Brenda Tutela

All in Favor

Abstentions: Vice Chairman Tariq Siddiqui, Vice Treasurer Richard J. Banach

Approval of the August 2015 bill list for the Parking Authority

Fifty One (51) Checks Totaling \$392,848.11

Motion to accept bill list for the Parking Authority: Secretary Norvella Lightbody

2nd Motion: Commissioner Brenda Tutela

All in Favor

Approval of the August 2015 bill list for the Park and Ride

Ten (10) Checks Totaling \$11,586.38

Motion to accept bill list for the Park and Ride: Vice Treasurer Richard J. Banach

2nd Motion: Treasurer Bill Beining

All in Favor

Financial Overview

- **Parking Authority**

Revenue is down by \$5,000 as compared to previous year. This is mainly due to the decline in bus tickets sales at the Park and Ride. Expenses are over previous year by \$27,000. This is due to an increase in snow plowing expense at the beginning of the year and salary increase, Expenses are still below budget.

- **Park and Ride**

Revenue and expenses are right on target as compared to previous year. Revenue is expected to exceed the previous year as we go through the summer and with the NJ Transit rate increase effective 10/01/15.

New Business

- **Dismissed ticket procedure:** Tom Gannon and Pam Piner met with Municipal Court Judge Damien Murray and his staff regarding voided parking tickets due to valid receipts and/or proper documentation supporting proof of payment or compliancy. Beginning September 1, 2015, these tickets will no longer be dismissed in the Parking Authority office but will be forwarded to the Court each week to be dismissed by the Municipal Judge in open court and on public record.
- **Paver Repair at Park and Ride:** Two quotes were received regarding the repair of the paver areas throughout the Park and Ride parking lot. Both companies toured the areas in person with Ken Kufall. Due to the large difference in the two quotes, the Board requested that Ken Kufall submit the required work to both businesses in writing to ensure that they were bidding on the same scope of work. This will be done and the updated quotes will be presented at the September 23, 2015 meeting.

Unfinished Business

- **Rate Increase/Restructuring:** The ordinance changes are being made and the five year financial plan to be presented to the Township governing body is in process and expected to be completed by September 23, 2015.
- **New Single Space Meters:** IPS has been selected as the vendor in the NJ Parking Co-op. Waiting for the formal paperwork from New Brunswick Parking Authority who is the governing entity of the Co-op. to proceed with financing.

Open Discussion

- No public attended the meeting

Executive Session

- An Executive Session was held to discuss personnel matters.
Decision: The Board accepted the recommendation of both the Executive Director and Operations Manager to terminate the temporary employee at the Park and Ride. Interviews for a replacement will begin within the next week.

Next Meeting Date

Wednesday, September 23, 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: Commissioner Brenda Tutela

2nd Motion: Secretary Norvella Lightbody

All in Favor

Respectfully Submitted,

Pam Piner
Executive Director