

Township of Toms River Parking Authority

Meeting Minutes

Reorganizational Meeting
January 28, 2021

Call to order

The reorganizational meeting of the Toms River Township Parking Authority was called to order at 4:45 p.m. by Commissioner Bill Beining 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	Absent
Commissioner Bill Beining	Present
Commissioner Norvella Lightbody	Present
Commissioner Richard Banach	Present
Commissioner Brenda Tutela	Present
Commissioner Mike Sutton	Absent
Commissioner Justin Lamb	Present

Additional Attendees are as follows:

Executive Director Pam Piner

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 Bill Beining

All in Favor

Roll Call:

Commissioner Bill Beining	Yes
Commissioner Richard J. Banach	Yes
Commissioner Norvella Lightbody	Yes
Commissioner Brenda Tutela	Yes
Commissioner Justin Lamb	Yes
Commissioner Michael Sutton	Absent

Vice Chairman Nominated: Bill Beining

Motion to Accept Nomination and Elect Bill Beining as Vice Chairman:
Commissioner Richard J. Banach

2nd: Commissioner Brenda Tutela

All in Favor

Roll Call:

Commissioner Richard J. Banach	Yes
Commissioner Brenda Tutela	Yes
Chairman Tariq Siddiqui	Absent
Commissioner Norvella Lightbody	Yes
Commissioner Justin Lamb	Yes
Commissioner Michael Sutton	Absent

Secretary Nominated: Norvella Lightbody

Motion to Accept Nomination and Elect Norvella Lightbody as Secretary:

Commissioner Richard J. Banach

2nd: Vice Chairman Bill Beining

All in Favor

Roll Call:

Commissioner Richard J. Banach	Yes
Vice Chairman Bill Beining	Yes
Chairman Tariq Siddiqui	Absent
Commissioner Brenda Tutela	Yes
Commissioner Justin Lamb	Yes
Commissioner Michael Sutton	Absent

Treasurer Nominated: Richard J. Banach

Motion to Accept Nomination and Elect Richard J. Banach as Treasurer: Vice

Chairman Bill Beining

2nd: Secretary Norvella Lightbody

All in Favor

Roll Call:

Vice Chairman Bill Beining	Yes
Secretary Norvella	Yes
Chairman Tariq Siddiqui	Absent
Commissioner Brenda Tuela	Yes
Commissioner Justin Lamb	Yes
Commissioner Michael Sutton	Absent

Vice Treasurer Nominated: Brenda Tutela

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

Norvella Lightbody

2nd Motion: Treasurer Richard J. Banach

All in Favor

Roll Call:

Secretary Norvella Lightbody	Yes
Vice Chairman Bill Beining	Yes
Chairman Tariq Siddiqui	Absent
Treasurer Richard J. Banach	Yes
Commissioner Justin Lamb	Yes
Commissioner Michael Sutton	Absent

Resolution Scheduling Regular Meetings of the Parking Authority Board of Commissioners as the 4th Thursday of each month.

Thursday, January 28, 2021 at 4:45 p.m. Town Hall – Hirsch Blonde Room

Thursday, February 25, 2021 at 4:45 p.m. Town Hall – Lommel Room

Thursday, March 25, 2021 at 4:45 p.m. Town Hall – Lommel Room

Thursday, April 22, 2021 at 4:45 p.m. Town Hall – Lommel Room

Thursday, May 27, 2021 at 4:45 p.m. Town Hall – Lommel Room

Thursday, June 24, 2021 at 4:45 p.m. Town Hall – Lommel Room

Thursday, July 22, 2021 at 4:45 p.m. Town Hall – Lommel Room

Thursday, August 26, 2021 at 4:45 p.m. Town Hall – Lommel Room

Thursday, September 23, 2021 at 4:45 p.m. Town Hall – Lommel Room

Thursday, October 28, 2021 at 4:45 p.m. Town Hall – Lommel Room

Thursday, November 18, 2021 at 4:45 p.m. Town Hall – Lommel Room

Thursday, December 16, 2021 at 4:45 p.m. Town Hall – Lommel Room

Motion: Secretary Norvella Lightbody

2nd: Vice Treasurer Brenda Tutela

All in Favor

Resolution Authorizing Commissioners to Sign Checks

Motion: Secretary Norvella Lightbody

2nd: Treasurer Richard J. Banach

All in Favor

Resolution Designating TD Bank as Official Depository

Motion: Vice Chairman Bill Beining

2nd: Vice Treasurer Brenda Tutela

All in Favor

Resolution Designating the Asbury Park Press as the Official Newspaper

Motion: Treasurer, Richard J. Banach

2nd: Secretary Norvella Lightbody

All in Favor

Resolution Consenting to Appointment of Parking Violation Officers:

Mary McClave – Badge #863

Marian Nadeau – Badge #857

Pamela Piner – Badge #858

Motion: Secretary Norvella Lightbody

2nd: Treasurer Richard J. Banach

All in Favor

Approval of Minutes

Motion to accept the Minutes of the December 2020 meeting: Secretary Norvella Lightbody

2nd Motion: Vice Treasurer Brenda Tutela

All in Favor

Abstentions: Treasurer Richard J. Banach

Approval of the January 2021 Bill List for the Parking Authority

Twenty Three (23) checks totaling \$58,253.38

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

2nd Motion: Commissioner Justin Lamb

All in Favor

Roll Call:

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

Approval of the January 2021 Bill List for the Park and Ride

Fourteen (14) checks totaling \$14,422.09

Motion to accept bill list for the Park and Ride: Vice Chairman Bill Beining

2nd Motion: Vice Treasurer Brenda Tutela

All in Favor

Roll Call Vote:

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

Financial Overview

- The Authority ended the year with a net revenue of (\$90,779). This is a complete and total result of COVID-19 and the State closures of both New Jersey and New York. This was a decrease of (\$177,135) or (2.5%) compared to 2019. Revenue was \$437,488 this was a decrease of (\$492,850) or (53%) compared to 2019. Total expenses were \$528,267 this was a decrease of (\$315,815) or (37%) compared to 2019.
- The Park and Ride ended the year with a net revenue of (\$57,612). This is also a result of COVID-19. The bus terminal was non-operational and did not begin to function again until late June. Total revenue was \$145,243. A decrease of (\$138,200) or (49%) compared to 2019. Total expenses were \$202,856 or (\$61,161) or (23%) compared to 2019.

Unfinished Business

- **2021 Library Contract:** The purchase order from the Library for the year 2021 was received. Even though it may be in the best interest of the Authority to revisit this agreement in the future, it would be best to remain under the current terms for 2021.
- **Rate Increases** – On hold
- **Bobcat Sale** – Pending payoff of the loan

New Business

- **Appraisal Quotes:** Quotes were received for an appraisal on the lot located on West Water Street. The quotes were \$3,750 and \$4,250. The Board of Commissioners were concerned about the Authority paying for this expense because of its current financial

condition. The requested that the Director look into having the Township and or the Developer initiate and pay for the appraisal.

- **2020 Year End Audit:** Holman called to schedule the beginning of the 2020 audit. Concern was expressed to them about the amount still owed to them for the previous year end audit. They said that because we were concerned about increasing the amount owed to them, that based on the timeline the State releases needed information, they could delay the audit until June or early July. This would allow us time to pay down the balance already owed.
- **Legal Services:** Concern was discussed about not having legal representation while the current Council is unavailable. It was requested that RFP's be published to obtain acting Council.
- **Accounting Services:** It was also recommended to publish RFP's for Accounting Services and Auditing Services.

Public Comments/Questions

- None

Executive Session

- An Executive Session was not formally held. But a request was made to pay T. Petersen her unused vacation for 2020. It was approved for her to carry this unused vacation into 2021 because she sacrificed using it to cover during COVID-19. She has since accepted employment with the Township. The Commissioners agreed to pay her for 53 hours of unused vacation.

Next Meeting Date

Thursday, March 26, 2021 @ 4:45 p.m. in the Lommel Room.

Adjournment

There being no further business before the Board of Commissioners, a motion was made to adjourn the meeting.

Motion to Adjourn: Commissioner Justin Lamb

2nd Motion: Vice Chairman Bill Beining

All in Favor

Respectfully Submitted,

Pam Piner
Executive Director