

Township of Toms River Parking Authority

Meeting Minutes

Regular Meeting
December 17, 2020

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. This meeting was in person in the Lomell Room of Town Hall.

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:

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

Additional Attendees are as follows:

Executive Director Pam Piner
Toms River Planner Dave Roberts
Toms River Business Administrator Lou Amoroso

Public Guests:
None

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

2nd Motion: Vice Treasurer Brenda Tutela

All in Favor

Motion to accept the Minutes of the October/November 2020 meeting: Vice Chairman Bill Beining

2nd Motion: Secretary Norvella Lightbody

All in Favor

Approval of the December 2020 Bill List for the Parking Authority

Twenty Four (24) checks totaling \$96,166.02

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

2nd Motion: Vice Treasurer Brenda Tutela

All in Favor

Roll Call:

Vice Chairman Bill Beining	Yes
Vice Treasurer Brenda Tutela	Yes

Chairman Tariq Siddiqui	Yes
Secretary Norvella Lightbody	Yes
Treasurer Richard J. Banach	Absent
Commissioner Mike Sutton	Absent
Commissioner Justin Lamb	Yes

Approval of the December 2020 Bill List for the Park and Ride

Ten (20) checks totaling \$5,439.10

Motion to accept bill list for the Park and Ride: Vice Treasurer Brenda Tutela

2nd Motion: Secretary Norvella Lightbody

All in Favor

Roll Call Vote:

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

Financial Overview

Parking Authority: YTD revenue through November was \$411,994. 52. % lower than 2019. Expenses were \$513,748. 28% lower than 2019. Even with the reduction in expenses, net revenue was still (\$101,754). A reduction of 168% from the prior year. Administrative expenses had an increase only because not as much of the Director's salary is being allocated to the Park and Ride as the volume of traffic does not require as much time.

Park and Ride: YTD revenue through November was \$138,788. 48% lower than 2019. Total expenses were \$185,269. 24% lower than 2019. Even with the reduction in expenses, net revenue as (\$46,481). A reduction of 309% from the prior year. The \$4,000 rent payment made to NJT each month is still being recorded as an expense but payment is not being made. The Park and Ride is not earning enough revenue to remain operational and the Park and Ride is currently subsidizing some of the expenses.

Unfinished Business

- **Library Contract:** The contract renews February 1, 2021. The Director recommended that the upper level of the garage return to paid parking on Saturdays and the middle level of the garage remain free parking on Saturday to Library patrons.
- **On Street Rate Increase:** On Hold
- **Off Street Rate Increase:** On Hold

New Business

- **Cares 3 Grant Award:** The Authority received a \$10,000 grant, which can be used to pay salaries, utilities and other expenses.
- **The Sale of the Bobcat:** The Bobcat can be paid in full in February. At which time it can be listed for sale on consignment with Garden State Bobcat. The Commissioners requested that the Director double check with Legal Advisors that in fact an Authority could sell assets with or without public bidding before proceeding.
- **2021 Budget:** The 2021 budget is 99.9% completed. It was difficult to trend the upcoming year with so much uncertainty with COVID. Trying to incorporate the reimbursable monies owed from the Park and Ride and the ticket sales money owed to NJT from the Authority. The budget will be ready to be approved at the January 21st meeting.

- **Snow Plowing - MUA:** The Director met with the MUA regarding salting and snow plowing. They will be able to plow all of our lots and salt when needed. The Authority's salter cannot be mounted onto the dump truck because of the condition of the truck bed. The MUA was instructed to invoice the Park and Ride and the Authority separately.
- **Smart Car Repairs:** The request approval to have the Smart Car repaired. The quote received was \$1,150 from AMG Motors. The transmission clutch actuator needs to be replaced.
- **2020 Year End Audit:** Holman, Frenia and Allison will begin preliminary work on the 2020 year end audit the week of December 21st.
- **Approval to obtain a formal appraisal on Lot H:** This was discussed but a motion was not made to move forward. The Director was requested to check with Legal Advisor if using the Township Appraiser would be a conflict of interest.
- **The Burglar and Fire Alarm at the Bus Terminal:** The Director informed the Commissioners that the alarm went off at the bus terminal on Thursday of the prior week. Apparently, a door was pulled open and set off the alarms. When she arrived at the terminal both the police and the fire department were there. It turns out that the burglar and fire alarms are wired together. Toms River Security will be looking at the system to separate the two alarms so that the fire department is not called erroneously.

The Township Planner, Dave Roberts and the Township Business Administrator Lou Amoroso updated the Parking Authority Commissioners on the progress of the redevelopment projects in the downtown area and the impact/role this would have on the Authority. All ideas were speculation as it is too early in the projects to identify specifics.

Public Comments/Questions

- None

Executive Session

An Executive Session was held to discuss personnel matters.

Motion to leave public session of the meeting and to enter into an Executive Session: Vice Treasurer Brenda Tutela

2nd Motion: Vice Chairman Bill Beining

All in Favor

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

2nd Motion: Vice Chairman Bill Beining

All in Favor

In Executive Session, it was discussed that the Cares 3 Grant required that a recipient make an effort to recall any employees who may be laid off due to COVID, if possible. The Director informed the Board of Commissioners that this would be fulfilled because Trisha Petersen, the Bus Ticket Agent at the bus terminal had tendered her resignation effective January 4, 2021. The Director requested that Jay Werking be recalled to fill this vacancy. Jay would also be able to provide assistance with meter repair, snow plowing and the counting of meter collections. The Board of Commissioners agreed to have Jay Werking return to work. They also requested that he return to work the last two weeks of 2020 on a part time basis to help get meters pulled and charged. He would be brought back at his base hourly rate when he was laid off minus the bonus payment he was receiving for assuming manager responsibilities prior to COVID. The Director also requested approval to allow one employee who would have unused vacation time to be able to carryover this unused vacation into 2021. This employee generates revenue and did not want to take time off. The Commissioner's agreed. The amount of 2020 vacation time for Marian Nadeau to be carried over into 2021 is 40 hours.

Next Meeting Date

Thursday, January 21, 2021

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: Commissioner Justin Lamb

All in Favor

Respectfully Submitted,

Pam Piner
Executive Director