

Township of Toms River Parking Authority

Meeting Minutes

Regular Meeting
December 15, 2022

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 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 Banach	Present
Vice Treasurer Brenda Tutela	Present

Additional Attendees are as follows:

Executive Director Pam Piner
Legal Counsel Joe Coronato, Jr.

Public Guests:

None

Approval of Minutes

October 2022 - Deferred

Approval of the December 2022 Bill List for the Parking Authority

Twenty Four (24) checks totaling \$139,258.37 and Thirty Two (32) electronic payments totaling \$52,972.14.

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

2nd Motion: Vice Treasurer Brenda Tutela

Roll Call:

Secretary Norvella Lightbody	Yes	
Vice Treasurer Brenda Tutela	Yes	
Vice Chairman Bill Beining	Yes	
Treasurer Richard J. Banach	Yes	
Chairman Tariq Siddiqui	Yes	(Abstained from MUA Payments)

Approval of the December 2022 Bill List for the Park and Ride

Twelve (12) checks totaling \$27,418.49

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

2nd Motion: Vice Treasurer Brenda Tutela.

Roll Call Vote:

Vice Chairman Bill Beining	Yes	
Vice Treasurer Brenda Tutela	Yes	
Secretary Norvella Lightbody	Yes	
Treasurer Richard J. Banach	Yes	
Chairman Tariq Siddiqui	Yes	(Abstained from MUA Payments)

Financial Overview

- The Parking Authority had revenue in November 2022 of \$26,877. This is (\$1,995) lower than November 2021. Total expenses were \$36,874. An increase of \$1,470 compared to the previous year. Net revenue was (\$9,322). An increase of (\$3,390) compared to November 2021.
 - Outstanding payables as of 11/30/22 was \$60,704 plus \$134,679 of employer's pension contribution.
 - Total loan balances as of 11/30/2022 was \$27,059 plus \$450,000 pending for NJT.

YTD Revenue as of November 2022 was \$503,463. An increase of \$52,222 compared to 2021. YTD Expenses were \$411,415 an increase of \$21,224 compared to 2021. YTD Net Revenue was \$92,123. An increase of \$31,073 compared to 2021.

- The Park and Ride had revenue in November 2022 of \$13,642. This is \$1,644 higher than November 2021. Total Expenses were \$16,117. An increase of \$759 compared to 2021. Net revenue was \$(2,475). An improvement of \$885 compared to November 2021
 - Outstanding payables as of 11/30/2022 was \$346,256
 - General payables was \$8,957
 - NJT Draw \$116,000
 - Due to Parking Authority \$221,299

YTD Revenue as of November 2022 was \$157,671. An increase of \$45,406 compared to 2021. YTD Expenses were \$211,907 an increase of \$19,459 compared to 2021. YTD Net Revenue was \$(54,236) an improvement of \$25,947 compared to 2021.

Unfinished Business

- **NJT Status:** Pending – No Update
- **Redevelopment Status/Land Sale:** Pending – No Update
- **Maintenance Building Clean Up:** On-going
- **Record Retention:** Pending approval from Auditor; Having an issue setting up electronic signatures.
- **Ram Pickup Truck Decaling:** This has been completed
- **Ford Explorer Repairs:** The preliminary estimate for the damage to the Explorer is \$7,500. Repairs have been scheduled with Coury's Body Shop in Tom's River.
- **Pay By Cell Only Zones:** Court House Lane and Allen Street have been set up as Pay by Cell Only parking zones. Zero phone calls were received by the Parking Authority office regarding concerns about this pay method. It seems to be working well for these two locations.
- **Modem Upgrades for Single Space Meters:** As of 12/31/2022 3G will no longer be supported by any wireless communication carrier. The single space meters will need to be upgraded to 4G modems in order to allow credit/debit card usage and to monitor the meters inside the office. IPS has said that the meters will act as "quarter collectors" and display time but will be "dark" as far as monitoring them from the office, until 4G meters can be installed.

New Business

- **New Bank Accounts:** The following bank accounts have been opened with TD Bank, NJT Trust Account, Parking Authority Contingency Account, Park and Ride Contingency Account
- **2023 Parking Decals:** Invoices for 2023 Parking Decals have been mailed. The response is a little slower than previous years. Those that have returned their request have opted for Direct Debit versus paying for the year in full.
- **December 21, 2022 meeting with NJT and DOT:** An in person meeting has been scheduled for December 21, 2022 with NJT and the DOT, at New Jersey Transit in Newark. Tariq Siddiqui, Pam Piner and Joe Coronato will be attending this meeting to discuss the operating contract, increasing the parking fees and the ticket funds that the Parking Authority owes to NJT from COVID
- **Library & Chef's International Contracts:** Pam Piner recommended that the annual contracts with the Library and Chef's International be increased. The cost has been the same since 2004. No decision was made and further discussion is required.
- **Web Site:** The web site has been updated and can now be viewed on the internet.
- **Work Sessions:** The Commissioners discussed the possibility of have a work session prior to each monthly public meeting. This would allow full attention to discuss matters of the Parking Authority and identify appropriate actions. The monthly meeting has a lot of distractions with approvals and signing of checks.
- **Richard J. Banach:** Mr. Banach formally announces his resignation from the Board of Commissioners with his official resignation date being December 31, 2022. The Board of Commissioners thanked Mr. Banach for all of his contributions to the Parking Authority.

Public Comments/Questions

- None

Executive Session

- None

Next Meeting Date

Thursday, January 23, 2022 @ 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

2nd Motion: Treasurer Richard J. Banach

All in Favor

Respectfully Submitted,

Pam Piner
Executive Director