

# Township of Toms River Parking Authority

## Meeting Minutes

Regular Meeting  
September 23, 2021

### Call to order

Chairman Tariq Siddiqui, who also led those in a flag salute, called the regular meeting of the Toms River Township Parking Authority to order at 4:45 p.m.

### Open Public Meetings Act Statement

This meeting was 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
Commissioner Mike Sutton	Absent

Additional Attendees are as follows:

Executive Director Pam Piner  
Joe Coronato, Jr., Coronato Law

Public Guests:

None

### Executive Session

**Motion to enter into an Executive Session:** Secretary Norvella Lightbody

**2<sup>nd</sup> Motion:** Treasurer Richard J. Banach

An Executive Session was held to discuss ongoing negotiations with NJ Transit, regarding the Park and Ride, obtaining a second appraisal for the parking lot (lot H) which is being sold to the Township for the West Water Street redevelopment project and employee issues.

**NJ Transit Negotiations:** Joe Coronato Jr., Legal Counsel for the Parking Authority presented a draft letter and documentation to the Board of Commissioners regarding continued negotiations. Details of the negotiations will be disclosed upon completion.

**2<sup>nd</sup> Appraisal for Lot (H):** The Board of Commissioners approved the solicitation of quotes for a 2<sup>nd</sup> appraisal for Lot H. This lot is being sold to the Township for the West Water Street redevelopment project. The Township had an appraisal done at the beginning of 2020. In order to guarantee proper due diligence a 2<sup>nd</sup> appraisal was approved to provide current information. Joe Coronato, Jr., presented two quotes, which were received to perform this appraisal.

1. Tony Kamand Realty, Toms River, NJ \$2,300

2. Integrity Real Estate Resources, Toms River, NJ \$4,250

The Board of Commissioners decided to award the appraisal to Integrity Real Estate Resources. This decision was made based on experience and years in business.

**Motion to have Integrity Real Estate Resources complete an appraisal on Block 569,**

**Lot 10: Vice Chairman Bill Beining**

**2<sup>nd</sup> Motion: Treasurer Richard J. Banach**

**All in Favor**

**Roll Call Vote:**

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

**Personnel Issues:**

Director Pam Piner requested that Jay Werking be permitted to carry over 80 hours of 2021 unused vacation into 2022. Mr. Werking has not taken his vacation in order to avoid closing the Bus Terminal and Bus Ticket Sales during his absence. The Board of Commissioners agreed.

Director Pam Piner said that she had received a request from David Cowell, a former employee currently on Cobra, to extend his Cobra eligibility until November 1, 2022. He is only enrolled in the prescription plan. Benecard, the provider did not have an issue with this extension. Mr. Cowell will be paying the entire cost of the premium. The Board of Commissioners agreed.

**Being no further topics for discussion in Executive Session, a motion was made to return to Public Session. Motion to return to Public Session: Vice Treasurer Brenda Tutela**

**2<sup>nd</sup> Motion: Treasurer Richard J. Banach**

**All in Favor**

**Approval of Minutes**

**Motion to accept the Minutes of the August 2021 meeting: Vice Chairman Bill Beining**

**2<sup>nd</sup> Motion: Treasurer Richard J. Banach**

**All in Favor**

**Approval of the September 2021 Bill List for the Parking Authority**

Twenty One (21) checks totaling \$69,285.07 and Twelve (12) electronic payments totaling \$19,719.26.

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

**2<sup>nd</sup> Motion: Treasurer Richard J. Banach**

**All in Favor**

**Roll Call:**

Secretary Norvella Lightbody	Yes
Treasurer Richard J. Banach	Yes
Vice Chairman Bill Beining	Yes
Vice Treasurer Brenda Tutela	Yes
Commissioner Mike Sutton	Absent

**Approval of the September 2021 Bill List for the Park and Ride**

Six (6) checks totaling \$8,700.03

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

**2<sup>nd</sup> Motion:** Vice Treasurer Brenda Tutela

**All in Favor**

**Roll Call Vote:**

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

**Financial Overview**

- The Parking Authority had YTD revenue as of August 2021 of \$392,568. This is \$68,926 higher than the previous year even with January and February of 2020 being pre-covid. Total YTD expenses were \$268,118. A reduction of \$139,705 compared to the previous year. Net YTD revenue was \$124,450. An improvement of \$208,630 compared to 2020.
  - Total funds as of 09/23/21 was \$58,891
    - Unrestricted funds \$11,224
    - Reserve Funds \$21,550
    - NJT Restricted Funds \$25,861
    - Academy Restricted Funds \$255
  - Outstanding payables as of 08/26/21 was \$62,759 plus \$144,000 of employer's pension contribution.
  - Total loan balances as of 09/23/21 was \$73,106 plus \$450,000 pending for NJT.
- The Park and Ride had YTD revenue of \$77,806 in August 2021. A decrease of \$45,559 compared to 2020, which had two months of pre-covid revenue. YTD expenses were \$137,374 compared to \$146,893 in 2020, a decrease of \$9,519. YTD net revenue was a deficit of (\$59,568) compared to \$(23,528) in 2020, which included two months of pre-covid.
  - Total funds as of 08/26/21 was \$2,708
  - Outstanding payables as of 8/26/21 was \$248,575
    - General payables was \$4,259, status current
    - NJT Draw \$60,000
    - Due to Parking Authority \$184,316

**Unfinished Business**

- **NJT Status:** This is an ongoing negotiation with NJ Transit. This topic was discussed at length in the Executive Session. A resolution was made to Authorized Joe Coronato, Jr., Legal Counsel for the Authority to communicate various items on behalf of the Authority. **(Resolution Attached)**
- **2020 Audit:** Pam Piner stated that she informed Holman, Frenia and Allison that the Commissioners want to receive a draft of the audit findings at least two week prior to the presentation made to the Commissioners. The final audit is still pending completion.
- **Annual Decal Cost:** A Resolution was made to increase the annual cost of all parking decals except for Park and Ride by 15%. **(Resolution Attached)**
- **Redevelopment Project:**

- **Contingency Parking Plan During Construction:** Pam Piner stated that she has begun to look at possible contingency plans for parking vehicles that will be effected by the construction. There are still too many questions that need to be answered before this plan can be completed. The business that will be effected the most will be the Post Office. Approximately, 180 postal employees purchase annual parking decals to park in this lot. The Authority will be losing approximately \$35,000 in annual revenue once construction begins. No new discussion took place during the September meeting.

### **New Business**

- **Construction in the Down Town Area:** Director Pam Piner informed the Board of Commissioners that numerous construction projects would be taking place simultaneously in the downtown area during the month of October and November. This will result in parking spaces being closed in various locations throughout Downtown.

### **General Discussion**

- None

### **Public Comments/Questions**

- None

### **Next Meeting Date**

Thursday, October 28, 2021 @ 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

**2<sup>nd</sup> Motion:** Vice Treasurer Brenda Tutela

**All in Favor**

Respectfully Submitted,

Pam Piner  
Executive Director