

Township of Toms River Parking Authority

Meeting Minutes

Regular Meeting
April 23, 2020

Call to order

The regular meeting of the Toms River Township Parking Authority was called to order at 3:00 p.m. by Chairman Tariq Siddiqui who also led those present in the flag salute. This meeting was conducted via Zoom.

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	Present
Vice Treasurer Brenda Tutela	Present
Commissioner Justin Lamb	Present
Commissioner Michael Sutton	Excused Absence

Additional Attendees are as follows:

Executive Director Pam Piner
Legal Counsel Tom Gannon

Public Guests:

None

Approval of Minutes

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

2nd Motion: Treasurer Richard J. Banach

All in Favor

Approval of the April 2020 Bill List for the Parking Authority

Nine (9) checks totaling \$14,651.99

Motion to accept bill list for the Parking Authority: Treasurer Richard J. Banach

2nd Motion: Commissioner Justin Lamb

All in Favor

Roll Call:

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

Vice Treasurer Brenda Tutela	Yes
Commissioner Justin Lamb	Yes
Commissioner Michael Sutton	Absent

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

Nine (9) checks totaling \$17,376.97

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

2nd Motion: Treasurer Richard J. Banach

All in Favor

Roll Call Vote:

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

Financial Overview

Due to COVID-19 the Parking Authority and the Park and Ride have experienced significant decreases in revenue. With everything being closed meter and bus ticket sales are close to non-existent. The Authority has furloughed all employees with the exception of three which are essential to the required operations that are still open.

Unfinished Business

- **2020 Budget:** Pam Piner stated that she has started to revise the 2020 budget to reflect the significant decreases in both revenue and expenses. Closure due to COVID-19 will also have a major impact on finances throughout the remainder of the year. Once this is complete it will be presented to the Board of Commissioners for approval.

Current Business

- **COVID 19:** Pam Piner stated that she is working on a 5-year financial plan and a reorganization of the Parking Authority to determine how to re-open the Authority and the Park and Ride once the Stay at Home order is lifted. With the assistance of Holman, Frenia and Allison new rate structures, enforcement hours, revenue streams and organization will be identified and entered into a financial forecasting module. Once this is complete it will be presented to the Board of Commissioners.
- **Library Contract:** The contract between the Parking Authority and the Ocean County Library for free parking on Saturdays on the upper and middle levels of the Municipal Parking Garage is up for renewal. Tom Gannon will reach out to the Library Attorney to get the new contract drafted.
- **Shelter Huts for the pay stations:** Though it was agreed upon that this should be done, at the present time it is not financially essential. This will be delayed until the Authority's financial position improves.

Public Comments/Questions

- None

Executive Session

No Executive Session was held.

Next Meeting Date

Thursday, May 28, 2020 @ 4:45 p.m. via Zoom.

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: Vice Treasurer Brenda Tutela

All in Favor

Respectfully Submitted,

Pam Piner
Executive Director