

# Township of Toms River Parking Authority

## Meeting Minutes

Regular Meeting  
February 27, 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.

### 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 January 2020 meeting:** Treasurer Richard J. Banach

**2<sup>nd</sup> Motion:** Vice Chairman Bill Beining

**All in Favor**

### Approval of the February 2020 Bill List for the Parking Authority

Twenty Two (22) checks totaling \$245,977.50

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

**2<sup>nd</sup> Motion:** Commissioner Justin Lamb

**All in Favor**

**Roll Call:**

Secretary Norvella Lightbody	Yes	
Commissioner Justin Lamb	Yes	
Chairman Tariq Siddiqui	Yes	Abstains from all MUA checks
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 January 2020 Bill List for the Park and Ride**

Ten (10) checks totaling \$17,640.29

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

### **Financial Overview**

- The Authority ended the month of January with a net revenue of \$108,527, \$2,653 higher than January 2019. Total revenue was \$171,436, \$2,732 higher than January of the previous year. This increase was due to higher decal revenue of \$6,410 of which \$3,678 was offset by a decrease in metered revenue. Total expenses were \$62,909. \$79 higher than January 2019.
- The Park and Ride ended the month of January with a net revenue of \$64,862, \$17,434.97 higher than January 2019. Total revenue was \$83,892, \$17,551.70 higher than January of the previous year. This was mainly due to higher decal revenue of \$12,902. Metered revenue also experienced an increase of \$4,650. Total expenses were \$19,030. \$117 higher than January 2019.

### **Unfinished Business**

- **2020 Budget:** The 2020 approved budget is still at the NJDLGS. Comments were received from the NJDLGS expressing their concern about the Authority's insolvency. They are concerned about the dollar amount included in the 2018 Audit for GASB 75. This is an actuarial amount for post-retirement benefits. They recommended that the Authority consider a rate increase in 2021 and to continue eliminating expenses. Pam Piner will begin to put together a response to their concerns and outline a plan for the future.

### **New Business**

- **Professional Services Bid Awards:** The followings bids were received and awarded for professional services:

- **General Legal and Litigation Counsel**

Bids were received from:

- Heiring, Gannon and McKenna
- Brown and Connery
- Eric M. Bernstein & Associates, LLC

**Motion to award the contract to Heiring, Gannon and McKenna for the years**

**2020 and 2021:** Secretary Norvella Lightbody

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

**Roll Call Vote:**

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

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

- **Auditor for Year End Audit/Financial Statement Preparation**

Bids were received from:

- Holman, Frenia & Allison P.C.

**Motion to award the contract to Holman, Frenia & Allison for the years 2020 and 2021:** Vice Chairman Bill Beining

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

**Roll Call Vote:**

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

- **Accountant for Special Services**

Bids were received from:

- Memoli & Company, PC

**Motion to award the contract to Memoli & Company, PC for the years 2020 and 2021:** Secretary Norvella Lightbody

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

**Roll Call Vote**

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

- **MUA Contract:** The new inter-local contract between the Parking Authority and the Toms River Municipal Utilities Authority was presented to the Board for approval.

**Motion to accept the inter-local agreement between the Parking Authority and the**

**TRMUA:** Secretary Norvella Lightbody

**2<sup>nd</sup> Motion:** Vice Chairman Bill Beining

**Roll Call Vote:**

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

- **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 paystations:** Pam Piner had a meeting with the managers of Water Street Bar and Grill regarding some parking issues. One main issue was that the pay stations are out in the open and when it rains people are getting soaked trying to pay for parking. The asked if the Authority would consider putting a shelter around the pay stations so people could be protected from the rain. The Board agreed that this would be a good thing to do and requested that Pam Piner research pricing.

### **Public Comments/Questions**

- None

### **Executive Session**

An Executive Session was held to discuss a personnel issue.

**Motion to leave the public session and go into Executive Session:** Secretary Norvella Lightbody

**2nd Motion:** Treasurer Richard J. Banach

**All in Favor**

**Motion to leave Executive Session and return to the public session:** Vice Treasurer Brenda Tutela

**2nd Motion:** Treasurer Richard J. Banach

A discussion of the employment of David Cowell took place. The details of this discussion and the decision reached will be disclosed at a future date.

### **Next Meeting Date**

Thursday, March 26, 2020 @ 4:45 p.m. in the Community 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:** Vice Chairman Bill Beining

**All in Favor**

Respectfully Submitted,

Pam Piner  
Executive Director