

Township of Toms River Parking Authority

Meeting Minutes

Regular Meeting
February 25, 2021

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
Commissioner Mike Sutton	Present
Commissioner Justin Lamb	Absent

Additional Attendees are as follows:

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

Public Guests:

None

Approval of Minutes

Motion to accept the Minutes of the January 2021 meeting: Secretary Norvella Lightbody

2nd Motion: Treasurer Richard J. Banach

All in Favor

Abstentions: Chairman Tariq Siddiqui

Approval of the February 2021 Bill List for the Parking Authority

Twenty Three (23) checks totaling \$51,729.12

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
Secretary Norvella Lightbody	Yes
Treasurer Richard J. Banach	Yes
Commissioner Michael Sutton	Yes

Commissioner Justin Lamb	Absent
Chairman Tariq Siddiqui	Yes

Approval of the January 2021 Bill List for the Park and Ride

Ten (10) checks totaling \$8,625.24

Motion to accept bill list for the Park and Ride: Commissioner Michael Sutton

2nd Motion: Treasurer Richard J. Banach

All in Favor

Roll Call Vote:

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

Financial Overview

- The Parking Authority had revenue of \$116,529 in January 2021. The main source of revenue for the month was annual parking permit renewals, which was (\$12,030) lower than January 2020. Once the pandemic subsides, it is possible that a portion of this decline will be recouped once additional offices reopen in the downtown area. Total revenue for the month was (\$55,543) lower than the previous January which was pre-covid. Total expenses were \$24,955. A reduction of (\$40,364) compared to the previous year. Net revenue was \$91,574. This was only a reduction of (\$15,180) compared to January 2020 which was pre-covid.
 - Total available funds as of 2/25/21 was \$48,570
 - Outstanding payables as of 2/25/21 was \$59,053 plus \$152,273 of employer's pension contribution.
 - Total loan balances as of 2/25/21 was \$97,894 plus \$450,000 pending for NJT.
- The Park and Ride had revenue of \$25,205 in January 2021. A reduction of (\$58,687) compared to January 2020. This reduction was mainly due to fewer annual parking permit renewals that were (\$43,373) lower than the previous years. This is mainly because of the closure of New York due to Covid. Once commuters return to work on location this is expected to increase throughout the year. Total expenses were \$17,074 a reduction of (\$1,942) and net revenue was \$8,131 a reduction of (\$56,385) compared to January 2020 that was pre-covid.
 - Total available funds as of 2/25/21 was \$4,419
 - Outstanding payables as of 2/25/21 was \$150,475
 - General payables was \$1,560, status current
 - NJT Draw \$28,000
 - Due to Parking Authority \$120,915

Unfinished Business

- **2021 Library Contract:** The check for the 2021 parking agreement with the library has been received.
- **Rate Increases:** On hold
- **Bobcat Sale:** Pam Piner will be contacting Garden State Bobcat for consignment information and will provide options at the March 25, 2021 meeting
- **Appraisal Quotes:** As requested by the Commissioners at the January 2021 meeting Pam Piner informed the Township that the costs of having an appraisal done on Lot H was

an expense that the Authority was unable to expend at this time. The Township agreed to initiate and fund the appraisal.

- **2020 Audit:** To keep the accumulation of debt for the Authority to a minimum, the auditing firm will delay the audit until late June or early July. Which will still be in the boundaries of State requirements. This will allow the Authority to pay down the balance due from the previous year audit before accruing additional debt.
- **NJT Status:** This has been provided to the Authority's new Legal Counsel.
- **Ford Explorer:** This should have been listed under New Business. The steering canister needed to be replaced. It was taken to Ford and parts and labor are expected to be \$812.51. This is the only running vehicle available for Enforcement.
- **Smart Cars:** The Smart Car that has been in the repair shop is still having a transmission issue and therefore has not been returned to us. If this repair cannot be fixed by the current repair shop, it will need to go to the Smart Car dealer in Edison. A new battery has been ordered for the other Smart Car.

New Business

- **Legal Services RFP:** RFP solicitation was advertised in the public section of the Asbury Park Press with Bid openings being held on February 18, 2021. One bid was received
 - The Legal Services Contract for 2021-2022 was awarded to:
Coronato Law
680 Hooper Avenue
Building C 2nd Floor
Toms River, NJ 08753

Motion to award the 2021-2022 Legal Services Contract to Coronato Law:

Secretary Norvella Lightbody

2nd Motion: Treasurer Richard J. Banach

Roll Call Vote:

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

- **Accounting Services RFP:** RFP solicitation was advertised in the public section of the Asbury Park Press with Bid openings being held on February 18, 2021. No bids were received. This will be advertised again with a bid opening date of March 18, 2021.
- **Auditing Services:** RFP solicitation was advertised in the public section of the Asbury Park Press with Bid openings being held on February 28, 2021. This is still pending.
- **Maintenance Building Property:** It was finally discovered that the property is not owned by the Parking Authority but is property of the Toms River MUA.
- **Refinance Meter Loan:** Pam Piner asked for approval to see refinancing for the street meter loan. The balance is \$92,000 and still has 2.5 years remaining on the term. The goal is to obtain a lower interest rate and to lower the monthly payment amount. The Commissioners agreed.
- **Lawn Care:** In order to reduce costs, it was recommended to bring lawn care services in house. The Commissioners requested that Pam Piner provide an analysis and recommendation at the March 25, 2021 meeting.

Public Comments/Questions

- None

Executive Session

- None

Next Meeting Date

Thursday, March 25, 2021 @ 4:45 p.m. in the Lommel 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: Secretary Norvella Lightbody

All in Favor

Respectfully Submitted,

Pam Piner
Executive Director