

Township of Toms River Parking Authority

Meeting Minutes

Regular Meeting

May 25, 2016

Call to order

The regular meeting of the Toms River Township Parking Authority was called to order at 4:40 p.m. by Chairman Mike Sutton 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:

Commissioner/Chairman Michael Sutton	Present
Commissioner/Vice Chairman Tariq Siddiqui	Present
Commissioner/Treasurer Bill Beining	Present
Commissioner/Secretary Norvella Lightbody	Present
Commissioner/Vice Treasurer Richard J. Banach	Present
Commissioner Brenda Tutela	Present

Additional Attendees are as follows:

Executive Director Pam Piner
Maintenance Manager Ken Kufall
Legal Counsel Mr. Tom Gannon
Holman, Frenia and Alison PC, Mr. Frank Holman

Approval of Minutes

Motion to accept the Minutes of the March 2016 meeting: Secretary Norvella Lightbody

2nd Motion: Commissioner, Brenda Tutela

All in Favor

Approval of the April/May 2016 bill list for the Parking Authority

Fifty Four (54) checks totaling \$653,953.79.

Motion to accept bill list for the Parking Authority: Vice Chairman Tariq Siddiqui

2nd Motion: Treasurer Bill Beining

Abstention: None

All in Favor

Approval of the April/May 2016 bill list for the Park and Ride

Nineteen (19) checks totaling \$45,899.05

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

2nd Motion: Vice Chairman Tariq Siddiqui

Abstention: None

All in Favor

2015 Year End Audit Results and Financials

Frank Holman from Holman, Frenia and Alison presented the year end audit findings and financials. The audit included two recommendations which were discussed and a corrective action plan was presented and approved.

A motion was made to accept the 2015 year end audit and financial statements as presented by Holman, Frenia and Alison, PC: Vice Chairman Tariq Siddiqui

2nd Motion: Secretary Norvella Lightbody

A Roll Call Vote was Taken:

Mike Sutton	Yes
Tariq Siddiqui	Yes
Norvella Lightbody	Yes
Bill Beining	Yes
Richard J. Banach	Yes
Brenda Tutela	Yes

A motion was made to accept the 2015 Corrective Action Plan as presented by the Executive Director, Pam Piner: Treasurer Bill Beining

2nd Motion: Secretary Norvella Lightbody

A Roll Call Vote was Taken:

Mike Sutton	Yes
Tariq Siddiqui	Yes
Novella Lightbody	Yes
Bill Beining	Yes
Richard J. Banach	Yes
Brenda Tutela	Yes

Financial Overview

- **Parking Authority**

Revenue

- Revenue as a whole is \$10, 332.23 over this time last year.
- Meter revenue was \$11,732.23 higher.
- Permit revenue was \$540 higher.
- Fine Revenue was \$7,475 lower.
- Bus commissions were \$2,256 higher. With Academy still be lower than previous year.
- Vending and ATM revenues were up by a total of \$3,018.

Expenses

- Administrative expenses were higher than 2015 by \$5993. Categories that had increases over last year are:
 - Salaries – fewer hours billed back to Park and Ride
 - Payroll taxes and worker's compensation costs
 - Merchant Fees – more people are paying for fines and parking via credit/debit cards now that this pay option is available.
 - Administrative expenses as a whole are expected to be lower than last year by the end of June once the Park and Ride reimburses for liability insurance and auditing fees.
- Operational expenses were \$3,226 lower than 2015.
- Net income was (\$41,849) over previous year which was a positive change in the Authority's net position of \$6,446.

- **Park and Ride Revenue**
 - Revenue was slightly lower than previous year by \$1,848. Fewer parking permits have been purchased but metered parking is up.
- **Expenses**
 - Expenses were currently lower than previous year by \$12,925. r.
 - Net income was \$29, 836.34 higher than 2015 resulting in a positive change in net position of \$11,076.41.

Unfinished Business

- **Rate Increase/Restructuring:** The Township will be doing the first reading at the Township meeting schedule for Monday June 6th at 5:00 pm. The Parking Authority is requested to be in attendance to answer any questions.
- **New Single Space Meters:** Pending the approval of the rate increase.
- **Omnipark Conversion/Programming changes:** Omnipark will begin our conversion over to the new version on May 28th.
- **New Bob Cat:** The new Bobcat has been delivered.
- **CAP – NJ Natural Gas Contamination Clean up Imitative:** smells are coming from the property behind the bus terminal and are very strong inside the terminal. Pam Piner said she would reach out to New Jersey Natural Gas to see what is causing the odor.

New Business

- **2016 Budget Adoption:** The 2016 Budget was returned “approved” by the Division of Local Government Services. It was presented to the Board of Commissioners for adoption:
A Motion was made to adopt the 2016 Budget as approved by the DLGS: Vice Chairman Tariq Siddiqui
2nd Motion: Secretary Norvella Lightbody
A Roll Call Vote was Taken:

Mike Sutton	Yes
Tariq Siddiqui	Yes
Norvella Lightbody	Yes
Bill Beining	Yes
Richard J. Banach	Yes
Brenda Tutela	Yes
- **2016 Capital Budget Revision:** The 2016 Capital Budget has been revised to include the unbudgeted purchase of the Bobcat and to increase the amount for the new single space meters. It was decided to replace all the single space meters at one time versus staging them in by location. This revision will be presented for approval once the new rate increase is approved.
- **GPS Tracking for Parking Authority Vehicles:** A GPS system was approved for installation on all Parking Authority vehicles. Quartix will be the system which is internet, real time based. Six (6) tracking devices are included for the cost of \$327 per quarter.
A motion was made to install Quartix GPS devices on all Parking Authority vehicles for a quarterly cost of \$327: Secretary Norvella Lightbody
2nd Motion: Commissioner Brenda Tutela
All in Favor

Executive Session

- No Executive Session was held.

Public Comments/Questions

- None

Next Meeting Date

Wednesday, June 22, 2016 @ 4:30 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 Chairman Tariq Siddiqui

2nd Motion: Treasurer Bill Beining

All in Favor

Respectfully Submitted,

Pam Piner
Executive Director