

Township of Toms River Parking Authority

Meeting Minutes

Regular Meeting
July 25, 2024

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 Brenda Tutela	Present
Commissioner Moshe Kupferstein	Absent
Commissioner Mike Maulshagen	Absent

Additional Attendees are as follows:

Executive Director Pam Piner
Legal Counsel Joe Coronato, Jr.

Approval of Minutes

- May 2024 - Postponed until August meeting – no attending quorum
- June 2024 – Postponed until August meeting – no attending quorum

Approval of the July 2024 Bill List for the Parking Authority

Twenty Four (24) checks totaling \$45,828.62 and Sixteen (16) electronic payments totaling \$27,528.45 and Two (2) checks from the NJT Trust Account totaling \$74,548.68

Motion to accept bill list for the Parking Authority: Vice Chairman Bill Beining

2nd Motion: Treasurer Brenda Tutela

Roll Call:

Vice Chairman Bill Beining	Yes
Treasurer Brenda Tutela	Yes
Secretary Norvella Lightbody	Yes
Commissioner Mike Maulshagen	Absent
Commissioner Moshe Kupferstein	Absent
Chairman Tariq Siddiqui	Yes

Approval of the July 2024 Bill List for the Park and Ride

Ten (10) checks totaling \$16,511.48

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

2nd Motion: Secretary Norvella Lightbody

Roll Call Vote:

Treasurer Brenda Tutela	Yes
Secretary Norvella Lightbody	Yes
Vice Chairman Bill Beining	Yes
Commissioner Michael Maulshagen	Absent
Commissioner Moshe Kupferstein	Absent
Chairman Tariq Siddiqui	Yes

Financial Overview

- The Parking Authority had YTD revenue as of June 30, 2024 of \$334,240. This is \$7,357 higher than the previous year. Total YTD expenses were \$230,226. An increase of \$7,493 compared to the previous year. Net YTD revenue was \$104,014. A decrease of \$136 compared to 2023.
- The Park and Ride had YTD revenue as of June 30, 2024 of \$117,962. An increase of \$5,205 compared to 2023. YTD expenses were \$96,058. A decrease of \$2,405 compared to 2023. YTD net revenue was \$21,906. An increase of \$7,612 compared to 2023.

Unfinished Business

- **NJT/DOT:** Joe Coronato, Jr., Legal Counsel for the Authority gave a brief update regarding the ongoing contract negotiation with NJT. Emails were exchanged between the AG representing NJT and Coronato Law, during the past month, but no progress on the contract was made. The Board of Commissioners requested that Joe Coronato, Jr. contact NJDOT regarding a parking rate increase at the Park and Ride. It was requested to get clarification whether the Authority could initiate this process or if it would need to be done by the NJDOT.
- **Disposal of 2014 Ford Explorer:** The Board of Commissioners directed Pam Piner the Director for the Authority to list the Explorer on Municibid for disposal.
- **Capadaglia Contract:** Joe Coronato, Jr. is going to follow up with Shea and Associates regarding the status of the parking contract.
- **Heflicker Blvd.:** Heflicker Blvd. was closed to traffic and vehicle parking for a period of 4 weeks for the installation of new gas piping and soil studies regarding possible contamination discovered during the pipe installation. Heflicker has now been reopened for both traffic and vehicle parking.
- **NJ Natural Gas Soil Remediation at the Park and Ride:** Pam Piner, Director updated the Board of Commissioners on the NJNG Soil Remediation project that will have an operational effect on the Park and Ride. The date for the project has been moved out until 2027. However, conference calls between NJNG, NJDOT and the Parking Authority will begin to take place in August regarding the planning of temporary facilities and bus circulation during the remediation.

New Business

- **New Enforcement Vehicle:** Pam Piner, Director requested approval from the Board of Commissioners to use funds of \$7,000 from the sale of the Smart Cars for the down payment of the 2023 Chevrolet Malibu purchased approved at the June meeting. She also requested approval to use \$1,200 from the sale of the Gravely mower for decaling of the new enforcement vehicle. The Board of Commissioners approved both requests. A third request was made by Pam Piner to use \$5,000 from funds still available from the sale of the Bobcat to pay Holman, Frenia and Allison for the balance owed on the 2022 Audit. This will allow the beginning of the 2023 Audit, putting the Authority closer to being on schedule for the submission of future budgets and annual financial statements. After these three payments are processed there will be \$17,661 remaining from the past liquidation of disposed assets.

- **Adopt 2024 Budget:** The Division of Local Government Services returned their approval of the Parking Authority's 2024 Budget. The 2024 Budget, without changes, was presented to the Board of Commissioners for adoption.

Motion to Adopt the 2024 Budget as Approved by Both the Parking Authority Board of Commissioners and the DLGS: Vice Chairman Bill Beining

2nd Motion: Treasurer Brenda Tutela

Roll Call Vote

Vice Chairman Bill Beining	Yes
Treasurer Brenda Tutela	Yes
Secretary Norvella Lightbody	Yes
Commissioner Mike Maulshagen	Absent
Commissioner Moshe Kupferstein	Absent
Chairman Tariq Siddiqui	Yes

- **2023 Audit:** Pam Piner, Director, noted that as soon as Holman, Frenia and Allison received the final payment of \$5,000 for the 2022 Audit, they would begin the 2023 Audit.
- **Health Insurance Coverage:** Pam Piner, Director informed the Board of Commissioners that she received a phone call from Conner Strong notifying her that the Township would no longer be using them to administer the employees' health benefits. They wanted to alert the Authority of the change in case the Township ceased the Authority being able to umbrella under their coverage for the Parking Authority employees. Pam Piner stated that she has not heard anything about the possibility of this from the Township. However, as a precautionary measure she looked into the option of the Authority joining the State Health Benefits program. She obtained the instructions and forms necessary to request membership and was instructed that the process would take about 70 days to complete.
- **Required 3 and 5 Year Sprinkler System Testing:** Fire Prevention notified the Authority that the Municipal Garage was overdue for the required 3 and 5 year sprinkler system testings. Pam Piner, Director, received a quote from the fire inspection company that the Township is currently utilizing in the amount of \$4,900. She informed the Board of Commissioners that there is a lot of confusion using this company. They are constantly sending the Authority invoices regarding other Township properties and send invoices regarding the parking garage to the Township. Even though they have been instructed otherwise on numerous occasions. She said that she was going to solicit quotes from other Fire System Inspection companies before having these required tests completed. She will have them available for the meeting on August 22nd.
- **Executive Session:** An Executive Session was requested to discuss salary increases and to request approval to add one part time Enforcement Officer and two part time Bus Ticket Sales Agents. However, current employees were not issued a "Rice Notice" regarding discussion of salaries so this was moved to the August 22nd meeting. Therefore, an Executive Session was not required and the requested new positions were discussed in Open Session.
 - Pam Piner, Director requested approval to add an additional part time Enforcement Officer to enforce street parking. The individual, who was previously hired for this position, accepted a full time position with another employer and would not be available during current enforcement hours. They would however, continue to do trash removal, meter maintenance and weekend bus ticket sales. The new position request was for 24 additional employment hours per week at a pay rate of \$21.00 per hour. This position would be focused on street parking enforcement and possible vacation coverage for the current full time Enforcement Officer.

Motion to create and hire a part time Enforcement Officer for street parking enforcement at 24 hours per week at a pay rate of \$21.00 per hour: Vice Chairman Bill Beining

2nd Motion: Secretary Norvella Lightbody

Roll Call Vote:

Vice Chairman Bill Beining	Yes
Secretary Norvella Lightbody	Yes
Treasurer Brenda Tutela	Yes
Commissioner Mike Maulshagen	Absent
Commissioner Moshe Kupferstein	Absent
Chairman Tariq Siddiqui	Yes

- Pam Piner, Director, requested approval to add two additional part time bus ticket sales agents at the Park and Ride. This would allow the Authority to expand the hours of operations of the bus terminal an additional four hours per day. These positions would add an additional 28 employment hours per week, in total, at a pay rate of \$21.00 per hour. Because this expansion would be for all seven days of the week, two positions would be necessary. A proposed schedule of operations was presented to the Board members.

Motion to create and hire two part time Bus Ticket Agents at the Park and Ride for a total of 28 hours per week at a pay rate of \$21.00 per hour: Vice Chairman Bill Beining

2nd Motion: Treasurer Brenda Tutela

Roll Call Vote

Vice Chairman Bill Beining	Yes
Treasurer Brenda Tutela	Yes
Secretary Norvella Lightbody	Yes
Commissioner Mike Maulshagen	Absent
Commissioner Moshe Kupferstein	Absent
Chairman Tariq Siddiqui	Yes

Public Comments/Questions

- None

Executive Session

- None

Next Meeting Date

Thursday, August 22, 2024 @ 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: Vice Chairman Bill Beining

2nd Motion: Secretary Norvella Lightbody

All in Favor

Respectfully Submitted,

Pam Piner
Executive Director