

Township of Toms River Parking Authority

Meeting Minutes

Reorganizational Meeting
January 30, 2025

Call to order

The reorganizational meeting of the Toms River Township Parking Authority was called to order at 4:45 p.m. by Executive Director Pam Piner, 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 Tariq Siddiqui	Present
Commissioner Bill Beining	Present
Commissioner Norvella Lightbody	Present
Commissioner Brenda Tutela	Present
Commissioner Moshe Kupferstein	Absent
Commissioner Mike Maulshagen	Present

Additional Attendees are as follows:

Executive Director Pam Piner
Legal Counsel Joe Coronato, Jr.

Public Guests:

None

Election of Board Officers

Chairman Nominated: Tariq Siddiqui

Motion to Accept Nomination and Elect Tariq Siddiqui as Chairman: Commissioner Mike Maulshagen

2nd: Commissioner Bill Beining

All in Favor

Roll Call:

Commissioner Mike Maulshagen	Yes
Commissioner Bill Beining	Yes
Commissioner Brenda Tutela	Yes
Commissioner Norvella Lightbody	Yes
Commissioner Moshe Kupferstein	Absent

The meeting was turned over to Chairman Tariq Siddiqui

Vice Chairman Nominated: Bill Beining

Motion to Accept Nomination and Elect Bill Beining as Vice Chairman:

Commissioner Norvella Lightbody

2nd: Commissioner Mike Maulshagen

All in Favor

Roll Call:

Commissioner Norvella Lightbody	Yes
Commissioner Mike Maulshagen	Yes
Commissioner Brenda Tutela	Yes
Commissioner Moshe Kupferstein	Absent
Chairman Tariq Siddiqui	Yes

Secretary Nominated: Norvella Lightbody

Motion to Accept Nomination and Elect Norvella Lightbody as Secretary: Chairman Tariq Siddiqui

2nd: Commissioner Brenda Tutela

All in Favor

Roll Call:

Chairman Tariq Siddiqui	Yes
Commissioner Brenda Tutela	Yes
Vice Chairman Bill Beining	Yes
Commissioner Mike Maulshagen	Yes
Commissioner Moshe Kupferstein	Absent

Treasurer Nominated: Brenda Tutela

Motion to Accept Nomination and Elect Brenda Tutela as Treasurer: Secretary Norvella Lightbody

2nd: Commissioner Mike Maulshagen

All in Favor

Roll Call:

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

Resolution Scheduling Regular Meetings of the Parking Authority Board of Commissioners as the 4th Thursday of each month. With the Exception of November and December.

Thursday, January 30, 2025 at 4:45 p.m. Town Hall – Sunshine Room

Thursday, February 20, 2025 at 4:45 p.m. Town Hall – Sunshine Room

Thursday, March 27, 2025 at 4:45 p.m. Town Hall – Sunshine Room

Thursday, April 24, 2025 at 4:45 p.m. Town Hall – Sunshine Room

Thursday, May 22, 2025 at 4:45 p.m. Town Hall – Sunshine Room

Thursday, June 26, 2025 at 4:45 p.m. Town Hall – Sunshine Room

Thursday, July 24, 2025 at 4:45 p.m. Town Hall – Sunshine Room

Thursday, August 21, 2025 at 4:45 p.m. Town Hall – Sunshine Room

Thursday, September 25, 2025 at 4:45 p.m. Town Hall – Sunshine Room

Thursday, October 23, 2025 at 4:45 p.m. Town Hall – Sunshine Room

Thursday, November 20, 2025 at 4:45 p.m. Town Hall – Sunshine Room

Thursday, December 18, 2025 at 4:45 p.m. Town Hall – Sunshine Room

Motion: Treasurer Brenda Tutela

2nd: Secretary Norvella Lightbody

Roll Call Vote:

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

Resolution Authorizing Commissioners to Sign Checks

Motion: Secretary Norvella Lightbody

2nd: Treasurer Brenda Tutela

Roll Call Vote:

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

Resolution Designating Ocean First as Official Depository

Motion: Vice Chairman Bill Beining

2nd: Secretary Norvella Lightbody

Roll Call Vote:

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

Resolution Designating the Asbury Park Press as the Official Newspaper

Motion: Secretary Norvella Lightbody

2nd: Treasurer Brenda Tutela

Roll Call Vote;

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

Resolution Consenting to Appointment of Parking Violation Officers:

Mary McClave – Badge #863
Marian Nadeau – Badge #857
Pamela Piner – Badge #858
Spencer VanWagoner – Badge #858
Betsy Seritello – Badge #865

Motion: Secretary Norvella Lightbody

2nd: Treasurer Brenda Tutela

Roll Call Vote:

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

Approval of Minutes

Motion to approve the minutes of the May 2024 meeting: Commissioner Mike Maulshagen

2nd Motion: Treasurer Brenda Tutela

All in Favor

Abstention: Secretary Norvella Lightbody was absent

Motion to approve the minutes of the June 2024 meeting: Secretary Norvella Lightbody

2nd Motion: Commissioner Mike Maulshagen

All in Favor

Abstention: Chairman Tariq Siddiqui was absent

Motion to approve the minutes of the July 2024 meeting: Vice Chairman Bill Beining

2nd Motion: Treasurer Brenda Tutela

All in Favor

Abstention: Commissioner Mike Maulshagen was absent

Approval of the January 2025 Bill List for the Parking Authority

Nineteen (19) checks totaling \$34,090.52 and Fifteen (15) electronic payments totaling \$39,839.58 and Two (2) checks from the NJT Trust Account totaling \$112,973.52.

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

2nd Motion: Commissioner Mike Maulshagen

Roll Call:

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

Approval of the January 2025 Bill List for the Park and Ride

Fourteen (14) checks totaling \$27,58.27

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

2nd Motion: Vice Chairman Bill Beining

Roll Call Vote:

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

Financial Overview

- The Parking Authority had YTD revenue as of December 31, 2024 of \$578,718. This is \$60,058 higher than the previous year. Total YTD expenses were \$534,166. An increase of \$28,022 compared to the previous year. Net YTD revenue was \$44,552. An increase of \$32,035 compared to 2023.
- The Park and Ride had YTD revenue as of December 31, 2024 of \$231,629. An increase of \$25,236 compared to 2023. YTD expenses were \$213,396 a reduction of \$17,553 compared to 2023. YTD net revenue was \$18,233 an improvement of \$42,789 compared to 2023.

Unfinished Business

- **NJT/DOT:** No updates
- **2023 Audit:** The 2023 Audit has been completed and is pending quality review at HFA.
- **NJ Soil Remediation (Park and Ride):** No updates

New Business

- **2025 Budget:** Pending approval of the 2023 Audit.
- **Professional Services RFP's:** RFP's were solicited for the professional services of Auditing, Accounting and Legal/litigation. The following bids were received:
 - Auditing – Homan Frenia & Allison P.C. (no other bids were received)
 - Accounting – Memoli & Associates (no other bids were received)
 - Legal/Litigations – Coronato Law (no other bids were received)

A motion was made to accept the bid submitted by Memoli & Company, PC for

Accounting Services: 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	Yes
Commissioner Moshe Kupferstein	Absent
Chairman Tariq Siddiqui	Yes

A motion was made to accept the bid submitted by Holman, Frenia & Allison for Year End Audit/Financial Statement Preparation Services: The award for this proposal was postponed until February 2025 meeting pending additional inquiries from HFA.

A motion was made to accept the bid submitted by Coronato Law for General Legal and Litigation Services: 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	Yes
Commissioner Moshe Kupferstein	Absent
Chairman Tariq Siddiqui	Yes

- **Municipal Parking Ticket Issues:** A discussion took place regarding the disposition of parking tickets once they are converted to a Municipal Summons. The number of summons being dismissed and the length of time for each Enforcement Officer to attend court was also discussed. It was decided that an Enforcement Office would not need to attend court unless the defendant requested a formal hearing.
- **Damaged Car at Park and Ride:** A request was received from a regular parker at the Park and Ride to cover damages caused to his vehicle while he was parking his car. The concrete bumper block was positioned vertically in the parking space and caused damage to the lower bumper of his car. The Commissioners agreed that the Park and Ride was public parking and is a “park at your own risk” facility. They asked what the cost of the damage was and the Director said she did not know but would reach out to the owner of the vehicle. She stated that the concrete bumpers are beginning to cause damage to people’s cars when they move or become dislodged from the rebarb posts. There is no one available to move them back to their correct positions when this happens,
- **Minimum Wage Increase:** The minimum wage increased to \$15.49 effective January 1, 2025. This effected one part time employee at the Park and Ride.
- **2025 Salary Increases:** The Director asked the Commissioners if they wanted to process salary increases for employees in February. They requested that this be postpone until the 2nd Quarter.

• **Park and Ride Parking Rates:**

Motion to Increase the Daily Parking Rates at the Toms River Park and Ride from

\$2.00 to \$4.00 Pending DOT Approval: Secretary Norvella Lightbody

2nd Motion: Treasurer Brenda Tutela

Roll Call Vote

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

Public Comments/Questions

- None

Executive Session

- An Executive Session was held to discuss ongoing contractual and negotiation issues.
Motion to exit the Open Session and move to Executive Session: Secretary Norvella Lightbody

2nd Motion: Treasurer Brenda Tutela

All In Favor

Motion to exit the Executive Session and return to Open Session: Treasurer Brenda Tutela

2nd Motion: Secretary Norvella Lightbody

All in Favor

Next Meeting Date

Thursday, February 20, 2025 @ 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 Novella Lightbody

All in Favor

Respectfully Submitted,

Pam Piner
Executive Director