

# Township of Toms River Parking Authority

## Meeting Minutes

Regular Meeting  
April 25, 2024

### **Call to order**

The reorganizational 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:

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, Sr.

Public Guests:

2022 Audit/Financial Statement presentation from Holman, Frenia & Allison was postponed until May's meeting due to a scheduling conflict.

### **Approval of Minutes**

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

**2<sup>nd</sup> Motion:** Secretary Norvella Lightbody

**All in Favor**

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

**2<sup>nd</sup> Motion:** Secretary Norvella Lightbody

**Abstention:** Chairman Tariq Siddiqui

**All in Favor**

### **Approval of the March/April 2024 Bill List for the Parking Authority**

Twenty Two (22) checks totaling \$33,833.19 and Twenty Six (26) electronic payments totaling \$71,737.23 and Three (3) checks from the NJT Trust Account totaling \$122,446.40

**Motion to accept bill list for the Parking Authority:** Treasurer Brenda Tutela

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

**All in Favor**

**Roll Call:**

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

**Approval of the March/April 2024 Bill List for the Park and Ride**

Thirteen (13) checks totaling \$22,466.51

**Motion to accept bill list for the Park and Ride:** Vice Chairman Bill Beining

**2<sup>nd</sup> Motion:** Commissioner Mike Maulshagen

**All in Favor**

**Roll Call Vote:**

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

**Financial Overview**

- The Parking Authority had YTD revenue as of March 31, 2024 of \$212,393. This is \$2,482 lower than the previous year. Total YTD expenses were \$109,491. An increase of \$3,667 compared to the previous year. Net YTD revenue was \$102,901. A decrease of \$6,149 compared to 2023.
- The Park and Ride had YTD revenue as of March 31, 2024 of \$68,022. An increase of \$1,456 compared to 2023. YTD expenses were \$53,999 an increase of \$76.57 compared to 2023. YTD net revenue was \$14,024 An increase of \$1,380 compared to 2023.

**Unfinished Business**

- **NJT/DOT:** Per Joe Coronato, Jr. there was no legal update. However, he spoke with Carol Valor, AG who said the NJT has held two meetings with the DOT to discuss raising the parking rates at the Park and Ride. Also discussed under this topic was the NJ Natural Gas soil remediation project which will have a significant impact on the Park and Ride. The phase which includes the Park and Ride has been moved to 2028 and 2029 per the quarterly CAP meeting which is attended by Director Pam Piner.
- **2022 Audit:** HFA Presentation was deferred until May's meeting due to a scheduling conflict.
- **Street and Conversion Ticket Funds:** This topic will be removed from the agenda until a future date.
- **2024 Budget:** The 2024 budget was presented to the Board of Commissioners for Approval with an adoption date stated as May 23, 2024.

**Motion to approve the 2024 Budget as presented and with an adoption date of May 23, 2024:** Treasurer Brenda Tutela

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

**Roll Call Vote:**

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

Chairman Tariq Siddiqui Yes

- **Late Budget Resolution:** A Late Budget Resolution was presented to the Board of Commissioners to accompany the 2024 Budget.

**Motion to approve the Late Budget Resolution:** 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 Michael Maulshagen	Yes
Commissioner Moshe Kupferstein	Absent
Chairman Tariq Siddiqui	Yes

## **New Business**

- **Gravely Lawn Mower Auction Approval:** The Gravely riding lawn mower was auctioned on the Municibid website with bids being accepted from 4/11/24 to 4/23/24. A total of 23 bids were received with the highest bid being \$1,200. The highest bid was submitted by Homestead Restoration, LLC of Toms River, NJ.

**Motion to accept the highest bid of \$1,200 for the 2005 Gravely riding lawn mower through and auction conducted on Municibid:** 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 Michael Maulshagen	Yes
Commissioner Moshe Kupferstein	Absent
Chairman Tariq Siddiqui	Yes

- **RFQ's for Line Striping and Space # Painting:** An RFQ was advertised in the Asbury Park Press and posted on the Parking Authority's website for Line Striping and Space # Painting for all seven Municipal lots. Four submissions were received:

River Front Recycling and Aggregate	\$ 8,443
Dan Swayze, Inc.	\$21,445
S & G Paving	\$24,900
Diamond Construction	\$28,000

The selection of this RFQ was tabled with the Board of Commissioners requesting that Director Pam Piner reach out to the Township to see if they would be able to do this for the Parking Authority with an shared services agreement. The other alternative would be to purchase a line painting machine at the cost of \$862 and use the Authority's part time employee to paint the lines and space #'s.

- **Shared Service Agreement with the TRMUA:** The annual renewal of the shared services agreement between the Parking Authority and the Toms River MUA was presented to the Board of Commissioners for approval. No changes were made from the previous year.

**Motion to approve the Shared Services Agreement between the Parking Authority and the TRMUA:** Secretary Norvella Lightbody

**2nd Motion:** Vice Chairman Bill Beining

**Roll Call Vote:**

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

Chairman Tariq Siddiqui

Yes

- **Financial Disclosure Forms:** Director Pam Piner reminded everyone that the 2024 Financial Disclosure Forms were due April 30, 2024.
- **Other:** Joe Coronato, Jr. stated that he had been contacted by Capidaglia's Legal Counsel regarding a contract for public parking that will be available after the development is complete, between the Parking Authority and Capidaglia. A draft contract should be available for presentation at the May 23, 2024 meeting.

**Public Comments/Questions**

- None

**Executive Session**

- None

**Next Meeting Date**

Thursday, May 23, 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:** Secretary Norvella Lightbody

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

**All in Favor**

Respectfully Submitted,

Pam Piner  
Executive Director