

WEST WINDSOR PARKING AUTHORITY

April 10, 2013

MINUTES OF MEETING

Sunshine Law Announcement

In compliance with the Sunshine Law, a notice of this meeting's date, time, location and agenda was mailed to the news media, posted on the Township bulletin board and filed with the Township Clerk.

Action Items

Call to Order and Roll Call

Chair Lupo called the meeting to order at 8:03 p.m. The following individuals attended:

Commissioners

Andy Lupo, Chair
Lyle Girandola, Vice Chair
Alison Miller, Secretary
Ron Rumack, Treasurer
Thomas Crane, Assistant Treasurer

Non-Commissioners

Martha Watlington, General Manager
Tom Calu, Parking Consultant
Robert Schwartz, Attorney
Ron Ghrist, Financial Consultant
Kristina Samonte, Council Liaison
Sgt. Mary Lou Dranchak, Police

Comments from the Audience

No audience members were present.

Approval of Minutes (March 13, 2013)

Commissioner Miller moved to approve the March 2013 minutes with spelling of name in section 4 corrected. Commissioner Girandola seconded the motion. All the Commissioners present voted to approve the minutes.

Approval of Bills (April 2013)

The Commissioners discussed the bills in detail. The Tomco Construction bill from March in the amount of \$242,111.09 was certified by Mr. Calu that it can be paid. Commissioner Girandola moved to approve the April bill list. Commissioner Miller seconded the motion. The motion was unanimously approved.

Discussion Items

(1) Project Timeline

Mr. Calu distributed to the Board information about the pedestrian trail connection, associated map, recap of new lot project funding and project costs, ACT contract with approved change orders to date, letter from ACT detailing description's and percentage complete and amount billed and a letter from Robert Korkuch, ACT, regarding supplementary construction administration and inspection budget.

Mr. Calu reviewed the information with the Board. The contract total without change orders is \$4,103,223 and the amount paid to the contractor, Tomco is \$1,377,112 which brings a balance without change orders to \$2,726,111.

Also presented to the Board were pending change orders as follows:

1. Change order driven by PSE&G where the condensers will be placed underground or above for the light poles.
2. \$100,000 for retaining wall which was approved by the Board.
3. ACT proposal for contract budget increase in the amount of \$150,000 (excluding Alexander Road but including 7% = \$10,000 contingency) to cover additional engineering, inspection and QA/QC services associated with the April 9th revised schedule.
4. Alexander Road (especially the deceleration lane) and related utility pole relocations (plus any associated costs). Chair Lupu said that this is not PSE&G's issue but required for the project. Commissioner Miller stated she met with Mr. Guzik, Township Engineer and that only five poles might need to be relocated. She said that the Board should find out what amount is in the Transportation Improvement fund which might be able to cover the cost. Ms. Samonte said she will check into this matter.
5. Additional pedestrian path through wooded wetlands (plus any associated costs). ACT's letter was presented as well as associated map. The Board had a discussion about the pedestrian walkway. Mr. Calu stated that an additional change order will be required.

Mr. Calu informed the Board that Tomco will appoint a second superintendent to the site which should make a large impact. ACT's belief is that contractor is making conscious effort to catch up. The planned completion is June which would be suitable for use, punch list work to be handled in July and landscaping and project close out in September. He stated its two months better than a month ago.

Mr. Calu presented an overview of the funding and project costs. Total Sources/Uses cost incurred by WWPA is \$5,802,074. The total “authorized” by WWPA for the project (without additional WWPA contribution) is \$4,513,000. The net effect of approved change orders is \$31,662 (less than 1% of contract total). The pending change orders to date are \$100,000 for retaining wall and cost to be determined for final changes and credits to electrical systems. The total invoiced is \$1,377,112 which equals to 33.6% of \$4,103,223 cap before change orders.

Commissioner Girandola recapped what was stated by Mr. Calu and had some questions such as \$300K grant that WWPA thought would be entitled to but didn't occur, ACT engineering costs. Mr. Calu addressed the questions. Chair Lupo asked about ACT bill in relation to Tomco bill. Mr. Calu said that the engineer - QA/QC are the eyes and ears of the project. He explained their responsibility to be on site – e.g. if concrete pipe for drainage is being laid then engineer is on site to certify that the work is being done correctly. If Tomco performed their work on time as projected then ACT would have performed their services for approximately \$90K less than they projected.

The Board went into Executive session to discuss additional engineering and project costs. Mr. Calu asked the Board to approve the additional engineering costs of \$150,000.

(2) License Plate Recognition (Genetec)

Commissioner Rumack met with Alan Witten – area representative for Genetec on Monday, March 18th. Commissioner Rumack, Mr. Witten and Mr. Hillman took one pass with the system through the lots. Mr. Witten said that the internet connection is extremely slow. He updated the firewall and internet connection. Commissioner Rumack and Mr. Witten met the next day and went through the Alexander lot where there was a high quantity of misses and unread plates.

75% of the problem is because there is no reflectivity on most plates (due to delamination) and other problems such as people back up into spots so front plate that is being read and is more worn out. Other issues that were noticed as well were that New Jersey has stacked letters license plates. Mr. Calu stated that was part of the software change promised to WWPA by Genetec. Some additional problems are missing front plates, infinity plates and blue plates. Commissioner Rumack suggested informing customers that they need to use reflective plates. He said that the system is inferior. Commissioner Girandola said that the rational going forward is to use the technology since it covers more ground than if it were to be done manually.

Commissioner Rumack presented to the Board the breakdown of findings which were discussed in depth. He said that to increase the accuracy of reads customers need to pull forward and have reflective plates. He also asked Mr. Witten to provide WWPA with a marker so that a picture of car is taken and then could manually enter plate into

system. Chair Lupo questioned why a company would sell a system in New Jersey that uses blue plates but system cannot read it. Commissioner Girandola said he will get in contact with the Dean at Rider University for summer interns to re-engineer the process and to analyze the data that Mr. Hillman collects. Chair Lupo asked for Commissioner's Girandola and Rumack to call Genetec and Chris Yigit and push the issue.

(3) Daily Parking Methodology

This topic discussion was tabled.

(4) Office Space

Chair Lupo informed the Board that there is not enough space available for WWPA at the Town Hall. He stated that there is no rush to move out from present location since not being forced out. Commissioner Miller suggested the site between the Acme and Bus Depot be looked at.

Reports

(a) Professional

Mr. Ghrist verified that no new bills were approved other than the March Tomco bill. He updated the Board on total project costs and P&L project performance. Commissioner Rumack and Mr. Calu asked for forecasting amounts be included in the report. Commissioner Girandola asked to coordinate the amounts.

Mr. Schwartz asked that the performance bond be waived for the Landscaping award. Commissioner Miller moved to approve. Commissioner Crane seconded the motion

(b) Police Report

Sgt. Dranchak reported that the taxicab driver will have ten minutes time to leave their cab for the restroom. She stated that this will be reflected in the ordinance and a fine of \$2K would be imposed if not adhered to. Sgt. Dranchack notified the Board that there will be is a motorcycle officer on patrol after midnight. She also reported that there was a car theft in the Wallace lot, a bike theft from the bike rack and two taxi violations for unlicensed taxi's picking up commuters.

Chair Lupo questioned why Wallace Road Permit appeared twice on the ticket report. She will ask for an update on the report. Sgt. Dranchak reported that the police showed 214 summonses for the month of March. Ms. Watlington stated that the Parking Authority issued 222.

(c) Administration

1. Ms. Watlington reported to the Board the following commuter requests:

1.1. Fifteen permit holders requested continued 3 month temporary suspension due to unemployment. All Commissioners approved the requests.

1.2. One permit holder was notified that he was eligible for a parking permit in December 2011 and says he never received the notification. He is currently paying \$8 a day to park at the private lot but has not called to check on his application. He says that recently he went on line to discover he was no longer on the waiting list. All commissioners agreed to offer him a permit provided he paid all fees from the time of his notification which was December 2011.

2. Ms. Watlington brought up the T2 payments regarding the clean-up of the system and that they expect payment. Chair Lupo wrote a note on the bill stating that it was part of the original cost and told Ms. Watlington to mail it out without additional payments.

3. Mr. Calu stated that he wrote the update for website and emailed it to the Board.

4. NJ Transit was awarded the contract to paint the train station.

(d) Board Members

Adjournment

Chair Lupo moved to adjourn. Commissioner Miller seconded the motion. There being no further business, the meeting was adjourned at 11:40 p.m.

Respectfully Submitted,

Lydia Rojek

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