

WEST WINDSOR PARKING AUTHORITY

August 8, 2012

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 8:05 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
Lt. William Bastedo – Police
Robert Schwartz – Attorney
Ron Ghrist - Financial Consultant

Approval of Minutes (July 18, 2011)

Commissioner Miller moved to approve the July minutes as amended. Commissioner Crane seconded the motion. All the Commissioners present voted to approve the minutes.

Approval of Bills (August, 2012)

The Commissioners discussed the bills. In depth discussion was had by all present regarding bills for the project. \$4.9M cash on hand minus \$4.1M for project plus \$400K for contingency minus \$115,500 cost of issuance including \$9K which was not duplicated as verified by Mr. Calu – leaving a \$900K shortfall that WWPA has to pay which has to be rationalized by proposed proceeds of new lot.

Commissioner Miller moved to approve the August bill list. Commissioner Girandola seconded the motion. The motion was unanimously approved.

Discussion Items

(1) Project Time Line (New Parking Lot)

Mr. Calu summarized the project time line as being:

- 5 - 6 months of construction
- ACT expects to finalize all pertinent information for the contract to be signed on Friday, August 10, 2012. Chair Lupo designated Commissioner Miller to execute and take all actions necessary to award contract to Tomco.
- Ground Breaking Ceremony - The Parking Authority wants to be kept aware of the Township's plans, if any, for such a ceremony. Board needs to select a designee. Commissioner Miller was selected to represent the Board.
- NJ Transit has been given until October 1, 2012 to respond/approve ACT's submission of the engineering information regarding the pedestrian and driveway connection. NJ Transit has responded that they have received the information. Mr. Calu stated that the cost of the walkway and driveway are included in the project's base bid.
- ACT is also designing a new proposed walkway through the wooden area on NJT property; this will be reviewed with WWPA before it is added to the NJT request.
- Alexander Road - Mr. Calu stated that not certain when the Township will be ready for the total Alexander Road improvement project going out to bid. There might be an impact on what can and cannot be done in regards to traffic turns until Township completes their portion.

Commissioner Miller brought up that Maneely Company – who is developing property across from Bear Brook will be asking the Township for amended approval. Part of that project is a cul-de-sac on Old Bear Brook Rd. Mr. Calu suggested getting the Township involved for traffic control issues until issue is resolved.

Chair Lupo brought up the budget discussion – combining budget numbers for WWPA and NJ Transit and separate project costs which will show the true cash flow. Mr. Ghrist is in the process of trying to get US Bank straightened out as well as going through WWPA's expenses. He stated he has an analysis of all expenditures. He will work with WWPA's accountant to receive a true financial statement which would show a cash flow statement and a P&L statement. Commissioner Rumack questioned what is the Board actually is seeking in reporting. Commissioner Girandola said better reports that help the business. He questioned if Quick Books can generate these reports. Chair Lupo stated that the Board utilizes monthly actual vs. monthly budget and full year to year date data. His concern is the need to factor in the timing of

payments to NJ Transit, etc. Mr. Ghrist stated that this could be accomplished but will just take more time.

Mr. Calu said that there are three levels of information – issue of accruals, cash flow and the relationship to the budget. Chair Lupo said the Board gets the report on an annual basis without the opportunity to analyze the information in detail, the more they see data, being monthly or quarterly the Board would be more familiar with the reporting. Commissioner Girandola asked for a management tool that shows if the Board is making money and what is cash on hand – balance sheet that would flow into the P&L statement and cash flow report.

(2) License Plate Recognition (Genetec)

A new vehicle, Ford Escape, was purchased and received on August 8, 2012. Total cost of vehicle was \$23K. Ms. Watlington questioned what stenciling should be placed on new vehicle. Chair Lupo informed her to use the same as previous vehicle. Commissioner Miller asked what will happen to the “go-cart” vehicle. Chair Lupo said that both vehicles will be utilized. Genetec needs to mount the equipment/cameras properly on new vehicle.

Commissioner Girandola questioned if the numbers are still not good. Ms. Watlington concurred.

(3) Daily Parking Methodology

Mr. Calu stated that nothing can progress with Daily Parking Methodology until two things occur - the proposals are reviewed and comments sent to him and LPR is working properly. Ms. Watlington gave Commissioner Crane hard copies of Click n’ Park and Park Mobile’s proposals.

(4) Investment Policy

Commissioner Rumack informed the Board that the status is status quo. He will join the discussion with the Trustee next week. Another interesting point he brought up was to see the indenture which will be discussed. He will contact Chris Langhart from McManimon and Scotland.

Chair Lupo informed the Board that he contacted PNC Bank and their rates are so low because they treat us a government entity and apply different rates to us. He also informed the Board that he emailed Mr. Gubitose to question if the banks are treating the WWPA differently or PNC Bank treating WWPA correctly. Mr. Gubitose will get in contact with PNC / US Bank and have further discussions. Commissioner Rumack added that money market funds are based on assets not on strength of the banking institution. He will reach out to Mr. Gubitose for further guidance.

(5) Office Space

Mr. Calu informed the Board that he contacted Nexxus if they had any openings coming up in the near future. He suggested the Board select and retain a broker who will do the search for suitable building spaces. However, the broker needs to understand that there would be an exception that being the Board might find its own location in regards to Nexxus. Commissioner Miller will view building space on main block between Rt. 571 and Alexander Rd.

Commissioner Crane suggested contacting Finnely. Mr. Calu agreed to interview them to see what services they provide and to submit a proposal. He said he would have this completed by next Board meeting.

Commissioner Girandola asked Ms. Watlington if she has the layout of the office which includes the square footage, storage areas, and security. She said she does. Ms. Watlington informed the Board that the present lease is for 5 years ending in July 2013. Mr. Calu asked Mr. Schwartz what is the maximum for a lease. He said he will check.

(6) Security System

The Board agreed to wait and see what monies is left after the project completion to move forward with the system. Ms. Watlington received some literature from NJ Business Systems located in Robbinsville, NJ regarding security systems and that she asked Tom Calu to review it. It was noted that they are under state contract.

(7) T2

Ms. Watlington updated the Board regarding outstanding issues with T2. Data clean-up on mapping has occurred. Newest problem that has arisen is that cannot open up emails that were sent.

Reports

(a) Professional

Chair Lupo asked Mr. Schwartz for an update on the Vaughn lot Ordinance / Map. Mr. Schwartz stated the status is the same, that Mr. Herbert will present it to Council. Mr. Schwartz will follow-up.

(b) Police Report

Lt. Bastedo stated that the police reported issuing 210 summonses for the month of July. Commissioner Girandola questioned if the number of summonses will be added to the spreadsheet. Ms. Watlington said they will. Nine auto thefts reported year to date as per Lt.

Bastedo. Commissioner Miller injected that shows a low crime rate. Lt. Bastedo stated that the security cameras would aid in the soft terrorist threats. Commissioner Miller said that once new lot is completed, the Board will revisit the need for the security cameras.

(c) Administration

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

1.1 Two permit holders both requested reinstatement of their parking permits due to misuse. The Board approved both for reinstatement once they pay the \$100 penalty fee.

Adjournment

Chair Lupo moved to adjourn. Commissioner Miller seconded the motion. There being no further business, the meeting was adjourned at 10:21 p.m.

Respectfully Submitted,

Lydia Rojek

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