

WEST WINDSOR PARKING AUTHORITY

December 11, 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.

Call to Order and Roll Call

Chair Lupo called the meeting to order at 8:11 p.m. The following individuals attended:

Commissioners

Andy Lupo, Chair

Lyle Girandola, Vice Chair

Alison Miller, Secretary

Non-Commissioners

Martha Watlington, General Manager

Robert Schwartz, Attorney

Ron Ghrist, Financial Consultant

Sgt. Dranchak, Police

Kristina Samonte, Council Liaison

Commissioner Thomas Crane, Assistant Treasurer, Commissioner Pat Boyle and Tom Calu, Parking Consultant were not present.

Action Items

Approval of Minutes (November 13, 2013)

Commissioner Miller moved to approve the November 13, 2013 minutes. Commissioner Girandola seconded the motion. All the Commissioners present voted to approve the minutes

Approval of Bills (December, 2013)

The Commissioners discussed the bills in detail. Ms. Watlington brought up the T2 annual bill for hosting fee and FLEX subscription totaling \$21,236.00. Chair Lupo said he expected the bill. Commissioner Miller motioned resolution 12.11.13-01 to add the T2 bill to the December bill list. Commissioner Girandola seconded the motion. All Commissioners approved the request. Commissioner Miller moved to approve the remainder of the December bill list. Commissioner Girandola seconded the motion. The motion was unanimously approved.

Reports

(a) Police Report

Sgt. Dranchak informed the Board that the PATS system (Parking Authority Ticketing System) is moving to the new WWPA location. The ticket statistics will not have to be emailed to the Board by Sgt. Dranchak. Sgt. Dranchak report showed that the police reported 250 summonses for the month of November, 2013. Ms. Watlington stated that Mr. Hillman, Parking Enforcement did not issue his report.

Chair Lupo had a discussion with the Chief of WW Police and the police wanted the lot gate closed. WW Police agreed to open the gate between 10pm and 5am. Also, reflective closed lot signs to be installed. Chair Lupo asked for another email to be sent out informing customers that there are still parking spots available in the new lot. The ribbon cutting will be held in May, 2014.

Ms. Watlington talked about the WW daily tickets which are valid day of issuance and NJ Transit tickets are valid for a 24 hour period. She said that the Judge said the ordinance should be changed. She will speak with Mr. Schwartz.

Discussion Items

(1) Project Timeline

Chair Lupo talked about the punch list. WWPA representatives need to have a discussion with Tomco regarding the punch list items. A discussion was had by all about the outstanding bill from ACT Engineers.

Chair Lupo talked about the budget and that the target for surplus was to be \$1M and WWPA is at \$1.4M. He has been in contact with Mr. Calu, who is recovering due to illness. Mr. Calu updated Chair Lupo on office move, permits for new shed installation and other items.

Chair Lupo said that the WWPA received a second bill of 5% from the Township. Ms. Louth, Township CFO, wants to ensure that the bill is captured in WWPA's budget since it is in the Township budget. He informed her and Ms. Schmid, Township Business Administrator, that WWPA does not feel comfortable this year with placing the line item in the budget. This is due to the many overages that occurred this year, especially with the new lot. Chair Lupo emailed Ms. Schmid, and proposed not to include the payment in the Township budget. Ms. Samonte said she would check the budget and strike it out. She also suggested documenting this formally in a letter to the Township. Commissioner Miller said the payment is discretionary.

(2) Daily Parking Methodology

Chair Lupo stated that it is time to explore daily parking methodology because it will take time to find the right supplier/vendor. Mr. Calu will take the lead and start exploring options and revisit the ones that were submitted.

(3) Office Lease

Chair Lupo stated that he has been in contact with Mr. Calu and the office relocation is moving along.

Reports - continued

(b) Professional

1. Ms. Samonte informed the Board that Pat Boyle was unanimously approved and appointed to the WWPA Board. Commissioner Miller requested that Council keep Ron Rumack on the Board as an advisor. Ms. Samonte said that Council requested attendance records.

2. Commissioner Miller asked for Chair Lupo to send letter to Council to have Commissioner Crane re-appointed to the Board. Chair Lupo said he sent the letter.

3. A hearing about the No Smoking ordinance on all Municipal property will be held at next Council meeting.

Action Items - continued

Adopt 2014 Budget

Mr. Ghrist said that cannot amend a budget after the year is over. Commissioner Miller suggested that WWPA not include the 5% discretionary payment to the Township in the 2014 budget and if WWPA makes a determination it is capable of making the payment then it will. After discussion, the Board is formulating a motion to remove the discretionary payment from the 2013 budget. It was agreed to hold a special meeting on December 18, 2013 to amend the 2013 budget and adopt the 2014 budget.

Mr. Ghrist presented the budget examination notes. The notes stated that website information and certification is missing and must be submitted.

Mr. Ghrist said that the Department of Community Affairs – Division of Local Government requires the past two years of audit reports, budgets and minutes to be posted on the internet. He also informed the Board that the rules and regulations and future monthly agendas will need to be posted as well. There is a link on the Municipal site to WWPA website. Ms. Watlington will call Weblications, Mr. Weber and ask what they require to upload information to website. Ms. Samonte will speak with WW IT personnel about the WWPA's link from the Township's website.

Mr. Ghrist brought up reports for West Windsor and NJ Transit and the problem with deferred fees/payments. He went into detail about applications, addresses with and without suffixes and the use of two different systems T2 and QuickBooks. The Board had a detailed discussion about this matter.

Discussion Items - continued

(4) NJ Transit Lease

Mr. Schwartz had a phone conversation with Mr. Murphy regarding the lease operating agreement. He said the issues that were raised in regards to the operating agreement and scope of services agreement were addressed by Transit with the exception of the \$5M comprehensive insurance coverage. Mr. Murphy said that they cannot change anything on the termination issue. Commissioner Girandola asked Mr. Schwartz about any services that WWPA has contracted for e.g. snow removal, landscaping, would NJ Transit split the costs. Mr. Schwartz said that WWPA entered into operating agreement in March, and NJT would continue paying their share of 74%. He doesn't expect NJ Transit would pull out of any agreements.

(5) Princeton Polychrome Application

Commissioner Miller gave background information that they want to develop an extended care center for people with dementia. Mr. Schwartz said Princeton Polychrome sent a letter to WWPA with the proposal of an egress and ingress. If WWPA is willing to consider this proposal, then Princeton Polychrome can go to the Township Zoning Board with the application for a use variance and a site plan. Chair Lupo would like to see the site plan on how it affects WWPA's lot. Mr. Schwartz suggested having Mr. Henry Smith come to the next WWPA Board meeting and advise him that if the Township agrees with the application so will WWPA.

(6) Genetec

Ms. Watlington informed the Board that there is no instant access to vehicle updates/information. The project was recently turned over to Bob Tsiskakis from Genetec and he said that T2 made a fix and in the development phase. Chair Lupo asked if this is an issue that should be verified with Jody Backes. Ms. Watlington said she planning to ask them who they are working with at T2.

Reports - continued

(c) Board Members

1. Commissioner Miller introduced resolution *12.11.13-02* to amend the bill list to include Mr. Schwartz's bill for \$2,255.00. Chair Lupo seconded the motion. All Commissioners approved the request.

2. The Board discussed the pedestrian trail. ACT Engineers sent their proposal with a laid out plan and cost being \$46,600K. Chair Lupo would like WWPA to have ACT move forward with the trail. Board was in agreement. Chair Lupo motioned resolution 12.11.13-03 approving the pedestrian trail not to exceed \$46,600K. Commissioner Miller seconded the motion. All Commissioners approved the request

3. Ms. Watlington spoke with Mr. Korkuch from ACT Engineers regarding the shed. They have the specs for the required concrete pad.

(d) Administration

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

1.1. Eighteen permit holders are requesting 3 month suspensions due to unemployment. All Commissioners approved the request.

Closed Session

Commissioner Miller moved that the Board enter into closed session to discuss construction status and personnel and salary. Commissioner Girandola seconded the motion. The Board went into closed session at 10:55 p.m. At 11:26 p.m. Commissioner Girandola moved for the Board to come out of closed session. Commissioner Miller seconded the motion. The Board approved an annual 3% increase for all employees with the exception of Mr. Cortez who was given an additional \$1.00/hour increase.

Adjournment

Chair Lupo moved to adjourn. Commissioner Girandola seconded the motion. There being no further business, the meeting was adjourned at 11:30 p.m.

Respectfully Submitted,

Lydia Rojek

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