

# WEST WINDSOR PARKING AUTHORITY

February 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

Chairman Andy Lupo called the meeting to order at 8:04 p.m. The following individuals attended:

#### Commissioners

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

#### Non-Commissioners

Martha Watlington, General Manager  
Tom Calu, Parking Consultant  
George Borek, Township Council Liaison  
Robert Schwartz – Attorney  
Lt. William Bastedo - Police

Commissioners' and/or advisors not in attendance consist of WWPA Commissioner Lyle Girandola.

#### Approval of Minutes (January 11, 2011)

Chair Lupo moved to approve the January minutes. Commissioner Crane seconded the motion. All the Commissioners present voted to approve the minutes.

#### Approval of Bills (February 2012)

The Commissioners discussed the bills. Commissioner Miller moved to approve the February bill list. Commissioner Crane seconded the motion. The motion was unanimously approved.

## Bond Resolutions

Ms. Watlington read both bond resolutions being stated as:

1. Supplemental Bond Resolution No. 2012 authorizing the issuance of not to exceed \$6,000,000 principal amount of parking revenue bonds (township guaranteed, series 2012) of the Parking Authority of the Township of West Windsor.

Ms. Watlington asked for a roll call and all commissioners unanimously approved.

2. Resolution of the Parking Authority of the Township of West Windsor concerning review of the findings of the Local Finance Board made at a meeting of said Board on February 8, 2012 in accordance with the provisions of N.J.S.A. 40A:5A-7 with respect to the issuance of parking revenue bonds (township guaranteed, series 2012)

Ms. Watlington asked for a roll call and all commissioners unanimously approved. Commissioner Rumack motioned for the acceptance of both resolutions and Commissioner Miller seconded the motion. The motion was unanimously approved.

All commissioners signed both resolutions.

## Discussion Items

### **(1) Project Time Line ( New Parking Lot)**

Mr. Calu updated the board on the project time line. He suggested to the board to complete the design of the bid package so that it could be advertised in March but no later than April 15<sup>th</sup>. The bid package needs to be presented to Mr. Schwartz for his approval. Bids would be due 45 to 60 days after the advertisement. The contractor award would be scheduled at the next board meeting after the bid due date. Construction is still not anticipated to last more than six months, so the new lot can open as originally planned in January of 2013. Commissioner Miller talked about the sewer project on Wallace and asked if there would be an impact on the new parking lot project timeline. She asked Mr. Calu if anyone had mentioned a possible delay due to the sewer project and Mr. Calu replied that no one has approached him. Commissioner Miller asked Mr. Calu to send an update to the board after he meets with NJ Transit on the extension on February 15<sup>th</sup>. Chair Lupo stated that the timeline for the bonds is April and Mr. Calu informed that they are on schedule.

## **(2) License Plate Recognition (LPR)**

Mr. Hillman gave an update to the Commissioners that +/- 215 letters were sent out to WWPA clients. There are approximately 300-350 unregistered vehicles in the NJ Transit lot. He stated that there are about 10 to 15 unregistered vehicles per day and seem to be the same vehicles. He thinks that these are clients who never saw the emails and suggested to send out reminders via regular mail. Commissioner Rumack questioned Mr. Hillman if these are the same clients that are unregistered and if so to place a note on their vehicles.

Chair Lupo asked if the Schweers system would be able to disburse a warning. Mr. Hillman stated that the system could do that. Chair Lupo suggested send out another email blast and then proceed to ticket the vehicles the following weeks since these are the requirements when the clients signed up for the permit. Commissioner Rumack stated that this would be the "last chance" for registration and if no action is taken then issue tickets. Chair Lupo stated that WWPA could keep track of the warnings that would be disbursed. Mr. Calu stated the clients need to follow the rules that are in place. The process that was agreed upon was not to worry about the perfect number, since the optimal number will vary depending on a number of variables, e.g. weather, accident, etc. Chair Lupo stated that WWPA is a long way away for the passes to go away. Commissioner Rumack stated that WWPA had to adjust their sights on the ticketing. Mr. Calu stated that not every vehicle would be ticketed that is what the editing process corrects.

Chair Lupo stated that if a client goes to court due to being ticketed, WWPA would have an argument. WWPA is providing a service to the township and does not gain any revenue from the issued tickets. Mr. Schwartz asked Mr. Hillman what the number of clients that challenged the tickets is. Mr. Hillman replied that there were 14 clients that would challenge the ticket and appear in court. However not one appeared in court. He stated that once the Schweers system is removed, he would require a camera system that could text. Mr. Calu suggested to Ms. Watlington to ask the person from T2 if he could suggest a camera system.

Commissioner Miller asked where the location of the Vaughn lot is on the police ticketing chart. Ms. Watlington replied that Vaughn lot is the Alexander lot which is the NJ Transit lot. Commissioner Miller asked if Mr. Schwartz could check the Township Ordinance about renaming and designating lots for ticketing. Mr. Calu asked the members what the new south lot will be called. Commissioner Rumack stated it would be called the Vaughn lot. Chair Lupo presented the members with an analysis in regards to the average number of tickets and associated patterns. A discussion was had by the board.

### **(3) Parking Rates**

Chair Lupu informed the board that WWPA is going back to town council on February 13<sup>th</sup> for a public hearing on the bond ordinance. He does not foresee a conclusion to the question of a possible rate increase as it is still under advisement. Mr. Calu also stated that Commissioner Girandola is essential to this conclusion as he is the core of the rates committee. Mr. Calu stated that two years from this date, NJ Transit announced its plan to monetize. They still have not issued an RFP. The board needs to adopt a rate schedule that deals with existing conditions without the dealings of the NJ Transit scenario. The next phase would be the action plan from NJ Transit.

Mr. Calu presented and explained to the board an analysis of operation expenses, township fixed payments and debt services in regards to the determination of parking rates. A discussion was had by all board members on the analysis. Chair Lupu stated that there are options to explore with rate schedule. Commissioner Miller stated that the board is there to serve their constituents. Commissioner Rumack stated that there is approximately 80 to 90% of permit holders using their spaces on daily basis. Chair Lupu stated that there was a vast amount of information discussed and the board's decision by next month's meeting would be able to implement the rate change moving forward.

A discussion was had by the board about the parking garage.

### **(4) Daily Parking Methodology**

Mr. Calu stated that they met with Park Mobile and would still be moving forward utilizing license plates to determine compliance. He stated that he would have Click n' Park attend and make a presentation at the March board meeting. In weeks following Mr. Calu would ask both Park Mobile and Click n' Park for proposals. This would provide two proposals to consider the methodology on how to sell the spaces on daily basis.

Commissioner Miller stated she is concerned how these processes would work. Mr. Calu explained the operation of the T2 system and editing process. Chair Lupu stated that the only disconnect with the system is the phantom plates. Mr. Calu stated that Mr. Hillman is utilizing the LPR and Schweer system. Ms. Watlington stated that Mr. Hillman needs a device so he can make notations with. Commissioner Crane said the Clink n' Park presentation is a good idea.

### **(5) T2 (Outstanding Issues)**

Ms. Watlington informed the board that there are outstanding issues with the T2 system. WebEx is scheduled for February 9, 2012 regarding the EBiz upgrade. She also stated that the password retrieval system is up and working properly. There still is a mapping issue. Mr. Calu

presented the parking map that is in the process of being detailed with lot names, spaces, and locations.

Ms. Watlington stated that there is an issue with late fees. The system will not pick up previous late fees.

## **Reports**

### **(a) Police Report**

Lt. Bastedo stated that the police reported issuing 236 summonses for the month of January. Commissioner Miller asked about the law that would allow people to park for free in the NJ Transit lot. Ms. Watlington stated that the Governor vetoed it. Chair Lupo commented on the analysis of ticketing. In 2009 there was an average of 400 tickets issued per month. At present there are only a couple hundred of tickets issued and stated that therefore enforcement is working. Clients are realizing that subleasing isn't allowed and the team is doing a good job with the changes that have been implemented.

Lt. Bastedo gave an update on the 3<sup>rd</sup> sewer line collapse. The week of February 13<sup>th</sup> special lines will be installed. Some residents might have water shutoff for approximately 13 hrs. and will be notified in advance. Commissioner Miller asked what roads would be affected. Lt. Bastedo stated that it would be Wallace Road.

Chair Lupo commented that bikes appear to be abandoned. There are not many. Commissioner Miller stated there is a bike exchange through Bike and Pedestrian Alliance if they could be involved. Lt. Bastedo stated he was not sure on the auction process. He stated he would discuss the matter with the Chief. Mr. Borek stated that the bikes get auctioned off and usually bike shops buy the whole lot.

Lt. Bastedo informed the members that there were 59 self initiated incidents; this was not an active month.

### **(b) Administration**

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

1. There were three permit holders requested temporary suspensions due to unemployment. All Commissioners unanimously approved the requests.
2. There were five permit holders requested reinstatement after misuse of their permits: All Commissioners unanimously approved the requests with a \$100.00 penalty fee per violator being charged for the reinstatement.

Ms. Watlington was asked the about the status of the “zip cars”. She informed the board there are two zip cars in the daily lot which are regular cars. A discussion was had by the board about the zip car club.

Ms. Watlington asked Mr. Calu if Genetec got back to him with a service person. Mr. Calu informed the board that Genetec came back without a service person. Larry Lezier is the new contact.

### **(c) Board Members**

1. Commissioner Crane reported on snow insurance. He confirmed that the coverage is for 24 hour coverage. The average snowfall in the past five years was 23.6”. Mr. Crane suggested that snow insurance should not be purchased this year.

2. Mr. Schwartz informed the board that he has a letter that will be sent to Judge Brennan and to the Farmer’s Market.

3. Mr. Borek informed the board that he is hoping that by the end of February the sewer line will be completed. He also stated that he does not foresee any issues at the Public Hearing meeting on Monday February 13. Chair Lupo stated that he could be late due to travel and would need a representative from WWPA for the Bond Ordinance.

4. Mr. Borek asked the board if they would consider shared services with the township to plow the compost area since WWPA leases the property from the township. Commissioner Miller questioned how the township would fit the lot into the township’s plan. Commissioner Lupo would prefer to utilize the township for plowing. Mr. Calu suggested giving the township the specifications and have them get back to the board if they can meet the board’s expectations.

### **Adjournment**

Chairman Lupo moved to adjourn. Commissioner Miller seconded the motion. There being no further business, the meeting was adjourned at 10:44 p.m.

Respectfully Submitted,

*Lydia Rojek*

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