

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

January 14, 2016

The West Windsor Parking Authority meeting was held on Thursday, January 14, 2016 at 7:30 p.m. in its office at 64 Princeton-Hightstown Road, Suite 24, Princeton Junction, NJ 08550.

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

Commissioner Lupo called the meeting to order at 7:34 p.m. The following individuals attended:

Commissioners

Andy Lupo, Chair
Tom Crane, Treasurer
Pat Boyle, Assistant Treasurer
Dan Fabrizio, Secretary
Lyle Girandola, Vice Chair

Non-Commissioners

Martha Watlington, General Manager
Tom Calu, Parking Consultant
Ron Ghrist, Financial Consultant
Robert Schwartz, Attorney
Robert Korkuch, ACT Engineers Inc.
Sergeant Danny Mohr, Police
Alison Miller, Council Liaison

Comments from Audience

Mr. Neville Kermani, a parking permit holder, joined the meeting to request that a ticket issued to him in the Wallace Road lot for parking an unregistered vehicle be discharged. Mr. Kermani feels that his request should be considered because he has been a permit holder for many years with perfect payment history and was never issued a ticket, but simply forgot to register his new vehicle over the weekend. Chair Lupo responded that he is sympathetic to Mr. Kermani's circumstance, but the Board is unable to grant his request, because once a ticket is issued, it is automatically routed to the municipal court system; therefore, court appearance is required to request pardon. After Mr. Kermani's departure, further discussion

was had about editing the complaint portion on the website to clarify the ticketing process so that protests from those receiving tickets are properly directed to the jurisdiction of the Courts in accordance with instructions pre-printed on the summons. Mr. Calu agreed to circulate a draft website page to this effect.

ACTION ITEMS

Reorganization - Election of Officers for 2016

Motion was made by Chair Lupo to appoint Dan Fabrizio as Secretary. Chair Lupo moved to reinstate current Board members: Andy Lupo as Chair, Lyle Girandola as Vice Chair, Thomas Crane as Treasurer, and Pat Boyle as Assistant Treasurer. Commissioner Boyle seconded the motion. In a Roll Call vote, each Board member approved the motion.

Approval of Minutes (December 9, 2015)

Chair Lupo moved to approve the December 9, 2015 minutes as amended. Commissioner Crane seconded the motion. All the Commissioners voted to approve the minutes.

Approval of Bills (December 2015)

The Board discussed the bills in detail. Commissioner Crane moved resolution 1.14.16-01 to approve the December bills. Commissioner Boyle seconded the motion. The motion was unanimously approved.

Adoption of Resolutions for 2016

The Parking Authority adopted three Resolutions regarding meetings as follows. Chair Lupo moved resolution 1.14.16-02 to announce Parking Authority meetings in the Trenton Times and The Princeton Packet; to set the fixed price of \$36 for a copy of the minutes; and to establish the monthly meeting date as the second Wednesday at 8:00 p.m. Commissioner Girandola seconded the motion. Chair Lupo called the Roll, and the motion was unanimously approved by all of the Board members.

Professional Services Appointments for 2016

Chair Lupo moved to approve the following professional services appointments for calendar year 2016:

- Klatzkin & Company, LLP as Accountant
- Frank Gubitose of FJG Enterprises as Investment Consultant

- Edward J. McManimon of McManimon, Scotland & Baumann, LLC as Bond Counsel
- Robert M. Schwartz as Attorney
- Robert B. Cagnassola of Suplee, Clooney & Company as Auditor
- Tom Calu Consulting, LLC as the WWPA Consultant Commissioner
- Ronald A. Ghrist as Financial Consultant

Commissioner Girandola seconded the motion. In a roll call vote, each Board member voted in favor of the motion.

REPORTS

Police

Sergeant Mohr informed the Board on police activity from the previous month stating that there were 43 police patrols and responses at the station.

ACTION ITEMS (continued)

Adopt 2016 Budget

Mr. Ghrist submitted the 2016 budget for adoption to the Board for their approval.

Commissioner Fabrizio moved resolution 1.14.16-03 to accept the 2016 adopted budget as of January 14, 2016. Commissioner Crane seconded the motion. A roll call was held by Ms. Watlington and each Board member approved the motion.

The Board decided to accept a proposal made by Mr. Ghrist to continue his financial consultant services effective January 1, 2106 through May 2016 as an employee instead of as a consultant. This would resolve new “peer review” rule conflict set by the AICPA for which Mr. Ghrist is a member. Mr. Ghrist recommended hiring Klatzkin & Company, LLP, to take over after his parting in May, since they are already familiar with the Authority as their accountants. Ms. Watlington will coordinate a meeting sometime in February to have them provide a presentation.

Councilwoman Miller questioned Chair Lupo on the amount that the Township could expect to receive from the 10% of the Authority’s net profits, as well as an additional 5%, should extra funds be available. Chair Lupo responded that, fortunately, there was very little snowfall in December that required only a pre-treatment of sanding that generated a fee of

approximately \$8K from Mastroianni Landscaping. However, it is still unclear of what funds are available because cash flow has not yet been finalized. Chair Lupu suggested that going forward, the suggested 5% should be added to the following calendar year's budget, when cash flow has been determined. Councilwoman Miller will propose the suggestion to the Township.

DISCUSSION ITEMS

Implementation of Parkmobile in the Vaughn Lots

Mr. Calu handed out a schedule of actions required beginning January 15, 2016 to ensure a smooth transition from cash collections to Parkmobile services for daily parking in the Vaughn lots. Included are primary steps that involve behind-the-scenes testing and a soft launch with one week of providing customers with the option of paying cash or using Parkmobile. Discontinuation of cash collections and full reliance upon Parkmobile will begin on February 8. Mr. Calu stated, and all agreed, that the ultimate goal is to use only one method of enforcement, license plate recognition (LPR), to cover all means of payment (permits, pay stations, and pay-by-phone) on the entire campus.

Mr. Calu explained that, according to the schedule, February 19 is the date by which it would be ideal to determine the effectiveness of utilizing LPR in the Vaughn lots. This would allow for "virtual" permits to replace physical permits for the quarter beginning in May, thus saving the cost of ordering and handling new permits.

It was further discussed about the means for monitoring the scanning accuracy and process for ticketing. It was requested that the same levels of LPR performance experienced in Wallace Road permit lot be applied for all other lots.

Pedestrian Walkway Trail

Mr. Korkuch shared with the Board exhibits for the public hearing to be held at the WWPA site on January 26th for the Vaughn and Alexander lots to be connected with a formal trail through the woods for pedestrians. The expectation after the public hearing is that the Department of Environmental Protection (DEP) will then be able to issue the permits in order to go back out to bid.

ADJOURNMENT

Chair Lupo moved to adjourn. There being no further business to discuss, the meeting was adjourned at 9:45 p.m.

Respectfully,

Elle Magarelli