

WEST WINDSOR PARKING AUTHORITY

January 15, 2014

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 7:31 p.m. The following individuals attended:

Commissioners

Andy Lupo, Chair

Lyle Girandola, Vice Chair

Alison Miller, Secretary

Thomas Crane, Treasurer

Pat Boyle, Assistant Treasurer

Non-Commissioners

Martha Watlington, General Manager

Robert Schwartz, Attorney

Ron Ghrist, Financial Consultant

Kristina Samonte, Council Liaison

Tom Calu, Parking Consultant and Sgt. Tarr, Police were not present.

Action Items

Reorganization

Election of Officers for 2014

Commissioner Miller moved to reinstate Andy Lupo as Chair. Commissioner Crane seconded the motion.

Commissioner Miller moved to reinstate Lyle Girandola as Vice-Chair. Commissioner Crane seconded the motion.

Commissioner Miller moved to replace Ron Rumack with Thomas Crane as Treasurer.

Commissioner Crane seconded the motion.

Chair Lupo moved to reinstate Alison Miller as Secretary. Commissioner Crane seconded the motion.

Commissioner Miller moved with to replace Thomas Crane with Pat Boyle as Assistant Treasurer.

Commissioner Crane seconded the motion.

In a Roll Call vote, each Board member approved the motions.

Professional Services Appointments for 2014

Commissioner Miller moved to approve the following professional services appointments for calendar year 2014:

FJG Enterprises as Investment Consultants,
Ronald A. Ghrist as Financial Consultant,
Klatzkin & Co, LLP as Accountant,
McManimon & Scotland as Bond Counsel,
Robert M. Schwartz as Attorney,
Suplee, Clooney & Co. as Auditor and
Thomas Calu Consulting, LLC. as the parking consultant

Commissioner Crane seconded the motion. In a Roll Call vote, each Board member voted in favor of the motion.

Adoption of Resolutions for 2014

The Parking Authority adopted three Resolutions regarding meetings as follows.

Commissioner Miller moved resolution 12.15.13-1 to announce Parking Authority meetings in the Trenton Times and The Princeton Packet; to establish the monthly meeting date as the second Wednesday at 8:00 p.m., and to set the fixed price for copies of minutes at \$36 a month.

Commissioner Girandola seconded the motion. Ms. Watlington called the Roll, and the motion was unanimously approved by all of the Board members.

Approval of Minutes (December 11, 2013 and December 18, 2013)

Commissioner Miller moved to approve the December 11, 2013 minutes. Commissioner Girandola seconded the motion. All the Commissioners present voted to approve the minutes. Commissioner Crane and Boyle abstained as they were not present at the December 11th meeting.

Commissioner Miller moved to approve the amended December 18, 2013 minutes. Commissioner Girandola seconded the motion. All the Commissioners present voted to approve the minutes.

Approval of Bills (January, 2014)

The Commissioners discussed the bills in detail. Commissioner Crane asked if new lot was included in the snow removal bills. Ms. Watlington said yes. Commissioner Girandola moved to approve the January bill list. Commissioner Miller seconded the motion. The motion was unanimously approved.

Reports

(a) Police Report

Sgt. Tarr report showed that the police reported 138 summonses for the month of December, 2013. Ms. Watlington stated that Mr. Hillman, Parking Enforcement did not issue his report.

Commissioner Miller requested the names and length of suspension of customers in Wallace lot for next meeting

Discussion Items

(1) Princeton Polychrome Application

Mr. Henry Smith came to the meeting to discuss the Artis Senior Center a dementia and memory care center that Princeton Polychrome is planning to develop. Mr. Smith said that the thought was expressed to interconnect to the parking facility. Commissioner Boyle asked how many beds the facility would have. Mr. Kent replied that it would have 65 beds. Commissioner Miller said that the town's traffic studies that were conducted show that they do not want left turns out of our facility. However, left turns could be made out of the Artis Center. The Board along with Mr. Smith had an in depth discussion over the plans. Princeton Polychrome is going to appear before the Township Zoning Board next week on Thursday and wanted to make sure that WWPA had no objections between the properties. Commissioner Boyle said he would try to attend.

(2) Project Timeline

Discussion was incorporated under "Professional".

(3) Daily Parking Methodology

Chair Lupo informed the Board that T2 acquired DPT – Digital Payment Technology. He said that the Board needs to start looking into this. Mr. Calu will take the lead.

Mr. Calu's email to the Board dated January 10, 2014 had additional information. As per his email it stated the following:

- T2 will close this quarter on its acquisition of DPT, making that the industry's strongest connection. Note that Martha, Sue, Hank and I have inspected DPT equipment; very few tweaks are required.
- In addition, DPT equipment is available at competitive prices through a cooperative purchasing agreement that negates the need for another costly and time consuming round of competitive procurement.
- Need to bring DPT to the table, ultimately to negotiate specs, options, terms and prices.

- T2 must be brought in to ensure tech coordination so that pay-by-plate will succeed allowing for enforcement using LPR.

Ms. Watlington said that back in July, 2013 Chris Leger was to check on various issues with the system. Commissioner Girandola asked to recap the issues. She informed the issues as being: 1) need to stop using Schweerz because not effective - the only information it provides are pictures and historical notes. Chair Lupo suggested Mr. Hillman, Enforcement Officer to use camera on phone or to purchase a digital camera; 2) there is no instant access to vehicle updates/information – T2 blamed this on Genetec and Genetec blamed this on T2; 3) more recently Chris Leger turned things over to Bob Tsiskakis.

(4) Office Lease

Chair Lupo stated that he has been in contact with Mr. Calu and the office relocation is moving along. WWPA doesn't pay rent until all electrical work is completed. Ms. Watlington to meet with new designer and should get the design in pdf file format. Commissioner Miller offered to go to the Township to find out permit timeline.

The new shed is coming along.

(5) NJ Transit Lease

Mr. Schwartz informed the Board that they have not had an approved lease since the late 1990's.

Reports - continued

(b) Professional

Mr. Ghrist asked the Board if there were any questions regarding the budget. Chair Lupo stated that all figures looked in order and the analysis of the new lot is winding down. He also said that he met with ACT Engineer President, Ms. Beske, to express views of costs involved and on how the project was handled. The minutes that were taken were not shared with both parties. They also spoke about the \$50K cost for the new shed. There is \$5K left on all WWPA approvals that hasn't been paid. He said that there will be more approvals needed as bills come in from ACT. Chair Lupo said that a conversation needs to be had with Tomco since there were back and forth discussions with Tomco and ACT.

Mr. Schwartz said that he had a conversation with Mr. Flatter, attorney for Tomco, ACT approved \$566K in billable charges that increased to \$580K. Everything that Tomco had done will be approved. He said nothing further to discuss until the Board receives ACT's numbers from Tomco. Chair Lupo said that WWPA allocated \$775K and paid \$580K which is under what Tomco was seeking. Mr. Schwartz says will have to see ACT's concerns and how Tomco reacts

which will happen next week. Mr. Ghrist said that there are approved change orders.

Commissioner Girandola said that the \$200K is the retention amount.

Mr. Ghrist said that based on the original contract plus the \$400K in change orders, WWPA is retaining \$88K which is 2% and there is another \$100K to finish contract and approximately \$100K of bond money.

(c) Board Members

A date needs to be determined for the ribbon cutting ceremony for the new lot.

(d) Administration

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

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

1.2. One permit holder has 2 permits and was late on both. He wants one late fee waived. All Commissioners denied the request.

1.3. One permit holder wants his permit suspended with no payment because he will be working out of the country until August 2014. At present he has a Wallace permit. The Board made two options available, one being for him to pay and he will be covered and secondly being not make payments, wait for Wallace lot which he would be placed automatically on top of wait list.

1.4. One permit holder was just notified for Wallace Road but is out of work. He would like it to be put on hold. All Commissioners approved the request.

Adjournment

Chair Lupo moved to adjourn. Commissioner Girandola seconded the motion. There being no further business, the meeting was adjourned at 10:30 p.m.

Respectfully Submitted,

Lydia Rojek

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