

WEST WINDSOR PARKING AUTHORITY

July 10, 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 8:00 p.m. The following individuals attended:

Commissioners

Andy Lupo, Chair

Alison Miller, Secretary

Thomas Crane, Assistant Treasurer

Non-Commissioners

Martha Watlington, General Manager

Robert Schwartz, Attorney

Tom Calu, Parking Consultant

Sgt. Mary Lou Dranchak, Police

Bob Butvilla, Suplee Clooney Auditors

Kristina Samonte, Council Liaison

Commissioners Lyle Girandola, Vice Chair and Ron Rumack, Treasurer were not present.

Comments from the Audience

Mr. Gurvits was present in the audience. He came to the meeting to request the need to utilize a friend's vehicle for two weeks every month. The reason for this is that his car has been un-drivable and is getting work done for a few months and needed to borrow a car or obtain a ride with someone else.

The Board made the following suggestions:

1. Mr. Gurvits could keep Alexander Road permit but also purchase a ride share permit for the July through September quarter. This would allow him to use different vehicle as long as he had one other person in the vehicle with the exception of five days per month without another driver.
2. Another suggestion was that Mr. Gurvits relinquish his Alexander road permit and take ride share. He then could re-apply for Alexander Road, be placed on wait list in case he needs a permit in the future.
3. The Board also suggested that Mr. Gurvits return his permit by July 12, 2013 for a full refund.

Chair Lupo suggested reviewing the wording in the rules and regulations as it pertains to the usage of the temporary vehicle and the purpose of it.

Action Items

Approval of Minutes (June 19, 2013 and July 2, 2013 Special Meeting)

Commissioner Miller moved to approve the June 2013 minutes and the July 2nd special meeting minutes. Commissioner Crane seconded the motion. All the Commissioners present voted to approve the amended minutes.

Approval of Bills (July 2013)

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

Reports

(a) Police Report

Sgt. Dranchak had emailed the ticket and violation reports to the Board prior to the meeting. Sgt. Dranchak stated that the police reported 263 summonses for the month of June, 2013. Ms. Watlington stated that the Parking Authority reported 249 for the same time period.

Chair Lupo asked Sgt. Dranchak in addition to their normal weekend patrols, if the Police could patrol the NJ Transit lots on weekends for no visible permits. She said she will have to talk to the traffic enforcement department.

Approve 2012 Audit (Suplee, Clooney & Co)

Bob Butvilla from Suplee, Clooney & Co. came to the meeting to answer any questions the Board might have pertaining to the 2012 audit. He reported that everything went well and that there were no findings, comments or recommendations. He praised Ron Ghrist and Martha Watlington for maintaining accurate accounting.

Ms. Watlington read the resolution regarding the audit. The Board certified by resolution that they had reviewed the annual audit report, signed the audit and Mr. Schwartz notarized. The audit will be submitted Suplee, Clooney & Co. to the local Finance Board along with a copy of the resolution and group affidavit.

Discussion Items

(1) Project Timeline

Chair Lupo stated that there is a Township Council meeting on Monday, July 15, 2013. The WWPA will be presenting with Act Engineers going through all the technical aspects of the

project and utilizing a power point presentation. Mr. Schwartz will speak with Mr. Herbert, West Windsor Township Attorney, to confirm the information session will be a closed session. Chair Lupo also said that there is a scheduled meeting with contractor on Friday, July 12, 2013.

(2) Daily Parking Methodology

Mr. Calu briefed the Board that he received prices to purchase eight pay stations to replace the NJ Transit pay stations. NJ Transit said that they are looking to replace/upgrade equipment at other stations as well. They stated that they thought they might be able to obtain a better price if they included Princeton Junction. Mr. Calu has prices from five manufacturers even though they are not the lowest but include license plate recognition. He hopes that this will be resolved in the next few days.

Closed Session

Commissioner Miller moved that the Board enter into closed session to discuss issues dealing with the New Project Lot. Commissioner Crane seconded the motion. The Board went into closed session at 9:15pm. At 10:15pm Chair Lupo moved for the Board to come out of closed session. Commissioner Miller seconded the motion.

Reports - continued

(b) Professional

1. Mr. Schwartz reported that he had responded to NJ Transit in regards to the license agreement for the pedestrian walkway to NJ Transit property from WWPA property. He incorporated comments made by the Board's insurance broker, Bob English.

(c) Administration

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

1.1. Twelve permit holders are requesting a continued 3 month temporary suspension due to unemployment -. All Commissioners approved the requests.

1.2. One permit holder has requested the Board waive her late fee because of health issues. She had pneumonia and her husband had back surgery. All Commissioners denied the request.

2. Ms. Watlington reported that an estimate of \$8500.00 was received to repair the cracks in the Vaughn Drive lot from Umberto Pirone. Mr. Calu was unable to determine if the price is fair without knowing the number of linear feet involved. Ms. Watlington will obtain the information from Mr. Pirone and obtain a second quote.

3. Ms. Watlington reported that she had contacted Chris Yigit at Genetec regarding where WWPA stood with them in addressing the problem of not being able to update the vehicles instantly due to the issue WWPA experienced months ago when the system was activated and created loss of data. Mr. Yigit had requested some additional data to help him before suggesting another possible change.

(d) Board Members

Chair Lupo brought up the subject of office space since the lease is up this month. The internet speed is slow in the area. Ms. Watlington said that Comcast is not local in the office complex where WWPA is housed. WWPA's IT person met with Comcast representative and a price was negotiated if WWPA could obtain another client for Comcast. Ms. Watlington said that the company that leases next door is moving next month to one of the back buildings in the complex and she thought that WWPA could investigate if there would be space available for them.

Chair Lupo said it's time for WWPA to be more aggressive in finding another location. He made some suggestions: places on Rt. 571, the old Acme or near the circle. Commissioner Miller thinks it would be best to concentrate for a location on Rt. 571. A sub-committee of Commissioners Alison Miller, Thomas Crane, Ms. Watlington and Tom Calu has been tasked to come up with options. Ms. Samonte will clarify who owns the complex where WWPA is housed and if the development corporation is involved.

Adjournment

Chair Lupo moved to adjourn. Commissioner Miller 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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