

WEST WINDSOR PARKING AUTHORITY

June 18, 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 8:06 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
Sgt. Tarr, Police
Ron Ghrist, Financial Consultant
Kristina Samonte, Council Liaison
Tom Calu, Parking Consultant

Robert Schwartz, Attorney, was not present.

Approval of Minutes (May, 2014)

Commissioner Miller moved to approve the May 14, 2014 minutes as amended. Commissioner Crane seconded the motion. All Commissioners approved the request.

Approval of Bills (June, 2014)

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

Reports

(a) Police

Sgt. Tarr presented the May police reports. She said that she spoke to Ms. Watlington and Mr. Cortez, regarding the need to add an "ALL Way" sign to the existing stop signs in the

Alexander (not Vaughn) lot. The Board agreed that this is something that should be done. Sgt. Tarr also asked if it would be a problem to close the gate in the new section of the Vaughn Lot by 9:00 a.m. to accommodate the contractors and the work that is being done on Alexander Road. The Board agreed to this request.

Commissioner Miller brought up an issue that involves the need to repair some sections of the sidewalk in front of the train station. She had spoken to a resident of West Windsor who is in a motorized wheelchair and has difficulty navigating his wheel chair over these areas. Ms. Watlington reported that NJ Transit was aware of the areas in need of repair and that she had sent them a proposal and was still waiting their approval to have the work done. Mr. Lupo said the best thing to do is to fix the ramp and bill NJ Transit since it is an ADA issue. Mr. Calu said that there was already every indication that Mr. Murphy will be more responsive than his predecessor. Mr. Murphy will be more responsive. He also suggested that Mr. Schwartz send NJ Transit a letter regarding the repair liability and safety issue. Mr. Calu also said that that the Board should solicit an engineering company to pin-point necessary repairs.

Action Items

Policy to Ensure Fair and Consistent Handling of Customers Requests for temporary Permit Suspension

Customer-Initiated Requests for Suspension of Permit Parking Privileges (and Payments)

As a matter of policy, the Authority will grant customer-initiated requests for suspension of permit parking privileges (and associated payments) for any given permit holder:

- only when such a request is received in writing by the Authority prior to the date on which payment is due for the applicable quarter;
- only once in any given 24 month period; and
- only in a full quarterly increment.

Customers are not required to explain the reasons for which a suspension of permit parking privileges is requested. For administrative reasons, customers granted a suspension of permit parking privileges will not be guaranteed reactivation of a particular permit number or, if applicable, a particular permit parking space.

The established schedule of late fees will apply to customers failing to make timely payment of the applicable permit fee for the quarter immediately following the quarter for which a suspension has been granted. Customers failing to make timely payment of such fees will be considered as having abandoned their permit parking privilege; in such event, the customer must reapply and will be wait-listed (if applicable) for permit parking privileges.

Note: Upon request, permit customers on voluntary suspended status at the time of adoption of this policy (the Authority's June 2014 meeting) will be afforded one quarterly suspension of permit privileges consistent with the above policy but without regard to any previous period for which a suspension had been granted. Following discussion, Commissioner Miller moved resolution *06.18.14-01* to be adopted to the above stated policy. Commissioner Girandola seconded the motion. All Commissioners approved the request.

Following the Authority's resolution approving the above policy concerning suspension of permit privileges, it was noted that having the General Manager handle both voluntary and involuntary permit suspensions in accordance with existing and newly approved policies eliminates the need for public discussion about individual customers and the oft-times personal reasons pertaining to their respective permit suspensions or other administrative actions.

Commissioner Crane then moved resolution *06.18.14-02* to direct (1) that the General Manager review the minutes of Authority meetings going back to January of 2012 in order to delete the identity of individual permit customers therein referred to concerning voluntary and/or involuntary permit suspensions or other administrative actions, and (2) that the identity of individual customers not be disclosed in the event the General Manager determines it necessary to present the Authority with customer appeals for relief from decisions made by the General Manager. Commissioner Girandola seconded the motion. All Commissioners approved the request.

Chair Lupo asked the number of permit holders that were on suspension. Ms. Watlington stated 33 as of end of May.

Recommendation for Parking Authority to Contract with KS Engineers, C.P. to Prepare Plans and Specifications for Solicitations of Bids for Repair of the Wallace Permit Lot

Mr. Calu said that the cost of the Wallace lot rehabilitation will be higher than the bid threshold, possibly as much as \$150,000 without considering subsurface conditions. He walked the site with Mr. Baker from KS Engineers to assess the project. The blacktop is caving in various areas. Mr. Calu asked them for a fee proposal and the cost was \$15,325.00 to develop the necessary bid specification and design documents. Mr. Calu asked for approval and received approval to authorize the General Manager to contract with KS Engineers. Commissioner Miller then moved resolution *06.18.14-03*.

Chair Lupo said that NJ Transit is performing track work. The Board went into a detailed discussion about the risk and benefits of waiting until summer 2015 to perform the work, the timeline for bid submission and award. The project can't be dismissed, need to take consideration of customer convenience and efficiency. There is a timing issue with project. The

Board suggested performing minor repairs now and performing the blacktop in July of 2015. R. Ghrist said that for budget purposes, the information/ pricing will be needed by September, 2014.

Discussion Item

(1) Wallace Lot Traffic Flow

Mr. Calu talked about the traffic flow of the Wallace lot that the tail end has two way traffic flow other than that it's one way traffic flow. Hash marks and other traffic control devices were done by ACT Engineers. Ms. Watlington said the exit from Wallace lot is the way it is due to the work that the Township has done which reduced the opening of the driveway. Mr. Calu said that he will consult with ACT Engineers to design directional arrows on the ground.

(2) Daily Parking Methodology

Mr. Calu said that ParkMobile was selected since it works as a package with T2, Genetec and the digital payment offered by Park Mobile. The Board discussed moving forward with this project. WWPA already has approved the contract, which Mr. Calu will reopen with ParkMobile since it is likely outdated and new fees will have to be negotiated.

(3) Replacement of Pay Stations for Daily Parking Located in NJ Transit Lot

Mr. Calu explained that this initiative was on the agenda for completion late in 2014, which would be subject to the availability of equipment from the designated vendor. The next step would be a meeting with NJ TRANSIT to determine next steps including on-site consultations with the vendor and NJ TRANSIT so that orders can be placed by summer's end.

(4) Office Server – IT – Shared Services

Commissioner Boyle the original intent was to use shared services to backup WWPA files on Township's cloud. However, the Township sent revised contract with increased rates, back up on cloud including indemnification.

The Commissioners suggested sending a thank you note to the Township that WWPA tried to work with them however their contract/agreement was not what WWPA expected.

Commissioner Boyle spoke about Carbonite, an online backup server, which backs up the server automatically.

(5) NJ Transit Lease

Mr. Calu reiterated that the pending lease had been very briefly discussed in a recent meeting with NJ TRANSIT; however, as of the Board's meeting date neither has heard anything back from him.

Additional items that came up in the last month that need to be added to discussion items are:

1. Ability to make and expedite repairs without waiting on NJ Transit's approval

2. NJ Transit to agree to release WWPA from WWPA's responsibilities and indemnify the Authority when NJ Transit allows and or invites other parties on the property.

(6) Amtrak

In terms of the staging requirements for Amtrak electrical and track work, Mr. Calu said that on very short notice from NJ Transit advised WWPA that Amtrak required access to the Transit daily pay lot on Monday as a staging area for the high speed staging area. Mr. Calu said that WWPA was notified Friday about this. Ms. Watlington and Mr. Calu went back to NJ Transit and informed them that not enough time was given. WWPA has to inform the permit holders who have reserved spaces in the rideshare area and that there was not enough time to reach out to them. WWPA received a courtesy call from Amtrak to say that they are not moving in yet because of the new command at NJ Transit yet WWPA already moved the rideshare area permit holders.

(7) Video Surveillance

Mr. Calu stated that the subcommittee needs to reconvene at some appropriate point in time, but delays have been encountered. The engineering firm that would have provided an electrical engineer to support the system design never provided documentation, so the relationship with that firm has been dropped. Mr. Calu said the local firm of Kelter and Gilligo, comes highly recommended. They now have the technical specifications for the proposed camera system, they have already set up a meeting with the State contract vendor, and Mr. Calu feels they are pro-active and will work out. The next step is for Kelter and Gilligo to submit a fee proposal to provide technical assistance for the proposed surveillance system project.

(8) New Office – Miscellaneous Items

Mr. Calu summed up the office as it went well. He said that Cyzner Properties was great to work with. A punch list of items was created.

The Board as a whole approved the signs. However, on the monument sign the Board agreed to change it from WWPA to Parking Authority for the time being and later on change it to WWPA. Mr. Calu will draft letter to Cyzner Properties. The Board as a whole made all the necessary decisions during the discussion. Commissioner Girandola said that some art work needs to hang in the office. A laminated aerial photograph of the parking lot will be hung in the office.

Mr. Calu stated that there are three things that need to be done to complete the project:

1. Miscellaneous furniture need to be purchased through State contract at a cost of \$7863.36.
2. Window film needs to be installed at a cost of \$3910.00.
3. Logo for wall office to be installed at a cost of \$1750.00

Calu asked the Board to give the General Manager approval to purchase miscellaneous equipment and window film. The Board unanimously agreed. Chair Lupu asked Mr. Calu if the purchases are within the budget. A discussion about the budget led to shelving the decorative logo as an inappropriate expenditure at this time.

Reports - continued

(b) Professional

Mr. Ghrist informed the Board that he needs 10 days or so to update his figures for the proposed rate increase.

Commissioner Girandola commented on the P&L budget.

(c) Board

The Board discussed the trailer which is full and the need to get rid of the Seqway.

The Board discussed the bulletin board, which the Township will install. Chair Lupu said that WWPA can place it where it originally was planned to be installed.

Commissioner Girandola discussed Google docs where it serves as a collaborative tool for editing documents in real time. Documents can be shared, opened, and edited by multiple users simultaneously. Users cannot be notified of changes, but the application can notify users when a comment or discussion is made or replied to.

(d) Administration

It was agreed to by the Board that Ms. Watlington exercise her managerial rights to make decisions on incoming requests regarding suspensions, etc. If customer disagrees with the decision it would get appealed and come before the Board.

Closed Session

Commissioner Miller moved that the Board enter into closed session to discuss contract issues. Commissioner Crane seconded the motion. The Board went into closed session at 11:24 p.m. At 12:09 a.m. Commissioner Miller moved for the Board to come out of closed session. Commissioner Girandola seconded the motion.

Adjournment

Chair Lupu moved to adjourn. Commissioner Miller seconded the motion. There being no further business, the meeting was adjourned at 12:10 a.m.

Respectfully Submitted,

Lydia Rojek

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