

WEST WINDSOR PARKING AUTHORITY

March 13, 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.

Action Items

Call to Order and Roll Call

Commissioner Girandola called the meeting to order at 8:03 p.m. The following individuals attended:

Commissioners

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

Non-Commissioners

Martha Watlington, General Manager
Tom Calu, Parking Consultant
Robert Schwartz, Attorney
Ron Ghrist, Financial Consultant
Kristina Samonte, Council Liaison
Sgt. Mary Lou Dranchak, Police
Susan Creswell, Parking Authority

Comments from the Audience

No audience members were present.

Approval of Minutes (February 13, 2013)

Commissioner Miller moved to approve the February 2013 minutes. Commissioner Crane seconded the motion. All the Commissioners present voted to approve the minutes.

Approval of Bills (March 2013)

The Commissioners discussed the bills in detail. Commissioner Crane moved to approve the March bill list. Commissioner Miller seconded the motion. The motion was unanimously approved. The Tomco Construction bill in the amount of \$242,111.09 was not approved by the Board.

Award Lawn and Landscaping Contract for 2013

Mr. Schwartz stated he sent Chair Lupo a letter on February 21st after bid opening and review. Four companies submitted bids for grass cutting of the existing lots which were Inarvy Lebasi in the amount of \$19,200, Custom Care in the amount of \$19,700, D’Onofrio & Sons in the amount of \$29,950 and Clintar Landscape Management Services in the amount of \$25,500. With regards to maintaining the new lot Inarvy Lebasi came in with the amount of \$6,500 and Clintar in the amount of \$16,995. Since Custom Care and D’Onofrio & Sons did not submit the requested additional documents for the second component of bid, they were eliminated.

Inarvy Lebasi submitted the lowest bid in both respects. They are currently being utilized for station maintenance. The Board discussed Inarvy Lebasi’s quick response time during Hurricane Sandy. Ms. Watlington contacted Inarvy Lebasi reference King’s Interest which gave positive feedback. Chair Lupo said that the Board has personal knowledge of their work and dependable. Commissioner Miller motioned to accept the lowest bid. Chair Lupo seconded the motion. Mr. Schwartz will notify all bidders by Thursday, March 14.

Discussion Items

(1) Project Timeline

Mr. Calu stated that NJ Transit responded asking for the justification of the fee. Mr. Calu will come in next week and meet with the Parking Enforcement personnel to do an accounting of the equipment, jot down justifications and then put forth to NJ Transit. Also at the same time for the Board’s discussion to encourage them – NJ Transit to raise their rates or at the minimum review them.

Mr. Calu spoke about the LPR forum that he attended with Ms. Watlington and Mr. Hillman. Mr. Hillman saw equipment that he took a liking to. There is a Digital Payment Display system that could be proposed as a pay station. Mr. Calu briefed the Board as to how this system works.

Mr. Calu said he will meet with Park Mobile next Wednesday. Chair Lupo suggested not bringing in another variable at this time.

Commissioner Miller moved that the Board enter into closed session to discuss sensitive issues. Commissioner Crane seconded the motion. The Board went into closed session at 10:35 pm. At 11:11 pm Commissioner Miller moved for the Board to come out of closed session. Chair Lupo seconded the motion.

(2) License Plate Recognition (Genetec)

Ms. Watlington informed all that another camera was installed. There was a discussion will all present about cell phones and wireless connection. Commissioner Girandola went over data and stated that there is a high rejection rate. WWPA is no closer to doing away with permit

hang tags and he is concerned about moving forward with Park Mobile. It has been over a year with various issues. Mr. Calu stated that he feels it's time to move this issue to the next level. Mr. Schwartz said it's a simple question – why is the system not working and someone from the company needs to come up with an answer and if they don't then it's a larger issue. Ms. Watlington informed the Board that Alan Witten – area representative for Genetec will meet with her on Friday, March 15th. Commissioner Rumack said he will attend the meeting.

Mr. Calu said that WWPA is the only customer that is having issues with the system. Commissioner Rumack suggested taking a visit to one or more sites that use the same system and it works correctly. Ms. Samonte agreed with the idea.

Mr. Calu said that that if WWPA didn't use T2 then Park Mobile would work independently and enforce it with a hand held. The largest part of the problem is WWPA enforcement is very particular. Commissioner Girandola stated that out of 3200 cars, 2500 are permits and the system is reading 93% with a 20% error rate. There is much time that is spent in manual auditing the errors.

(3) Daily Parking Methodology

This topic discussion was incorporated with LPR.

(4) Office Space

Chair Lupo informed the Board that he is waiting to hear back from Joanne Louth (West Windsor Township) with actual costs to upgrade the Post Office space. WWPA does not want to commit to a new space without knowing the actual costs. Chair Lupo said he would rather pay rent to the Township than someone else. Commissioner Girandola brought up a lighting issue with the new proposed wall. Ms. Samonte stated that she will speak to Ms. Louth and find out the pricing.

Ms. Samonte informed the Board that she spoke with Sam Surtee from the Department of Community Development at West Windsor Township regarding the satellite parking lot.

(5) WWPA Web Site

Commissioner Girandola suggested sending out weekly status on website. There are about 100-200 visits to the website per day which are mostly permit holders. He suggested to the Board to entertain the idea to drive revenue stream from local West Windsor and Princeton Junction business owners. He spoke with Bob Weber from Weblications on what is needed to accomplish this idea from “soup to nuts” and to put him in contact with some marketing firms. The cost would be approximately \$5K to initialize and monthly fees for email blasts. Commissioner Rumack said that the number of hits on website not high enough to warrant this. Mr. Calu asked if WWPA could negotiate with Mr. Weber to take full reign of marketing and

WWPA would receive a percentage of sales. Ms. Samonte talked about the local economic development committee that it might be advantageous to work with them showing good will.

(6) Naming of New Lot

Commissioner Rumack said the new lot is an expansion of the existing lot.

Commissioner Miller said that there should be a sign on Alexander Rd. and the non West Windsor residents will have a permit which reads Vaughn South. Ms. Cresswell said that she would have to create a “new facility” for non-residents permit monies in the FLEX system. Mr. Calu stated if there isn’t a distinction drawn between the new lot and existing Vaughn lot then there could be potential trouble when the time comes when the lots are full and have to manage the parkers and assigning them to specific lots. Commissioner Girandola doesn’t see this happening and Mr. Calu injected that 2 years ago the Board had to buy an extra 250 spaces.

Commissioner Girandola questioned if the scanner needs to know the difference between one lot from the other. Mr. Cresswell said that Mr. Hillman would be better suited to answer the question. Commissioner Girandola said that if it does not matter for that purpose then it shouldn’t matter as to what the new lot is called. Chair Lupo added that as long as the fee is not the “driver”. Mr. Cresswell thought that the fee is the driver and would have to change the classification code in FLEX for West Windsor residents.

Commissioner Rumack thought the idea was that expanding the lot from 350 to 1000 spaces and it would be one large lot and giving West Windsor resident’s first choice for permits for the new lot. Commissioner Miller expressed her thoughts that would leave some spaces open for daily parkers and tell non residents as a onetime offering WWPA is offering certain number of spaces which would need to be determined and then most people move to Alexander lot. Ms. Watlington stated that the waiting list for Alexander lot is 4 years.

The Board went into an in-depth discussion about technical constraints in regards to the fundamentals of the FLEX system, classifications, daily’s, wait lists, lot by lot strategy, vacancy rates, can scanner decipher lots, etc.

Chair Lupo said he likes the new lot to be named Vaughn and Ms. Cresswell can call it what is easier for her internally in Flex. Mr. Calu said he will notify the signage vendor of the name of the new lot so there would not be any delays.

Reports

(a) Professional

Ms. Watlington sent the Board via email the project costs that were prepared by Mr. Ghrist. Mr. Calu stated that Mr. Ghrist’s exhibit agrees with his totals other than updated with last minute bill from Tomco. Mr. Ghrist said that “interest on period of construction” is the interest

that is being paid is on the past bonds. He stated it's a surplus charge. Commissioner Girandola suggested added "total" columns. Chair Lupo and Commissioner Girandola said that the report is exactly what they wanted and shows true picture of expenditures.

(b) Police Report

Sgt. Dranchak reported that a laptop disappeared from the Wallace lot and a permit tag was stolen from an unlocked car. She stated that the tickets were low which is due to the snow fall. Sgt. Dranchak reported that the police issued 207 summonses for the month of February. Ms. Watlington stated that the Parking Authority reported 210.

(c) Administration

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

1.1. Nineteen permit holders requested continued 3 month temporary suspension due to unemployment. All Commissioners approved the requests.

(d) Board Members

There needs to be a decelerate lane to the new lot and telephone poles are in the way and need to be moved. Commissioner Miller will make an appointment with Mr. Guzik, Township Engineer to discuss this problem.

Adjournment

Commissioner Girandola moved to adjourn. Commissioner Miller seconded the motion. There being no further business, the meeting was adjourned at 11:22 p.m.

Respectfully Submitted,

Lydia Rojek

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