

WEST WINDSOR PARKING AUTHORITY

May 9, 2012

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 8:02 p.m. The following individuals attended:

Commissioners

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

Non-Commissioners

Martha Watlington, General Manager
Robert Schwartz – Attorney
Robert Butvilla – Auditor from Supplee Clooney
Tom Calu, Parking Consultant

Commissioner Ron Rumack, Treasurer and Lt. Bastedo were not present.

Approval of Minutes (April 11, 2011)

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

Approval of Bills (May, 2012)

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

2011 Audit

Robert Butvilla from Supplee Clooney was present at the May Board meeting. He informed the Board that the format of the audit report is identical to last year's. He noted that this is the first time there was an expense which was WWPA's contribution to Township. He stated that the audit did not find any issues. The audit is two-fold – auditing the financial statements as well as compliance testing.

Ms. Watlington asked if Chair's Lupo rewording of leasing and purchasing property was incorporated. Mr. Butvilla confirmed the changes.

Commissioner Girandola questioned what the next step of the process is. Mr. Butvilla stated that a resolution needs to be passed, affidavit needs to be signed and then package can be sent to Trenton. He stated that he will finalize audit and resolution and at the next Board meeting the resolution could be adopted.

Discussion Items

(1) Project Time Line (New Parking Lot)

Mr. Calu informed the Board that thanks to the Council and ACT Engineer at May 9th meeting they had a final review of the bid package so that the administrative portion of the package could be merged with the engineering portion and the general terms and conditions. ACT will make the amendments to package and it will be completed by Monday, May 14th.

The timeline Mr. Calu presented is as follows:

May 15 - Public Notice Advertisement

May 24 - Site Tour for Potential Bidders

May 31 - Deadline for Bidders' Questions

June 1 - Internal Meeting to Review Bidders' Questions

June 5 - Target for Response to Bidders' Questions

June 19 - Bids Due

30 Days - Review of Bids, Recommendation, Approval, Contract Execution and Notice to Proceed

5 Months - Construction

January, 2013 - Target for Commencement of Parking Operation

Mr. Calu stated that he needs the Board's approval for the bid advertisement. It will be advertised in the Star-Ledger and Trenton Times under "Public Notice Bids Wanted".

Commissioner Miller motioned to authorize the WWPA Consultant team to advertise and solicit bids for the project. Commissioner Girandola seconded the motion. The motion was unanimously approved.

Mr. Calu informed the Board some variables for the project being significant changes in elevation to adjacent property lines and DEP requirements. A PVC piping system for venting might need to be installed. Also, Alexander Road requires some improvements to merge with the new parking lot. Commissioner Girandola questioned if these would be an extra contingency to WWPA. Mr. Calu confirmed.

A discussion was had by the Board about the potential bids that would be received.

(2) License Plate Recognition (Genetec)

Ms. Watlington informed the Board that a representative from Genetec visited WWPA and made some adjustments to the LPR system. One adjustment that was made was the cropping of the license plates. After the site visit, Genetec followed up with a phone call. Commissioner Girandola questioned what date the changes were made to the LPR system in relation to the spreadsheet reports. Ms. Watlington stated it was April 18th.

Ms. Watlington informed the Board that the number of tickets issued would have to be obtained from the Police Department since it does not go through the LPR system. She also noted that the number of tickets that the Police department issues never matches up to Hank Hillmans numbers. For April, 207 tickets were issued but does not identify specific lots.

Chair Lupo suggested that Mr. Hillman be available at June's Board's meeting to aid in answering some of the Boards questions regarding the system. Commissioner Girandola asked for Mr. Hillman's spreadsheets to be sent to him for review. The Board discussed the spreadsheet that was presented by Ms. Watlington. Chair Lupo suggested a conference call with a Genetec representative be set up for next Board meeting to discuss open issues.

(3) Daily Parking Methodology

Mr. Calu presented a "draft email" to the Board that would be sent to ParkMobile and Click n' Park. He asked the Board to review the email and notify him of any comments and or questions that should be added to the email. On May 15th, Mr. Calu notified the Board that a formal email was sent to both ParkMobile and Click n' Park with proposal submission deadline being June 15th. Launch date would be January, 2013.

(4) Investment Policy

Chair Lupo stated to table the discussion since Commissioner Rumack was not present.

(5) Summer Permits

Commissioner Girandola asked about the status on summer permits. Ms. Watlington informed the Board that the summer permits in Wallace lot are going well. At present there are 42 from the waiting list.

Reports

(a) Professional

Mr. Schwartz updated the Board regarding the Vaughn lot Ordinance. He had sent a letter to Mike Herbert. The map (Exhibit A) needs to be updated to reflect the lots that are owned and operated by the WWPA.

(b) Police Report

Lt. Bastedo was not present at the meeting. No updates available.

(c) Administration

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

There were two permit holder who requested reinstatement after misuse of the permit. All Commissioners unanimously approved the request with a \$100.00 penalty fee per violator being charged for the reinstatement.

2. Ms. Watlington brought to the Board's attention that re-striping of the Vaughn lot is due. She received a quote for \$1450.00. Chair Lupo stated that it is at the General Manager's discretion.

(d) Board Members

1. Commissioner Miller brought up the discussion about leasing of property for WWPA headquarters.

Adjournment

Commissioner Miller moved to adjourn. Chair Lupo seconded the motion. There being no further business, the meeting was adjourned at 10:01 p.m.

Respectfully Submitted,

Lydia Rojek

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