

# WEST WINDSOR PARKING AUTHORITY

October 10, 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

Chair Lupo 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  
Thomas Crane, Assistant Treasurer

#### Non-Commissioners

Martha Watlington, General Manager  
Tom Calu, Parking Consultant  
Lt. William Bastedo, Police  
Ron Ghrist, Financial Consultant  
John Mastroianni, Mastroianni Landscaping, Inc.

Commissioner Ron Rumack, Treasurer was not present.

### Snow Removal Award

Two bids were presented to the Board by Ms. Watlington for snow removal one from L&S Contracting and second from Mastroianni Landscaping, Inc. The Board discussed the particulars of each bid. The new lot is not included in each bid. Commissioner Crane asked Mr. Mastroianni if there could be flat rate for snow removal. Mr. Mastroianni said that is not possible since they budget themselves for materials over a five year period. Mr. Calu asked for a separate bid for the new lot. Chair Lupo motioned for the acceptance of the Mastroianni bid, the lowest bid. Commissioner Miller moved to accept the lowest bid. Commissioner Crane seconded the motion. In a Roll Call vote, each Commissioner voted in favor of the motion.

### **Approval of Minutes (September 12, 2012)**

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

### **Approval of Bills (October, 2012)**

The Commissioners discussed the bills.

Commissioner Crane moved to approve the October bill list. Commissioner Miller seconded the motion. The motion was unanimously approved.

### **Budget Approval**

Mr. Ghrist distributed to the Board members the revised "new" budget which included interest for the new lot in 2013. He told the Board that the WWPA needs to approve the budget at tonight's meeting; however it will not be adopted until December, 2012. Mr. Ghrist will meet with Commissioner Miller either Friday or Monday for her to sign the budget document before submittal to the State. He reviewed with the Board some new items that will be submitted to the State. 2013 operating budget represents an increase of \$149,500 - a 29.6% increase over the 2012 operating budget. Included in the \$149,500 increase is \$106,500 for expenses of the new lot which is expected to open in the month of March, 2013. In April of 2012 the WWPA issued \$4,720,000 of parking revenue funds. These funds along with other funds from the Authority are being used to construct a new lot for 650 parking spaces. Also in the 2013 operating budget there is an appropriation of \$85,725 for payment to the Township of West Windsor. This appropriation is for the rental of land for the new parking lot. A discussion was had by all present how the payment to the Township is computed – income less expenses equals net revenue. Mr. Ghrist explained how he computed income of the new lot. Chair Lupu stated that if NJ Transit is staying, WWPA costs will be lower, meaning more revenue.

Commissioner Girandola indicated that reviewing presented budget, in 2012 WWPA will be slightly under the projected budget by approximately \$40K for Vaughn and Wallace and over on daily. He also questioned the high office expenses. Mr. Ghrist explained that the biggest item is credit card fees by American Express and suggested that the line item should be broken down - \$16,700 are credit cards fees and \$5,800 are conference and training expenses. Next item questioned was the \$9K projected over budget for professional fees for WWPA. Mr. Ghrist said that there is a projection of \$29K by end of the year. The professional fee category includes part of Tom Calu, payment to Frank Gubitose, Robert Schwartz, Ron Ghrist, and Edward Arcolesse. Commissioner Miller asked about the Arbitrage bill. Mr. Ghrist stated that the biggest hit was in 2011.

Commissioner Girandola said reviewing the budget spreadsheet that revenue is flat year to year. The Board members said that rates have not increased. In the 2013 budget it is currently

not predicated on raising rates. Ms. Watlington checked and informed the Board that the last increase occurred in 2010 from \$100 to \$120 and prior to 2010 the rate was \$75 per quarter until 2007. Chair Lupo said that Board needs to think of the effect on oversells in Wallace if we increase rates.

Mr. Ghrist stated that after monies used to build new lot and paying off bond issue, WWPA will have \$1.75M left in unrestricted net assets. \$1.1M will be left after projected capital improvements.

Commissioner Miller would like to make daily parking convenient. She sees a drop in oversells in Wallace giving up permits for a daily spot since many don't use the lot every day. Chair Lupo stated that there is still a large waiting list. The Board discussed this in further detail.

Commissioner Girandola said that Mr. Ghrist's assumptions are consistent with the Board.

Commissioner Girandola along with the Board reviewed the NJ Transit portion of budget – no price increase, figures for dailies, projected expenditures, and snow removal. Chair Lupo questioned if WWPA should charge NJ Transit a portion of the new vehicle. Mr. Ghrist said to split the cost accordingly.

Mr. Ghrist asked the Board to accept the budget. Commissioner Girandola motioned to accept the budget. Commissioner Miller seconded the motion. In a Roll Call vote, each Commissioner voted in favor of the motion.

## **Discussion Items**

### **(1) Project Time Line (New Parking Lot)**

Mr. Calu provided an update on the project time line:

- Construction is in the middle of 5.5 wk. compaction schedule. Compaction is behind by several days because the process of raising and dropping of the weights isn't going as quickly as possible. Some of the factors for this delay are the rain, a week lost to bring a trailer on site and get it permitted. Hopefully, an additional crane will be brought on site to abet with the compaction. ACT is monitoring Tomco every day.
- The Township was asked for overall plans for modification for Alexander Road on how it will relate to the New Lot. The Alexander Road entrance into the New Lot will not be completed in time. ACT is working with the Township to see what alternatives exist. It may be recommended that the New Lot not be accessed from Alexander Road until the widening is completed. An alternative would be to allow right-in, right-out access to the New Lot. Commissioner Miller did not agree with not opening Alexander Road entrance to the New Lot. A discussion was had between Commissioner Miller and Mr. Calu.

Chair Lupo stated that the Board provides updates to the Township including financial updates and points of the construction project. Mr. Calu stated there will be another update next week.

- Mr. Calu updated the Board that a letter was received from NJ Transit regarding the connection of the New Lot to their lot. The pedestrian connection directly to their walkway will be allowed under a licensing agreement. There is a difference in the interpretation of NJ Transit letter regarding the roadway connection. ACT will reach out to NJ Transit for clarification. ACT will determine what the cost savings might be if we don't have to continue compaction towards that area also impacting the schedule which might save money. NJ Transit outlined terms in their letter which Mr. Calu briefed the Board as outlined below:

1. The license agreement is cancellable within 90 days notice;
2. WWPA must connect the sidewalk to the existing sidewalk of NJT property rather than leading pedestrians into vehicular traffic flow in the lot;
3. WWPA must defend and indemnify NJT for claims that may arise;
4. Access to the AMTAK right-of-way must be maintained;
5. Any improvements and construction related to the project shall not create any storm water or drainage issues on NJT property and plans must be reviewed by NJT to verify compliance;
6. The maintenance of all improvements constructed for the project shall be the responsibility of WWPA.

The above terms are subject to Deputy Attorney General approval. Mr. Calu asked for Chair Lupo to sign and date the NJT letter and Mr. Calu will forward to ACT with a statement that will note - in accordance of the WWPA granted by the Chairperson subject to formalization in any documents required by the DAG office. Commissioner Miller suggested writing a memo to the West Windsor Planning Board informing them of the NJT terms. Mr. Calu agreed and will draft notice and send to Commissioner Miller for review and then forward to Chair Lupo for signature.

- Under the old compost site a sewer line drain was found. It leads to the section of WWPA properties between our lot and the New Lot and is destined to be an under capped drainage easement as part of the new project. The sewer pipe is being cut off and as a result has brought contaminated sediments on the New Lot. There are two choices – one is to spend \$50K to remove the contaminated sediment from the ground which would involve DEP for proper removal and disposal; second choice is to leave the sediments in the ground which is consistent with DEP regulations. However, if that would be done it would involve a deed restriction (would involve Robert Schwartz) meaning being recorded and made public knowledge. Mr. Calu recommended the second option.

Commissioner Miller agreed with Mr. Calu's recommendation. ACT would have to map out the area for the deed restriction. Mr. Calu will send out "letter of instruction" with copy to Chair Lupo, Ms. Watlington and Ms. Rojek.

**(2) License Plate Recognition (Genetec)**

Ms. Watlington and Mr. Hillman are satisfied with the status of LPR.

**(3) Daily Parking Methodology**

Mr. Calu stated that he spoke with Click n' Park and Park Mobile to obtain three references that use LPR and Park Mobile together with T2 system by end of next week. He will compile a report with comments of personnel who reviewed report. It would be billed and advertised to public as a pilot project.

**(4) Security Conceptual Plan ( Wireless Video Surveillance)**

Mr. Calu informed the Board that to go out to bid, a detailed system needs to be designed. The Board could not do the development and it would cost approximately \$35K for a firm to do the design. Mr. Calu turned to NJ Business Systems (a State contract vendor) who would be the integrator with the State contract camera supplier and State contract software supplier. The Board received a conceptual proposal from NJ Business Systems which included the range of monies that would be needed to be spent on the project. To cover WWPA lots a cost of \$385K would be needed to spend on the camera system which includes reliable cameras with night recording, storage fee of video ( time not specified) and without a central control station. A total of 51 cameras would be needed to monitor three lots. The Board obtained the proposal to determine what its options might be and to do a reasonable job the Board would have to spend upwards of \$400K. Commissioner Miller said that two items need to be monitored now, one being the expenses of the new lot and the second the police reports. After six to seven months the Board might be in a better position to make a decision on its financial status regarding surveillance. After due discussion, the Board concluded that this would not be a prudent expenditure of public funds at this time with current information. Mr. Calu will email the vendor that the Board was surprised with the high cost of the proposal and decided to table further discussions for several months.

**(5) Investment Policy**

WWPA Board tabled the discussion for next meeting.

**(6) Office Space**

WWPA submitted the present inventory form to the Township. Mr. Calu suggested that WWPA needs to position itself that once we get to see the space that WWPA wants to work directly with the person who will be doing the layouts in regards to ergonomic designs of the office. Chair Lupo said let the Township do what they are doing, find out when WWPA can do the site visit, where the Township is with their plans and how do we fit in.

Commissioner Miller suggested that office space on Rt. 571 is a better location and more accessible to customers.

**(7) Notice to Permit Holders Regarding License Plates**

Mr. Calu and Ms. Watlington were to draft a statement that would communicate to customers WWPA's adjusted rules and regulations to aid in making LPR work. The three points need to be incorporated into the existing rules. Mr. Calu suggested removing Township's project information from WWPA's website.

**Reports**

**(a) Professional**

Chair Lupo said the Vaughn lot Ordinance was reasonably re-written and the map will get changed.

**(b) Police Report**

Lt. Bastedo reported that there were three cars on blocks the past weekend. Also a warrant for arrest was issued for urinating in public. Lt. Bastedo informed the Board that there will be an undercover car driving through the lots. He stated that cameras would be better monitoring than undercover car. Cameras on platform are monitored by NJ Transit. Lt. Bastedo stated that the police reported issuing 258 summonses for the month of September. Ms. Watlington stated that Mr. Hillman reported 274.

**(c) Administration**

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

1.1 Eleven permit holders are requesting temporary suspension due to unemployment. All Commissioners unanimously approved the requests.

1.2 One permit holder's payment was rec'd in WWPA office after the due date.

Says she mailed on 14<sup>th</sup> to get here the 15<sup>th</sup> but was postmarked the 15<sup>th</sup> and not received until

the 17<sup>th</sup>. She doesn't want to have to pay late fee and blames the Post Office for the post date. She says she can't afford to pay a late fee which costs more than her gas bill. The Board agreed for her to pay the late fee.

1.3 One permit holder was notified that he was eligible for a parking permit (Alexander) and is currently unemployed so would like to postpone for a quarter. The Board agreed to postpone payment for one quarter and keep him on top of waiting list.

1.4 One permit holder is requesting ticket be waived for unregistered vehicle - not aware of the rules. The Board agreed he has to pay the fine.

1.5 One permit holder purchased a new car and got ticket on new plates that have not been updated to WWPA. She sent in the date she received the new plates from the dealer. The Board agreed to have ticket pulled.

**(d) Board**

Commissioner Miller updated the Board on the ground-breaking ceremony.

**Adjournment**

Chair Lupo moved to adjourn. Commissioner Miller seconded the motion. There being no further business, the meeting was adjourned at 10:39 p.m.

Respectfully Submitted,

*Lydia Rojek*

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