

WEST WINDSOR PARKING AUTHORITY

September 11, 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 8:06 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

Tom Calu, Parking Consultant

Sgt. Mary Lou Dranchak, Police

Kristina Samonte, Council Liaison

Ron Ghrist, Financial Consultant

Commissioner Ron Rumack, Treasurer was not present.

Action Items

Approval of Minutes (August 14, 2013)

Commissioner Miller moved to approve the August 14, 2013 minutes pending amendments. Commissioner Girandola seconded the motion. All the Commissioners present voted to approve the minutes.

Approval of Bills (September, 2013)

The Commissioners discussed the bills in detail. Mr. Calu requested the Board to increase the budget an additional \$50K for ACT Engineers. Commissioner Crane moved to approve the increase and Commissioner Girandola seconded the motion. Commissioner Miller moved to approve the September 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 275 summonses for the month of August 2013. Ms. Watlington stated that the Parking Authority reported 282 for the same time period. The Board, along with Sgt. Dranchak went through the tickets that were issued.

(b) Professional

Mr. Ghrist handed out the preliminary budget for to the Board. It shows projected income on the new lot commencing in November, 2013 at approximately \$13K. Mr. Ghrist explained to the Board how the amount was determined, through permits sold, daily sale projections and using 3.5% annual increase for inflation. The projected income is \$131K after expenses for 2013 and \$179K for 2014. There was a detailed discussion about the payments to the Township, renewal and replacement funds, and NJ Transit eight reporting reports. Commissioner Girandola asked for the accounting on deferred payments.

Mr. Ghrist asked the Board for any additional inputs and will present the budget at October's meeting.

Discussion Items

(1) Office Lease

Mr. Calu updated the board that the Letter of Intent was signed and submitted along with a \$3K deposit. The LOI was accepted but have not received back a signed-off copy. He needs to review a few points of the LOI and lease agreement and present his comments to Mr. Schwartz and Ms. Watlington and then Chair Lupu could sign off on the lease agreement. The architect (as per the Landlord's suggestion) has been put on stand-by and would be in next week to do space planning. Commissioner Girandola reiterated that the safety and security of the new office space is a priority.

Ms. Samonte informed the Township that WWPA was moving to the location behind ACME shopping center.

Mr. Calu said the old shed/trailer that NJ Transit donated awhile ago should be disposed of due to its present unsafe condition. It is located in the gravel lot. Mr. Calu said that a permit would be required as well as a slab, a location for it and he suggested to bring in ACT Engineers for site planning and building application. Mr. Cortez is in the process of measuring up the size of existing shed and what the Parking Authority needs to house their equipment.

(2) Logo for New Lot

Chair Lupo said that there is a line item in Tomco's contract for signage. Mr. Calu agreed that they will be doing the signage as this is part of their contract. He said that ACT Engineers advised that WWPA needs new artwork for the logo because what WWPA had was outdated. A local graphic art company was identified that could do the high resolution drawings for WWPA. Mr. Calu said that the fonts and the drawing are not acceptable for the oval shape. ACT Engineers will make the recess and provide size of recess. The Site Committee would have to work with the graphic designer in choosing the font to be used. The Board discussed the fonts and signage in more detail.

(3) Genetec Performance Commitment

Ms. Watlington informed the Board that Genetec worked with Mr. Hillman, Parking Enforcement, last Thursday going through the Wallace Lot. They gathered data and will analyze the outcomes. Genetec will prepare a report and inform WWPA of the findings of the miss - reads.

(4) Snow Removal - Platform

NJ Transit was not responsive on the removal of snow on the platforms. Ms. Watlington said that Woodwinds has been doing the snow removal of the platforms for many years for the entire Northeast corridor. It was WWPA understands that they always had an agreement/contract with NJ Transit but it appears that they don't. Ms. Watlington stated that WWPA needs to prepare snow removal specifications for the platforms if our lease with NJ Transit is going to require WWPA to maintain them. Chair Lupo questioned how it was left. Ms. Watlington replied that Woodwinds will be doing a walk-through.

4.1. A walk-through of the campus was done with NJ Transit and Mr. Calu and Ms. Watlington to review items in need of repair. NJ Transit stated the new shelters (refurbished) were not available any longer. Commissioner Girandola asked why WWPA doesn't set aside money for repairs. Ms. Watlington and Mr. Calu said this cannot be done due to the high costs. He suggested taking a designated amount of NJ Transit's money, put in a separate account and hold on to it until NJ Transit addresses the concerns. Ms. Watlington said that she would need to check the specifics of the lease.

Reports- continued

(c) Board

1. The Mayor wants to make an announcement that the project is getting ready to open. He suggested drafting an announcement and have a soft opening. Mr. Calu will do the draft.
2. Chair Lupo said that the Board needs to move on the pedestrian trail. He talked about the trail from Vaughn lot to platform that needs to be formalized. WWPA has a proposal from ACT

Engineers. Mr. Calu said that he will speak with ACT to get the proposal through DEP and NJ Transit approval.

3. Chair Lupo said that they are still pursuing through ACT the grant money totaling \$328K and in talks with Eric Rosina (ACT). WWPA is moving up on the list and the Township knows that if the money comes through it would be for WWPA.

Discussion Items- continued

(5) Project Timeline

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 10:13 p.m. At 10:52 p.m. Chair Lupo moved for the Board to come out of closed session. Commissioner Miller seconded the motion.

Chair Lupo said he is seeking authorization for Tomco's \$550K bill received on September 11th, for ACT Engineers to review and advise WWPA to pay. Commissioner Girandola suggested WWPA review ACT's review of the bill. Commissioner Miller motioned authorizing up to \$550K to pay Tomco after ACT's review. Commissioner Girandola seconded the motion.

Reports- continued

(c) Board - continued

4. Chair Lupo announced that Metro Bar and Grill North will be the setting for the WWPA holiday party on December 6, 2013.

5. Commissioner Girandola said the "stat report with accounts" is a great report with a lot of information. There was a 30% increase in requests to waive for unemployment, an increase in Pa. permits, etc. He asked that the Board include in the October agenda the number of vehicles WWPA should allow one customer to register and whether or not WWPA should charge for each additional vehicle over a determined amount.

(d) Administration

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

1.1. One permit holder wants ticket dismissed. They got a new car and never gave WWPA temp or permanent plate. Got ticket first day she parked car with new plate. All Commissioners denied the request.

1.2. One permit holder complained about repeat drop off in wrong spot per people. He wants camera installed. The Board will check with WW Police if Mr. Hillman can enforce.

1.3. One permit holder is appealing board decision from last month. He wants continued postponement of taking Alexander Road permit which the Board denied last month. Background – permit holder was notified in 2011 eligible for permit. He was not living here at the time so asked us to hold until he moved here and found a job. In 2012 he still wasn't here and the Board continued to allow him to put on hold. Ms. Watlington suggested for him to get on bottom of waiting list retroactive from August, 2011 and pay the \$75.00 application fee. All Commissioners approved the suggestion.

1.4. Twenty permit holders are requesting 3 month suspensions due to unemployment. All Commissioners approved the request.

2. Ms. Watlington updated the Board regarding the installation of Comcast. She met with them and they said they would do the installation at no cost with the understanding that the office will be moving. The landlord has to sign off allowing Comcast to access the premises. Ms. Watlington forwarded the agreement to the landlord.

Adjournment

Chair Lupo moved to adjourn. Commissioner Crane seconded the motion. There being no further business, the meeting was adjourned at 11:25 p.m.

Respectfully Submitted,

Lydia Rojek

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