

WEST WINDSOR PARKING AUTHORITY

September 12, 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 8:05 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
Robert Schwartz, Attorney
Ron Ghrist, Financial Consultant
Hank Hillman, Enforcement Officer

Commissioner Ron Rumack, Treasurer was not present.

Approval of Minutes (August 8, 2012)

Commissioner Miller moved to approve the August minutes. Commissioner Girandola seconded the motion. All the Commissioners present voted to approve the minutes.

Approval of Bills (September, 2012)

The Commissioners discussed the bills. Commissioner Girandola questioned the insurance bill. Ms. Watlington stated she had the abstract with all the information. Commissioner Miller questioned the refunds. Ms. Watlington explained that if clients are no longer commuting or moving away from the area the refunds are prorated by the month.

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

Discussion Items

(1) Budget Discussion

Chair Lupo informed the Board that Ed Arcolesse will be retiring shortly. Mr. Arcolesse worked with Mr. Ghrist to obtain a replacement. Mr. Ghrist distributed reports to the Board including bond issuance. Board was pleased with report and the schedule of bond issuance included. The Board entered into a Q&A about the report. Some of the areas discussed were the Cost of Issuance, anticipated revenue from new lot, increase in expenses, raising of rates, hiring of new employees, snow removal, postage/printing costs and overall budget questions. Mr. Ghrist informed the Board that the budget needs to be submitted by end of October and adopted by end of December.

Chair Lupo asked that the contribution to the Township be removed. Mr. Schwartz informed the Board that \$50K + 10% of net income to be paid to the Township will start when the new lot opens and that he is in possession of the agreement. He will provide clarification at the next Board meeting. Mr. Ghrist questioned if NJ Transit is staying. Mr. Calu said that NJT doesn't know, since they have not issued an RFP.

Chair Lupo asked the Board to review the budget and interest on investments and that any comments are sent to Mr. Ghrist by end of next week. Mr. Ghrist will incorporate the pertinent changes and email the Board back prior to the next scheduled meeting.

Mr. Calu informed all present that there could be an adjustment to ACT's scope of work depending on the outcome of soil compaction.

Chair Lupo informed the Board that Klantzin and Company (performed audit on WWPA awhile back) gave proposal to replace Ed Arcolesse through end of the year. Mr. Ghrist stated they are a great solid firm. Chair Lupo recommended that WWPA go into an agreement with Klantzin. Commissioner Miller motioned to accept the recommendation. All the Commissioners present voted in favor of the motion.

(2) Project Time Line (New Parking Lot)

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

- Once the contract was decided to be awarded to Tomco, it took 4-6 weeks for the paperwork and documentation to be straightened out before the contract could be executed. The "notice to proceed" was issued the same day.
- Tomco is on site working and still on projected schedule of 5.5-6 months with completion by end of February.
- The following Monday, deep dynamic compaction will commence. The wild card is that there are limitations on bringing in new fill. Depending on the results of the compaction, the elevation of the lot could be reduced. The soft costs would be discussed with ACT

Engineering. The hard cost would be with Tomco for building a retaining wall which could possibly result in a loss of 30-70 spaces.

- A detailed construction schedule is in order showing 61 phases of work. ACT has provided the schedule to Francis Guzik, West Windsor Township Engineer.
- Mr. Calu and ACT are meeting tomorrow, Thursday with Francis Guzik, Township's Emergency Services and other officials from the Township regarding the deep dynamic compaction. They will discuss to provide update on their website.
- All permits have been finalized and received.

Commissioner Miller asked what Township's schedule for improvements on Alexander Road. ACT working with the Township on this project separately from new parking lot.

Chair Lupu questioned that once the compaction is completed and if there are to be any changes to the design and project costs, he wants the Board to regroup before moving forward. Mr. Calu agreed but said that cannot delay as costs will incur since ACT is ready to move forward once the results are in.

(3) **License Plate Recognition (Genetec)**

Mr. Hillman informed the Board that training on the system occurred last Thursday, August 2, 2012. Office Jim Collins was not too pleased with the system. Mr. Hillman thought the system was much better than previously. He said they are trying to get 600 to 1800 vehicles per day which equals out to 600 per shift. A rejected hit means that permit was in the system when Mr. Hillman corrected the plate. A non-enforced hit means commuters who did not give WWPA information on their vehicles. Mr. Hillman gave an example of the Wallace lot:

581 spots; approximately 500 parked vehicles everyday; 66-70 hits every day; 5-10 hits are garbage – 10% of 500 is 50. The Parking Authority has to have the commuters resolve issues such as, transponders on front license plate, fancy plates, and plates in plastic. Commissioner Girandola said that per the NJ State Statue plates need to be legible. Mr. Hillman said first he gives out a warning and second time ticket to be issued. Commissioner Crane asked to how to correct the plates and Mr. Hillman's feelings with the improved system. Mr. Hillman said that the cost for new plates is \$4.00 and that the system is much better as well as the new vehicle. Commissioner Miller suggested giving commuters a warning to correct plates within 30 days. Chair Lupu said that a warning can be given and Schweers will track it in the system. Chair Lupu said it's an easy fix, 30 days to correct, if not corrected by that time then ticket to be issued. Commissioner Girandola questioned if the hits can be organized valid vs. invalid hits. Mr. Hillman responded he can't do that but would have to get Genetec to do this process.

Mr. Calu asked why Schweers is still being used. Mr. Hillman informed that Schweers takes the pictures and documentation for court and he uses the system for editing and tabulation. Chair Lupo said that the warning comes from Schweers. Schweers works with PATS as an enforcement tool. Mr. Calu questioned that Genetec doesn't produce any reports that could be used in court. Mr. Hillman said that Schweers allows a picture of the plate, space, and vehicle in one picture. Commissioner Miller asked Mr. Hillman why some plates are not being read at all. He answered that the blue plates are reflective which can cause the problems. He also stated that there is a learning curve. Commissioner Girandola stated that big strides have been made with LPR and asked if there is a way to eliminate permits. Mr. Hillman said that can be done in Wallace lot. Chair Lupo concurred that it appears the major problems have been resolved.

(4) Daily Parking Methodology

Mr. Calu stated that the next step is not to select between Click n' Park and Park Mobile's proposals but to write a separate letter to both that WWPA has issues with Genetec and to discuss this matter. In the letters that would be generated by Mr. Calu, it would state that both companies would have to guarantee Genetec and T2 will work with their systems. Commissioner Girandola asked Mr. Calu for each company to provide customer references.

(5) Security System

Mr. Calu stated that the security cameras have been removed from the project. There was a \$250K assumption for the project for the new lot and the existing two lots not including NJ Transit's. He stated that the Board identified NJ State Business Solutions since they have a state contract for business system cameras. He stated there would be a need for system integration. The first step is for NJSBS to meet with Ms. Watlington and himself early next week to walk through the site plan and scope out the lots. Mr. Calu would request a proposal from them for the amount of cameras that are required – some solar powered, some not, but all within a project limit. Chair Lupo agreed.

(6) T2 Software Subscription Renewal

Chair Lupo asked if this is a standard renewal. Ms. Watlington informed the Board that the cost is \$19,937.00 which includes \$4K for T2 flex hosting for a period of 3 years with an annual renewal in January of 2013. Chair Lupo motioned the payment. Commissioner Crane and Girandola seconded the motion. The motion was unanimously approved.

(7) Investment Policy

WWPA Board tabled the discussion for next meeting.

(8) Office Space

Chair Lupo informed the Board that a meeting was had with Marlena Schmidt, Pat Ward, WWPHS Superintendent Victoria Kniewel and Larry Shanok at the Town Hall to speak about the bus depot. Alternatives suggested were to use the Post Office. Township reconfiguring the Post Office for office space and WWPA could be included. Mr. Calu stated that the Township has an architect working on the demising wall separating it from the Post Office and the space they no longer require. Mr. Calu will meet with Ms. Watlington to get present inventory to give to the architects which would be factored into the redesign. Commissioner Miller said that meeting space to be included in the WWPA plans. Mr. Calu suggested waiting till they give WWPA the necessary inventory forms to complete and then meet with them.

(9) Station Painting Request (NJ Transit)

Ms. Watlington presented to the Board the letter from NJ Transit. Mr. Calu reviewed the letter and said that they flipped the responsibilities. They would paint all the metalwork at the station which was detailed in a 25 page technical spec. They provided a few proposals. NJ Transit's stand is they would supervise the painting yet they would not be held accountable for any downtime. Ms. Watlington stated that she does not have the time capacity to handle this project. The Board rejected the concept and sent back to NJT.

Reports

(a) Professional

Chair Lupo asked Mr. Schwartz for an update on the Vaughn lot Ordinance / Map. Mr. Schwartz stated that he received an email from Mr. Herbert stating the he and the Council will work on the wording of the ordinance. Commissioner Miller asked for the email to be forwarded it to her so she can bring it up at the Council meetings that she attends.

(b) Police Report

Lt. Bastedo stated that the police reported issuing 252 summonses for the month of August. Ms. Watlington stated that Mr. Hillman's totals were 258 which are very close to the police summons issued. Lt. Bastedo presented a nine month report summary of summons and security issues. The Board discussed the report in depth. Chair Lupo stated that the report is helpful to the Board in making a decision on security in general. He asked for enforcement to be more visible. Lt. Bastedo also reported that there was a bike theft and that a Jeep with a soft top in Wallace lot has been hit numerous times. The Jeep was discussed in more detail. Additional security measures were implemented.

(c) Administration

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

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

1.2 One permit holder is requesting a \$30 reimbursement for money not readable on his debit card and he doesn't have his receipt. The Board agreed to reimburse the money.

1.3 Two permit holders is requesting reinstatement due to misuse of Permit. The Board approved both for reinstatement once they pay the \$100 penalty fee.

1.4 One permit holder notified WWPA a year ago that he would be moving back to the area from Oklahoma and asked that his permit be held until that time. He is now requesting that his permit be held for another year because he is saying he hasn't been able to find a job in the area so not able to move back. The Board agreed for him to pay the \$75 application fee.

1.5 Two permit holders are requested reinstatement of their parking permits due to misuse. The Board approved both for reinstatement once they pay the \$100 penalty fee.

(d) Board

Metro Bar and Grill North will be the setting for the WWPA holiday party on December 7, 2012 at 7pm.

Adjournment

Chair Lupo moved to adjourn. Commissioner Miller seconded the motion. There being no further business, the meeting was adjourned at 11:03 p.m.

Respectfully Submitted,

Lydia Rojek

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