

WEST WINDSOR PARKING AUTHORITY

April 11, 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 8:06 p.m. The following individuals attended:

Commissioners

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

Non-Commissioners

Martha Watlington, General Manager
Lt. William Bastedo - Police
Robert Schwartz – Attorney
George Borek – Township Council Liaison

Commissioner Crane, Assistant Treasurer and Mr. Calu, Parking Consultant were not present.

Approval of Minutes (March 21, 2011)

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

Approval of Bills (April 2012)

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

Discussion Items

(1) Project Time Line (New Parking Lot)

Chair Lupo informed the Board on the status he received from Mr. Calu. The designing fell behind slightly however scheduling seems to be on track with January 2013 completion. Ms. Watlington distributed the project timeline to the Board.

Chair Lupo informed the Board that Mr. Calu and a member from ACT Engineers met with some township staff in regards to the design of the new parking lot. Overall the staff was pleased. Some minor comments were about the sidewalk width in certain locations. The design committee felt it should be kept as is.

Commissioner Girandola asked what the plan for branding of the new lot is. Chair Lupo said that until the RFP is out and the bids come in for review it would be hard to anticipate how much money will be left for branding. Commissioner Girandola asked if there are any provisions for safety. Commissioner Miller said that would be making the sidewalks wider but the entire design reflects all safety issues. Chair Lupo stated that branding will be addressed after the RFP process is completed.

(2) License Plate Recognition (Genetec)

Ms. Watlington informed the Board that a telephone conversation was had between Mr. Calu and Genetec that license plates were being recognized but not cars. Genetec will be on-site week of April 16, 2012. Ms. Watlington informed the Board that Genetec will be updating the cameras and have a new feature that will remove cropped plates. Mr. Calu also informed Genetec of their lack of support from the service department. Chair Lupo is hopeful that Genetec will have the enhancements that will help improve the LPR system.

Commissioner Girandola questioned the systems effectiveness without real data. He asked if there is the opportunity of capturing key data. Ms. Watlington said that Hank Hillman keeps a written log. Commissioner Girandola asked if that information could be incorporated into a spreadsheet on a daily basis. Some of the categories he would like to see captured on a daily basis are: lot vacancy, the number of hits per lot, count per lot, false positive readings (mistakes), number of warnings, tickets being issued as a result of system use and new registrations. Categories captured on a monthly basis that he would like to see are: deactivated permits, number of permits issued, wait list numbers, new applications, refunded applications, suspended applications. Ms. Watlington stated that some of the information already exists on the monthly reports and will work with the staff to get the other information into reports.

A discussion was had by the Board on the correct number of spaces in each of WWPA's lots.

(3) Parking Rates

Chair Lupo stated that parking rates will remain the same. Commissioner Girandola suggested publishing that the rates will remain stable for the next year.

(4) Daily Parking Methodology

Chair Lupo stated that daily parking methodology will be re-addressed during May's Board meeting.

(5) T2 (Outstanding Issues)

Ms. Watlington updated the Board that Josh Weaver from EBiz has been on vacation. On Wednesday, April 18, 2012, they will have their weekly meeting with Ebiz.

Reports

(a) Professional

Mr. Schwartz updated the Board regarding the Vaughn lot Ordinance. He agreed the map (Exhibit A) needs to be updated to show the Wallace and Vaughn lots and that the wording should be changed to state what WWPA manages and or owns. Commissioner Miller suggested Mr. Schwartz get in contact with the Township Clerk's office and they would arrange for him to see Exhibit A

(b) Police Report

Lt. Bastedo stated that the police reported issuing 239 summonses for the month of March. Commissioner Girandola asked Ms. Watlington for the statistics from the previous year. Ms. Watlington stated that the number of tickets issued in February, 2011 was 204 and in March, 2011 272 tickets issued. Lt. Bastedo informed the board that there was a car that was broken into and that had several items removed. Perpetrator was apprehended on the platform. Commissioner Girandola asked about the traffic flow at the station. Lt. Bastedo stated that the drop off area should be larger, the circle being too small. Commissioner Miller stated that in the evening the congestion is worse especially if trains are late in arriving.

Mr. Borek informed the Board that Princeton-Hightstown Road to Clarksville road will be repaved and needs to be coordinated with the Board. No date is available as of yet. Commissioner Girandola suggested that this would be pertinent information that once dates are decided should be placed on the website for the permit holders.

(c) Administration

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

1.1. There eight were permit holders who requested temporary suspensions due to unemployment. A discussion was had by the Board about permit holders who might be employed locally and still have temporary permit suspensions. All Commissioners unanimously approved the requests.

1.2. There was one 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.

1.3. There was one permit holder who was notified he was eligible for a parking permit in Dec. 2009 (Alexander Lot). The notification was returned stating "no such street". He called last week to see where he was on the list and found out he was no longer eligible. He wants the WWPA to issue him a permit because his township had a realignment of area zip codes and WWPA had no record of this. He states he gave WWPA the updated information. Ms. Watlington gave the background history on the change of address from Manalapan to Millstone and the certified letter being sent back to the WWPA. All Commissioners unanimously approved the request.

1.4 Ms. Watlington informed the Board that a one West Windsor permit holder was issued a late payment notice. He was not able to pay due to medical illness. He was told he needed to prepay and the late fee would be waived. His permit is for Alexander and wanted it to be changed to Wallace lot. Board concluded that they cannot offer him Wallace but would consider moving him to Vaughn, but if he needs to use it on weekends then Wallace would be free for West Windsor residents.

2. Ms. Watlington informed the Board that Amtrak will be doing tree work along WWPA lots starting on Monday, April 16, 2012 and they need to block off 28 spaces in the Wallace permit lot. Commissioner Girandola suggested sending out an email blast with the information for the permit holders.

(d) Board Members

1. The Board discussed summer permits.
2. Chair Lupo asked if the Board completed their disclosures.

Adjournment

Commissioner Girandola moved to adjourn. Commissioner Rumack seconded the motion. There being no further business, the meeting was adjourned at 10:06 p.m.

Respectfully Submitted,

Lydia Rojek

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