

WEST WINDSOR PARKING AUTHORITY

December 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 8:03 p.m. The following individuals attended:

Commissioners

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

Non-Commissioners

Martha Watlington, General Manager
Tom Calu, Parking Consultant
Lt. William Bastedo, Police
Robert Schwartz, Attorney
Robert Korkuch, ACT Engineers
Ron Ghrist, Financial Consultant

Comments from the Audience

Three audience members were present at the start of the meeting. Their questions pertained to the cul-de-sac off Old Bearbrook Road, parking permits and preferences given to certain lots. Ms. Watlington and Mr. Calu addressed the audience's questions. Chair Lupo thanked them for coming to the meeting to find out additional information.

Approval of Minutes (November 14, 2012)

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

Approval of Bills (December, 2012)

The Commissioners discussed in depth the T2, snow removal and Tomco bills. Commissioner Girandola asked for a full accounting of all bills from T2. Mr. Schwartz informed the Board that snow removal percentages of the lots are broken down to 26% WWPA and 74% NJ Transit. Mr. Calu stated that work billed by Tomco through October 15th is appropriate to pay.

Commissioner Miller moved to approve the December bill list. Commissioner Girandola seconded the motion. The motion was unanimously approved.

Discussion Items

(1) Project Matters

Mr. Calu updated the Board that he and ACT have not yet reviewed Tomco's invoice for work through 10/15/12 to 11/30/12. He suggested that to avoid a month's delay in paying that invoice once reviewed, he requested that the Chair or designee be authorized to direct payment in an amount not to exceed \$385,485.04 upon recommendation of ACT and himself. Chair Lupo questioned the dollar amounts billed between the 6 week period of previously approved payment. Mr. Calu said it is consistent with the schedule. Commissioner Miller said that what Mr. Calu is requesting is reasonable. Commissioner Miller motioned to approve the request and Commissioner Crane seconded the motion. All the Commissioners present voted in favor of the motion.

The next item Mr. Calu updated the Board on was the supplemental Construction Administration & Construction Inspection (CA/CI) change order of \$100,000 for ACT since the scope of the project was changed four months ago in the development of the bid documents in issues that have been discussed. They are outlined as such: NJDEP gas venting provisions; hydro geological measures for separation of groundwater and surface water from municipal solid waste; geotechnical measures for varying post compaction conditions; bidding and contract management of a separate tree clearing effort.

There is another \$105,000 change order that extends length of contract and other technical change orders. These technical changes include the storm water drainage measures to accommodate the Mercer County Soil Conservation District; deduction in project cost since there is no need for northern retention basin – deduction is under review with ACT; changes in “as directed” items such as changes in Transit road connection; change in pedestrian path; “plume” of trash; changes in walkway; changes in PSE&G requirements.

Chair Lupo directed the Board to review the Authorized Budget Value summary provided by ACT. The figures were reviewed and discussed in detail. His main concern is that the Board and ACT cannot lose sight on is the total project cost.

Commissioner Girandola said that at each meeting there should be an update of what was estimated and what changes have incurred. Mr. Calu stated that hard cost was the bid

without the changes. The \$100,000 for ACT was included in the original project assumptions since October but not acted on. Since the changes have been defined since October, an additional \$105,000 is required. Chair Lupo suggested running another proforma. Commissioner Rumack stated that does not need to be done unless the cost of the project has changed. The contingencies have been in the cost originally and have not deviated and not changed debt services. A detailed discussion about cost of project was has by the Board, Mr. Ghrist and Mr. Korkuch.

Mr. Calu requested that the Chair or designee be authorized to execute acceptance of 12/6/12 proposed additional funding for ACT to provide supplemental CA/CI in the amount of \$205,000. This amount, as explained and documented by ACT, which also presents a recap of the entire budget for ACT's services, includes \$100,000 previously included in overall project cost assumptions plus \$105,000 covering project complications that were discussed at tonight's meeting. Commissioner Crane motioned to approve the request and Commissioner Miller seconded the motion. All the Commissioners present voted in favor of the motion.

(2) License Plate Recognition (Genetec)

Commissioner Girandola suggested at the November meeting to validate that LPR is doing well. He distributed report of the tracking and validation to the Board members. The Board members discussed the report in detail such as cars scanned and read. It was noted that the new vehicle purchased with new camera installed was in October, 2012. Commissioner Girandola and the Board agreed that that the missing 10% of cars is not acceptable. He will share this information with Chris Yigit.

(3) Daily Parking Methodology

Mr. Calu informed the Board that Park Mobile's package was due on December 7, 2012 will be delayed until after Christmas holiday. The delay is a result that Park Mobile wants to provide several documents to the customers that are being invited to the pilot program. They also informed Mr. Calu that they would like the pilot to take place in the Vaughn lot. WWPA has to make a decision whether to reimburse the customers or suspend their permit privilege during the pilot period. T2 will figure out a plan how to temporarily suspend license plates.

(4) Office Space

Commissioner Miller updated the Board that on Monday November 19, 2012 she, Ms. Watlington and Mr. Calu visited the office space available at the Post Office. She stated that it's pretty clear that there is room for WWPA, also that WWPA is the preferred customer and that Mr. Cortez will have to do a lot of travel back and forth on North Post Road.

Mr. Calu stated that they understand the square footage that WWPA presently occupies and rental cost. There will be a “tenant work letter” which means that paying for improvements could be either upfront or over a specified time period.

Commissioner Miller said that the Township Council would like for WWPA to move into the Municipal Complex. She said that the idea to operate from there would not be beneficial.

Reports

(a) Professional

1.1. Mr. Ghrist presented the amended budget - changed date from March to May. He submitted the budget to the State this week. He explained that the Board approved the budget in October and now presented the amendment of the approved budget which needs to be approved by the Board

Mr. Calu stated that the expected opening of the new lot would be June 1st, 2013. Chair Lupo took a conservative approach and said new lot would be opened in the summer of 2013 which would be a slower sell. Mr. Ghrist said that the budget allows \$125,000 if needed for new lot and provides expenses for new office. Commissioner Girandola praised the overall information presented on the budget.

Commissioner Miller moved to approve the amendment of the budget. Commissioner Crane seconded the motion. All the Commissioners present voted in favor of the motion. Commissioner Rumack moved to adopt the budget. Commissioner Miller seconded the motion.

(b) Police Report

Lt. Bastedo reported that a Toyota SUV was vandalized – tires and rims were taken. Also there were three bike thefts. The police will have a decoy bike for surveillance. Lt. Bastedo stated that the police reported issuing 214 summonses for the month of November. Ms. Watlington stated that Mr. Hillman reported 220. Chair Lupo asked Lt. Bastedo if he knew who would be his replacement. Lt. Bastedo replied he did not know.

(c) Administration

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

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

(d) Board Members

1.1. Chair Lupo updated the Board on the Township meeting that was requested by Marlena Schmid, Business Administrator. Chair Lupo said it was to review the expenses for WWPA, to estimate revenue from different sources such as tickets/summons and a better understanding of what is status of the new lot.

1.2. Chair Lupo asked that the stat sheet/report be sent out prior to meetings so the Board members have time to analyze it. The Board discussed the current stat sheet such as number of letters sent out; wait list statuses for different lots; deactivated permits. Chair Lupo said that the report needs to be “scrubbed”. Commissioner Girandola asked Ms. Watlington to include the ticket metrics on the stat sheet.

Closed Session

(1) Contract Matter “Construction”

Commissioner Miller moved that the Board enter into closed session to discuss contract matters - Construction. Chair Lupo seconded the motion. The Board went into closed session at 10:31 pm. At 11:11 pm Commissioner Miller moved for the Board to come out of closed session. Commissioner Crane seconded the motion. Mr. Calu asked the Board to authorize Chair Lupo to sign change order not exceed \$100,000. Commissioner Miller motioned to approve the request. Commissioner Crane seconded the motion. All the Commissioners present voted in favor of the motion.

(2) Personnel and Salary

Commissioner Miller moved that the Board go into closed session to discuss personnel and salary. Commissioner Girandola seconded the motion. The Board went into closed session at 11:28 pm. At approximately 11:40 pm Commissioner Miller moved for the Board to come out of closed session. Commissioner Crane seconded the motion. The Board approved a 3% increase for all employees with the exception of Yvette who went from \$18 to \$19 dollars an hour and Carlos who went from \$23.34 to \$26.

Adjournment

Commissioner Girandola moved to adjourn. Commissioner Miller seconded the motion. There being no further business, the meeting was adjourned approximately 11:45 p.m.

Respectfully Submitted,

Lydia Rojek

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