

# WEST WINDSOR PARKING AUTHORITY

January 12, 2012

## MINUTES OF MEETING

### Sunshine Law Announcement

According to 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

Mr. Andy Lupo called the meeting to order at 7:36 p.m. The following individuals attended.

#### Members

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

#### Non-Members

Martha Watlington, General Manager  
Tom Calu, Parking Consultant  
George Borek, Township Council Liaison  
Lt. Bill Bastedo, Police  
Ed McManimon, Bond Attorney  
Robert Schwartz - Attorney

Board members and/or advisors not in attendance consist of WWPA Thomas Crane, Assistant Treasurer.

### Election of Officers for 2012

Ms. Miller moved to reinstate current officers as follows:

Andy Lupo - Chair  
Lyle Girandola - Vice-Chair  
Ron Rumack - Treasurer  
Thomas Crane - Assistant Treasurer  
Alison Miller – Secretary.

Mr. Girandola seconded the motion. In a Roll Call vote, each Board member approved the motion. Ron Rumack and Thomas Crane were not present.

## **Professional Services Appointments for 2012**

Ms. Miller moved to approve the following professional services appointments for calendar year 2012:

Edward Arcolesse as accountant

Robert Schwartz as attorney

Suplee, Clooney & Co. as auditors

Frank Gubitose FJG Enterprises, Inc. as investment consultant

Ed McManimon of McManimon and Scotland as bond counsel

Thomas Calu Consulting, LLC. as parking consultant

Ron Ghrist as financial consultant

T & M Associates as engineering consultants

PNC Bank as the designated depository for 2012.

Mr. Girandola seconded the motion. In a Roll Call vote, each Board member voted in favor of the motion. Ron Rumack and Thomas Crane were not present.

## **Adoption of Resolutions for 2012**

The Parking Authority adopted three Resolutions regarding meetings as follows. Ms. Miller moved to announce Parking Authority meetings in the Trenton Times and The Princeton Packet; to establish the monthly meeting date as the second Wednesday at 8:00 p.m., and to set the annual fixed price for copies of minutes at \$36. Mr. Lupo seconded the motion. Ms. Watlington called the Roll, and the motion was unanimously approved by all of the Board members. Thomas Crane was not present.

## **Approval of Minutes (December 15, 2011)**

Ms. Flohr will amend minutes to have Lt. Bastedo's first name included. Ms. Miller moved to approve the December minutes. Mr. Lupo seconded the motion. All members voted to approve the minutes.

## **Approval of Bills (January 2012)**

Board members discussed the bills. Mr. Girandola moved to approve the January bill list. Ms. Miller seconded the motion. Members unanimously approved the motion.

## **Discussion Items**

### **(a) License Plate Recognition (LPR)**

Mr. Lupo stated that there are a variety of concerns with the plates. The process is slow going. The eventual goal of the LPR system was to do away with permits. It would allow speeding up the verification of plates. Mr. Calu briefed everyone present that there are two problems with the LPR system: one being that blemished plates are harder to read and secondly that there is a larger load of reading plates taking place at the end of the day which could potentially increase the number of tickets being issued. Mr. Calu suggested meeting with the judge and explain the situation that the LPR should not be challenged that LPR is a method. Mr. Lupo suggested Mr. Borek address this at the council meetings. Information on this has been sent on invoices, an email blast was sent out.

New registrants need a lag time for information to be inputted to the system. Mr. Calu stated they have been holding off on the daily sales method until a determination by WWPA will work with LPR. Mr. Lupo stated that once tickets will be issued, permit holders will realize that registration is required just as with late fees in the past.

Mr. Calu stated that WWPA bought the LPR system seven months ago and no monies have been paid thus far. Mr. Lupo stated it's not exactly what the Board wanted it to be but better than the system that was had in the past. Mr. Lupo stated daily parking methodology should be kept on the agenda until resolved. Mr. Girandola questioned using LPR in all the lots. A discussion was had by all present about the lots and the number daily permits sold per lots.

Mr. Calu stated that there was not a uniform expectation of the LPR system. LPR "forgot" to inform them that blemishes could not be read. Mr. Schwartz stated that the system should have performance standards going forward. Mr. Lupo stated they received the LPR system for a 45 test period stretched it into 90 days and the boards expectations were formed half way into the 45 days. Mr. Lupo suggested that the board pay for the LPR system. Mr. Calu suggested different system for daily parking. He asked if Mr. Girandola would be on that committee. Mr. Girandola agreed. He asked Ms. Watlington for the trend of tickets for 2010. Ms. Watlington gave an update to the board. Mr. Girandola stated that once LPR commences completely in the Wallace lot the number of tickets would be high in the beginning but eventually should trail off reasonably quickly.

Mr. Calu motioned if the board could get authorization for payment for LPR system. Ms. Watlington stated that a motion needs to be made for Genetec's bill that was on last month's bill list. Mr. Lupo motioned to release payment and Mr. Girandola seconded the motion. The motion was unanimously approved by all of the Board members.

## **(b) Financing of South Lot**

Mr. McManimon informed the Board of the process in submitting the application. He stated he would submit the application for the New South Lot. He also stated that approval of the township and local financial advisors is required. On February 8, 2012 Mr. McManimon will be at the Finance Board meeting and would need a representative from the WWPA Board to be present to address any questioned that could arise.

Mr. Calu discussed the reasons why the cost per space is high – both environmental and that of DEP having control over the site the project became larger than it needed to be. The Board has authorized \$6M Mr. Calu stated Board needs to put all authorization in place then the contract can be signed. A discussion took place between Mr. Lupo, Mr. Calu, Mr. Schwartz, Ms. Miller and Mr. McManimon about raising the rates if there is not enough money to cover all expenses.

Mr. Lupo asked the board if there were any other questions for Mr. McManimon. Mr. McManimon was informed by Ms. Watlington that Bob Putilla does the auditing. Mr. McManimon stated that an official statement needs to be prepared. Ms. Watlington stated that she has the statements from the past three years. The investors will deem it as a revenue bond for the compost site – “New South Lot”. Mr. Lupo stated that by choosing an underwriter the board avoids an RFB. Mr. McManimon will make a recommendation in choosing an underwriter. When the resolution is adopted on the February 8<sup>th</sup> the Board will approve the underwriter.

Ms. Watlington asked if the resolution could be adopted during the board meeting. Mr. McManimon agreed. Ms. Miller moved to adopt the first resolution being stated as “Resolution of the Parking Authority of the Township of West Windsor Declaring its Official Intent to Reimburse Expenditures for Project Cost from Proceeds of Debt Obligations”. Mr. Rumack seconded the motion. All members voted to approve the resolution. Ms. Miller moved to adopt the second resolution being stated as “Resolution of the Parking Authority of the Township of West Windsor Making Application to the Local Finance Board Pursuant to N.J.S.A40A:5A-6”. Mr. Rumack seconded the motion. All members voted to approve the resolution.

## **(c) Redevelopment/Compost Site – ACT Update**

Mr. Calu updated the Board on ACT. The Board contracted with ACT on two respects – one being the Board would pay remediation oriented compost site engineering bills as approved by the township and the other being that the Board hire ACT on the township's recommendation to do the design and engineering work on the New South Lot – compost site. In August/September it was realized the work scope of the project had changed becoming large and

complicated due to issues such as enlarging the footprint, ACT's discovery of not having an underground retention system, and possible extension road to the DOT Transit lot.

The original contract was \$210K and changed upwards to \$237K due to changes of scope of work for ACT. Once through the planning board presentation, Mr. Calu had ACT do a written justification of that history to get to a firm cost. As of Wednesday, January 11<sup>th</sup> he received a change order from ACT for \$210K. He stated that the change order needs to be signed to get the bid out by April, 2012. Mr. Girandola asked about the timeframe for the project to commence – “shovel in ground”. Mr. Calu stated that project should be completed by January, 2013. Ms. Miller stated that the Board would be looking at “real parkers” in a year's time. Mr. Calu also stated that he would share via email with the Board on January 12<sup>th</sup> the letter with an attached exhibit to J. Weinstein, Executive Director of NJ Transit from the Mayor that was signed on January 11, 2012. The Mayor made a minor change in regards to the road extension. Mr. Calu said that it would be an add alternate to the bid package (WWPA not paying for this). He feels that the road extension is not WWPA option.

**(d) Snow Insurance**

Mr. Lupo stated that with the absence of Mr. Crane to table the main conversation.

**(e) Daily Parking Methodology**

Mr. Girandola is to form a sub-committee with one other commissioner and will commence on the topic with a phone discussion including Mr. Calu.

**(f) T2 (Outstanding Issues)**

The WWPA computer has to be on at all times. If it's over the weekend – the system is functional but the office is closed. Mr. Rumack stated that the system gives the Board the functionality that the Board was looking for in a system. He also said that backup is done regularly. There are some steps that can be done such as using power supplies to back-up the computer and modem. If there is a power outage then most likely the cable service is down as well. He also stated that the only real emergency to the parkers would be to notify them of problem accessing one of the lots or there could be a specific road pattern change.

Ms. Watlington stated that the password retrieval system is still not working. If a parker asks for their password to be sent – it is not. She has made phone calls to the company. She has requested a WebEx so the company could show them exactly how it works. Ms. Watlington gave an update on the “mapping” which is in the testing mode. The company is to do a free demo next week. Webication is coming into the office on January 18<sup>th</sup> to train the personnel on web updates.

## **Reports**

### **(a) Police Report**

Lt. Bastedo stated that the police reported issuing 270 summonses for the month of December. Ms. Watlington informed the Board that last December there were 244 summonses issued. Lt. Bastedo also gave an update on the sewer line collapse. There was a second collapse and material for the new line should be delivered by January 17<sup>th</sup> with an estimated completion by end of January. Lots are marked well, and there have been no issues for the parkers. Lt. Bastedo also informed the Board that some thefts have occurred during the month. Mr. Lupo stated that his concern is that all parkers have a space and that there be police presence at all times. Lt. Bastedo concurred.

### **(b) Administration**

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

1. There were eight permit holders who requested temporary suspensions due to unemployment: All members of the Board unanimously approved the requests.
2. There were six permit holders who requested reinstatement after misuse of their permits: Mr. Lupo asked how many have paid their penalty charge. All members of the Board unanimously denied the requests.
3. One permit holder has requested a \$75 refund due to a machine malfunction with his debit card. Ms. Watlington stated the card was tested and was unreadable. She read the letter from the permit holder to the Board. Mr. Lupo moved to approve the request. Ms. Miller seconded the motion. All members of the Board unanimously approved the request.
4. One permit holder requested to be moved from the Vaughan Lot to Wallace Lot due to knee problem because there is no handicap parking available in the Vaughan Lot. Board approved to give a temporary permit in the Alexander Lot and the Board will re-visit this request.

### **(c) Board Members**

1. Mr. Schwartz received lease contract from Mark Hubert. A discussion was had by Mr. Lupo, Mr. Schwartz and Ms. Miller about terms of the contract. The lease is a 50 year lease. Contract states that the lease can be renegotiated at the end of the first 10 years of the lease.
2. Ms. Miller brought to the attention of the Board the signed lease of the "Bike and Pedestrian Alliance" for utilization of the South Lot. She questioned the Board who the Alliance would ask about the lease, the Township or the WWPA. The Alliance is requesting to run "A

Learn to Bike Day". Mr. Calu stated that the Township cannot do approval alone. It would have to be a joint approval with WWPA. Mr. Rumack stated that the township would say yes and the WWPA has a great relationship with the Alliance group.

3. Mr. Rumack stated that he had the station maintenance agreement for Mr. Lupo to sign.

4. Mr. Lupo discussed the Farmers Market. Ms. Miller stated that the Farmers Market would prefer to stay at the Vaughan Lot. The Market wanted to make sure that if there is redevelopment that they would not be forced to move. They want to be reassured that they would still be welcomed as "guests" of the WWPA. They have requested a letter from WWPA that they can use Vaughan. WWPA owns Vaughan. Mr. Calu disagrees with making that type of commitment. He suggested informing them that WWPA is willing to host the Markets activities on the Parking Authority's property. Mr. Lupo stated that the Market has some concerns and that WWPA is willing to help them out.

5. Ms. Miller questioned the new law that authorities are required to put minutes, agendas, audits and budgets on their website. Mr. Schwartz was not aware. She asked if Mr. Schwartz could investigate. Mr. Schwartz agreed. Mr. Calu stated he would send an article on this subject to the Board.

### **Adjournment**

Mr. Lupo moved to adjourn. Mr. Rumack seconded the motion. There being no further business, the meeting was adjourned at 10:16 p.m.

Respectfully Submitted,

Lydia Rojek