

WEST WINDSOR PARKING AUTHORITY

July 18, 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 8:05 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
George Borek – Township Council Liaison
Robert Korkuch – ACT Engineers Inc.
Robert Schwartz – Attorney

Approval of Minutes (June 19, 2011)

Commissioner Miller moved to approve the June minutes as amended. Commissioner Crane seconded the motion. All the Commissioners present voted to approve the minutes.

Approval of Bills (July, 2012)

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

Award Contract for Construction of New Parking Lot

Mr. Calu and Robert Korkuch (from ACT Engineers Inc.) distributed to the WWPA Board the "Resolution of the Parking Authority of the Township of West Windsor Authorizing the Award of a Contract to Tomco Construction, Inc. for Construction of New Parking Lot and Closure of an Underlying Landfill Leased by the Authority from the Township of West Windsor" attached as Exhibit A in the minutes. The resolution was reviewed by Robert Schwartz. The Board reviewed the resolution.

The competitive bid of Tomco Construction, Inc., shall be in an amount not to exceed \$4,103,223, which is comprised of (a) a base bid in the amount of \$3,918,161 plus (b) \$185,062 representing the net bid price for "if, as and when instructed" alternative component parts of the project pending applicable recommendations from ACT Engineers, Inc. and Board's approval. Also, an additional amount of \$396,777 set aside as a ten percent (10%) contingency reserve for contract change orders subject to recommendations from ACT Engineers, Inc. and Board's approval. From the sale of the bonds which totaled \$4.7M, the Trustee has paid eleven bills totaling \$106,500 which are cost of issuance. WWPA paid ACT Engineers Inc. \$ 675,775 (which included two bills on tonight's agenda) and an additional \$71,700 to others which include \$9,000 that Mr. Calu will get clarification from the Trustee. Mr. Calu to speak with the Trustee next week in regards to WWPA's reimbursement of \$854K.

Mr. Calu also informed the Board that scope of the project has increased by \$1.0M due to some contingencies such as changes from the DEP, NJ Transit roadway, compaction of soil, technical complications and dynamic compression. On some of these items, the status will not be known until 3-4 weeks into the project. Chair Lupu along with the Commissioners held an in-depth discussion regarding the financing of the new parking lot.

Mr. Calu informed the Board that the Alexander Road improvements were not in the original RFP to ACT. The Township has a master plan for the road improvements. WWPA's DEP application is still pending with the State and is fairly low on the list. Commissioner Girandola recapped the project cost as \$5.8M as total cost including cost of issuance, \$4.9M bond proceeds which leaves a \$900K shortfall that WWPA has to pay which has to be rationalized by proposed proceeds of new lot.

Chair Lupu expressed concern of people cutting through woods to get to the Vaughn lot. Mr. Calu stated another step that has to occur is that ACT will approach NJ Transit asking for approval to make the pedestrian connection to NJ Transit lot. If NJ Transit does not concur then some monies will be removed from base project. Commissioner Girandola questioned if "branding" was part of the project. Mr. Calu answered that it was not. Commissioner Miller questioned the noise level of the compaction testing and the need to notify local residents. Mr. Korkuch answered it would be more of a vibration similar to passing trains.

Chair Lupu motioned to accept the resolution. Commissioner Miller and Commissioner Crane seconded the motion. In a Roll Call vote, each Commissioner approved the motion.

Discussion Items

(1) Project Time Line (New Parking Lot)

Mr. Calu asked for mobilization payment to contractor. Mr. Calu and Act Engineers will meet with Tomco within 3-4 days.

(2) License Plate Recognition (Genetec)

Mr. Calu recapped that existing LPR is too labor intensive, does not capture plates correctly and the margin of error is too broad. He brought these issues forward to Genetec, stating for them to take the system back and provide WWPA with 50% of monies paid. Genetec went through internal management discussions and came back with a plan. Genetec will replace all hardware and install new generation software. The new standards agreed on manual edits will perform to a new threshold not to exceed 10% of plates scanned.

A vehicle needs to be purchased that is safe with minimal vibration. Mr. Borek suggested purchasing a small hybrid Jimmy for inclement weather with four wheel drive. Chair Lupu stated that car purchase should be verified with Genetec in regards to mounting the equipment properly and because they would cover the cost of mounting on a new vehicle. Commissioner Rumack questioned if purchasing a hybrid vehicle is warranted since mileage is low. LPR was to call Ms. Watlington to schedule an appointment. She answered that they had not reached out. The last conversation that was had with Genetec was July 11th.

Mr. Calu questioned if there could be a motion made at the meeting to purchase a vehicle with the Chairman's approval. The Board agreed to the motion being made at the meeting. Commissioner Miller moved the motion and Commissioner Girandola seconded.

(3) Daily Parking Methodology

Mr. Calu updated the Board that at the last Board meeting he recommended the Board review the proposals from each and send him via email any comments/evaluations. He only received detailed comments from one Commissioner. Mr. Calu asked the Board members to get their comments to him prior to next Board meeting.

(4) Investment Policy

Commissioner Rumack spoke with Frank Gubitose from FJG Enterprises, Inc. He updated the Board that Mr. Gubitose is doing about as well as we can expect given current

market conditions. Substantially all WWPA's monies are currently invested in money market funds because they are paying the highest rates and offer the most flexibility. Mr. Gubitose explained to Mr. Rumack that both PNC and US Bank's current rates were well below expectations, and Commissioner Rumack stated that we should limit the amount of funds invested with those two institutions unless the rates return to more reasonable levels. Historically, WWPA's monies were primarily invested in CD's, which had penalties for early withdrawal. As such, Mr. Gubitose historically kept a sizeable amount of money invested with the Trustee to allow WWPA to have enough liquidity to pay even unanticipated bills. Ms. Watlington informed the Board that all NJ Transit and WWPA's monies get deposited at PNC bank. Mr. Gubitose periodically has PNC transfer a sufficient amount of money to the Trustee (US Bank) to keep sufficient money on hand to cover all of WWPA's bill payments.

Commissioner Rumack suggested that at the present time Mr. Gubitose's current strategy of investing in money market funds is appropriate because of the flexibility and returns. Chair Lupu suggested that we limit the amount of money held in accounts at US Bank and PNC Bank based on their inferior returns. Commissioner Rumack stated that there are State limitations on the types of investments that WWPA can make, which may be further limited by the Township and/or the Parking Authority's Bond Indentures. Commissioner Girandola asked if an asset manager could manage WWPA's funds. Mr. Rumack explained that because we are primarily investing in short term funds, the flat percentage fee any Asset Manager would charge would be prohibitively expensive. . Commissioner Girandola questioned why Mr. Gubitose was not present at the meeting. Commissioner Rumack said that he is doing a pretty good job in managing and checking rates and sending out quotes. He also said that we should focus on making sure that Mr. Gubitose is limiting the amount of money we transfer to US Bank (as Trustee) to only that amount that is necessary to cover bill payments. Chair Lupu said he would speak with the branch manager at PNC Bank.

(5) Office Space

WWPA Board tabled the discussion for next meeting.

(6) Security System

Commissioner Miller stated that the Board should wait and see what monies are left after the project is completed to move forward with the system. Commissioner Crane agreed. Commissioner Rumack questioned if conduit would be in the light fixtures. Mr. Calu stated that that it would be a minimal expense.

(7) T2

Ms. Watlington updated the Board regarding outstanding issues with T2. T2 might make a correction that is requested but don't do due diligence to ensure the change doesn't impact another process downstream. Ms. Watlington and some staff are scheduled to have a meeting on Thursday with T2 to see what the next step is.

Reports

(a) Professional

Mr. Schwartz discussed the Vaughn lot Ordinance. It was deemed that the whole ordinance had to be revised. He sent it to Mike Herbert who will present it to the Township Council. Mr. Schwartz will follow up with Mr. Herbert.

(b) Police Report

Lt. Bastedo stated that the police reported issuing 234 summonses for the month of June. Commissioner Girandola stated that the issuance of summons have significantly decreased from the previous years.

Lt. Bastedo stated there were some calls regarding Homeland Security. Commissioner Miller brought up a complaint from a customer regarding security in the parking lots.

(c) Administration

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

1.1 Thirteen permit holders are asking for another 3 month suspension due to unemployment.

All Commissioners unanimously approved the requests.

1.2 One permit holder is appealing a ticket issued to him for no visible permit. All Board members unanimously agreed for him to pay the fee.

1.3 One permit holder is requesting that his \$50 late fee be waived because it is his first "offense". All Board members unanimously agreed for him to pay the fee.

1.4 One permit holder is requesting reinstatement of his parking permit he relinquished in March 2012 to care for a terminally ill member of the family. He is requesting reinstatement on either October, 2012 or January, 2013. All Board members unanimously agreed to reinstate him in the new parking lot in January, 2013.

1.5 One permit holder is requesting his tickets to be dismissed because he submitted his registrations to WWPA after the fact. All Board members unanimously agreed for him to pay the fees.

1.6 One permit holder wants his \$50 late fee waived. He gave numerous reasons e.g. fine is too high in economic conditions. All Board members unanimously agreed for him to pay the fee.

(d) Board Members

1. Chair Lupo questioned the daily sales for June in the budget. $\$ 3698 \times 5 = \$18,490$ which does not match with amount is shown on the budget. He and Ms. Watlington had a discussion to clear it up.

Chair Lupo brought up the budget questions for Ed Arcolesse. Ms. Watlington had asked Commissioner Girandola to get in touch with him. He responded that he sent him an email. Commissioner Girandola stated that what he ultimately would like to see is a consolidated P & L (including both NJT and WWPA). Chair Lupo said that both spreadsheets need to be combined and a separate analysis of the new project must be included each month. A discussion was had by the Board members.

Adjournment

Chair Lupo moved to adjourn. Commissioner Miller seconded the motion. There being no further business, the meeting was adjourned at 10:39 p.m.

Respectfully Submitted,

Lydia Rojek

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