

WEST WINDSOR PARKING AUTHORITY

June 19, 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 8:07 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
Hank Hillman – Enforcement Officer

Approval of Minutes (May 9, 2011)

Commissioner Miller moved to approve the May minutes. Commissioner Crane seconded the motion. All the Commissioners present voted to approve the minutes. Commissioner Rumack abstained from motion due to absence at prior meeting.

Approval of Bills (June, 2012)

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

2011 Audit Resolution

The Board reviewed the resolution that the 2011 Audit has been reviewed. In a Roll Call vote, each Commissioner approved the motion. Chair Lupu and Commissioner Miller signed the resolution.

Discussion Items

(1) Project Time Line (New Parking Lot)

Mr. Calu informed the Board that the bids were originally due on June 19th. However, the date has been extended to June 27th due to issuing of an amendment. The bid opening will take place at WWPA headquarters. There are 65 bid packages out. The review of bids will take 5-7 days. Mr. Calu and Robert Korkuch will be reviewing the bids. Mr. Korkuch will review the balance of dollars per line item and Mr. Calu the conformance to the stated requirements. After reviewing the bids, they will then recommend how to approach the Board for approval. Commissioner Miller stated that the Board will be curious how many bids will be received.

Mr. Calu informed the Board that he met on June 19th with soil engineer from Sayreville and Robert Korkuch regarding if pilings or footings are required for the lighting fixtures and other elements of the project. He is obtaining value engineering quotes which will be used to determine the type of soil suitable since lot will be on compost site.

Cost of project pushing \$4M rather than \$3M more the reason for the value engineering. Mr. Calu stated that the project would increase by approximately \$400K if the webcam system for the three lots were to be included in the bid package or \$160K for the new lot.

Mr. Calu notified the Board that earlier in the day of June 19th ACT Engineers went to the Township and were notified that there is a DEP fee for closure of the compost site which came up after the discovery. WWPA will need to pay approximately \$13K. A discussion was had by the Board members about the budget and budget numbers inputted by Ron Ghrist.

(2) License Plate Recognition (Genetec)

Mr. Hillman, WWPA Enforcement Officer was present during the June Board's meeting to aid in answering some of the Board's questions regarding the LPR system. Mr. Hillman went over the spreadsheet that details the number of cars read by the system per day. One example was 436 cars were read with 64 hits. Out of the 64 hits, 3 were enforced, meaning tickets issued and 7 not enforced and /or a judgment call had to be made regarding ticketing, leaving 54 rejected hits by the system. There is an 84% rejection rate after editing. Commissioner Girandola stated that if 200 or 700 cars are read by the system there still exists an approximate 80% rejection rate. He also mentioned that the original objective of the LPR system was to hit

every car, every day and obtain reasonable outcomes. Chair Lupo stated that during a recent test run the system couldn't even get the count correct. The test run included 260 cars and 40 were missed. Commissioner Girandola mentioned some new systems that he and Chair Lupo saw at the Arizona trade show.

Commissioner Girandola stated that Genetec agreed that something was amiss with their system. Mr. Calu informed the Board that there is a new regional manager in New Jersey who will be WWPA's point person. He stated that the regional manager will be at WWPA on June 22, 2012 to review the reads, problems etc. with Mr. Hillman. Mr. Calu will try to be at the meeting. The bottom line of system is that 80% -90% are bad reads before editing. Chair Lupo stated that WWPA has to continue with the system and see what the outcome will be once a team is assigned to WWPA by the regional manager. Mr. Calu stated if Genetec cannot correct the issues that their system has, the Board should request a 50% refund. Commissioner Rumack asked about the warranty on the system. Mr. Calu stated that there would be a 95% accuracy rate on the plates that could be read.

Chair Lupo informed the Board that he spoke with a Genetec representative at the Arizona trade show and that they understood that WWPA is unhappy with the system and will talk to T2 for their recommendations. Commissioner Girandola gave an overview of what was purchased - camera with T2 interface. Commissioner Rumack stated that the software is working collecting the data, but optically the system cannot obtain clear scans so bottom line is that it is a hardware issue.

Chair Lupo asked Mr. Calu about his findings on PATS. Mr. Calu stated that PATS is not involved in LPR for discovery of violations because it's not a typical municipal parking package. Chair Lupo informed that Schweers is breaking down. Mr. Calu said that T2 is working as is but that Quality Assurance/Control is lacking in the system.

Commissioner Girandola stated need to resolve the Genetec problem. Genetec needs to know that WWPA will not accept the system not functioning properly much longer. Mr. Calu informed the Board that he would be the editor of record – the raw data needs to be collected from WWPA so it can be quantified and qualified to have a case composed so as to be able to obtain a refund if that decision is reached.

Commissioner Rumack asked what is the annually cost for T2. Ms. Watlington stated actual amount WWPA paid for 2012 is \$3575 for web maintenance, \$3000 for web hosting and \$9702 for flex subscription and the initial fee for Genetec was \$62K. Commissioner Girandola still thinks that Quality Control/Assurance tests need to be done on Genetec. Mr. Calu stated that he will talk to Genetec and have them present reports to WWPA for evaluation.

An issue was raised with the local Parking Ordinance. Chair Lupo suggested that the ordinance be reworded with regards to the visibility of permits. Lt. Bastedo stated that the

ordinance should be a strict and well written statute. Mr. Schwartz will rework the ordinance and the map and submit to the Township Attorney for review.

(3) Daily Parking Methodology

Mr. Calu updated the Board that proposals have been received by ParkMobile and Click n' Park on June 15th which he forwarded to the Board members. He recommended the Board review the proposals from each and send him via email any comments/evaluations. He would assemble all the information and present at the next Board meeting.

(4) Investment Policy

Chair Lupo discussed the approximately \$7.0M that needs to be re-invested. Commissioner Rumack stated that there are many options to explore. WWPA previously invested in CD's. The investment policy that WWPA had adopted previously was the same as the Township's. Chair Lupo suggested contacting FJG Enterprises, Inc. Commissioner Rumack stated that the WWPA should have funds available to access immediately, in three months and long term. The Trustee will invest according to Investment Policy with Board's approval. Commissioner Rumack is to contact Frank Gubitose and discuss the various investment options.

(5) Office Space

Present WWPA headquarters lease is valid through July, 2013. Commissioner Miller presented the Board with details regarding proposed new location – bus depot. Chair Lupo stated that the initial goal was accomplished in identifying the bus depot as a viable location for the WWPA offices. Commissioner Rumack stated that a decision needs to be reached regarding a new location by end of the year rather than moving to a temporary location. A detailed discussion was had by the Board on this topic. Mr. Calu informed the Board that he will take on the task of evaluating raw costs - lease or buy decision. He will take this task on without a subcommittee and report back to the Board with his findings.

(6) Security System

The security system was discussed as part of Project Time Line which at present is not part of bid package. Chair Lupo stated that it would be beneficial going forward to explore other options. Mr. Calu informed the Board that the security system is only an investigative tool. The security system would only be used in the WWPA lots. Chair Lupo stated that the Board needs to weigh the options vs. costs.

(7) Proposal to Remove Dead Trees In Vaughn Lot

Complaint was brought up by customer to Commissioner Miller that there are dead

trees covered in poison ivy in the central island of the Vaughn lot. WWPA would be liable if one of the trees falls on a car. Ms. Watlington informed the Board that she has two proposals for tree and stump removal. Commissioner Miller moved to accept the first proposal. Commissioner Girandola seconded the motion. The motion was unanimously approved.

Reports

(a) Professional

No report.

(b) Police Report

Lt. Bastedo stated that the police reported issuing 200 summonses for the month of May. He reported that there was a car stolen on May 8th in the Vaughn permit lot. Also a car was found on blocks in the Wallace Permit lot. It was parked in the lot on May 30th and Police found it on June 5th. Complaints have been received regarding a perpendicular parking spot near the stop sign in the Alexander lot which is a safety concern. The spot will have stripe lines painted to eliminate the spot.

(c) Administration

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

1.1 There were two permit holders who both are asking for reinstatement due to misuse. All Commissioners unanimously approved the request with a \$100.00 penalty fee per violator being charged for the reinstatement

1.2 Twelve permit holders requested continued 3 month temporary suspension due to unemployment. All Commissioners approved the requests. Some of the above have been requesting for a couple of years and a check on some was done. Some were found to be self-employed. Board suggested that a limit will need to be sent for suspensions. All Commissioners unanimously approved the requests.

1.3 There was one permit holder who was notified to start parking Jan 1, 2012 but says his notification letter must have gone to his spam account and he deleted. He called the beginning of May and asked if he could start then and we told him he had to pay from the time he was notified. He doesn't want to pay for time unused and wants to be issued permit beginning 7/1/12. Chair Lupo stated to put him back on Vaughn wait list at the bottom since he forfeited his right or pay the fee from the time the permit was offered.

1.4 There was one permit holder who is requesting her son's BMW with California plates be allowed to be used with the Alexander Road permit for an extended period of time because California only keeps digital copies which NJ won't accept so it may take awhile. Board stated that proof of ownership of car (title) and address needs to be provided.

1.5 Ashok Madhavan does not want to pay a \$30 replacement fee because when he called 5/2 to say he had not gotten it he was asked to give it a couple of more days before we replaced it. Unfortunately he forgot to call back because he doesn't use it and when he did call it was beyond the first 2 weeks of the quarter when we replace for free. All Board members unanimously agreed for him to pay the fee.

2. Re-striping of the Vaughn lot - Robert Korkuch from Act Engineers suggested not re-striping the lot now. Commissioner Miller agreed. Chair Lupo stated that it is at the General Manager's discretion.

3. Mr. Calu stated that Board needs to formalize payment to the State for formal closure of the compost site. Payment total is \$13,245.00. Commissioner Crane moved to accept the payment. Commissioner Girandola seconded the motion. The motion was unanimously approved.

4. Ms. Watlington informed the Board that the summer permits in Wallace lot are going well. At present there are 40 permits issued and 10 on the waiting list.

(d) Board Members

1. Chair Lupo notified the Board that Bob Hary will be retiring June 26 and there is a retirement party.

Adjournment

Commissioner Miller moved to adjourn. Chair Lupo seconded the motion. There being no further business, the meeting was adjourned at 11:25 p.m.

Respectfully Submitted,

Lydia Rojek

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