

WEST WINDSOR PARKING AUTHORITY

March 21, 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

Chairman Andy Lupo called the meeting to order at 8:04 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
Robert Schwartz – Attorney
Lt. William Bastedo - Police

Standard Parking & Click and Park Personnel

Steven Aiello
Alexandra Soto
Jody Miller

Approval of Minutes (February 8, 2011)

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

Approval of Bills (March 2012)

The Commissioners discussed the bills. Commissioner Crane moved to approve the March bill list. Chair Lupo and Commissioner Miller seconded the motion. The motion was unanimously approved.

Bond Resolutions

Ms. Watlington read both bond resolutions being stated as:

1. Resolution Authorizing an Amendment To Section 611 Of The Resolution Entitled "Resolution Authorizing The Issuance of Parking Revenue Bonds of The Parking Authority of The Township of West Windsor".

Commissioner Miller motioned for the acceptance of bond. Commissioner Crane seconded the motion. Ms. Watlington asked for a roll call and all commissioners unanimously approved.

2. Notice of Retiring Existing Debt.

Commissioner Miller motioned for the acceptance of bond. Chair Lupo seconded the motion. Ms. Watlington asked for a roll call and all commissioners unanimously approved. All commissioners signed both resolutions.

New Investment Policy

Chair Lupo suggested to the board that the excess money be placed in different investments options. Commissioner Miller stated that options are a good suggestion; however the board needs to be careful on the duration of investments because of the required payments to the township. Commissioner Rumack suggested to see the township's investment policy and model WWPA's policy accordingly. Chair Lupo stated that McManimon and Scotland will review our new investment policy to ensure compliance with appropriate laws and guidelines. A detailed discussion was had by the board.

Award Tree Clearing For New South Lot

Mr. Calu informed the board that the ACT Engineers discovered an Indiana bat migration nesting territory in the New South Lot. If the trees are not cleared by March 31, 2012 then would not be able to clear the trees until September 1, 2012 due to the Endangered Wildlife Program. ACT Engineers developed a spec for clearing the trees and obtained quotes from three different companies. Mr. Calu will be meeting with the ACT Engineers on March 22, 2012 on various items and one being awarding the bid to the tree service company. He asked the board for approval to execute authorization to Becker Tree Service for \$3K and an additional \$3K as a contingency. Commissioner Rumack moved to approve bid to Becker Tree Service. Commissioner Miller seconded the motion. The motion was unanimously approved.

Discussion Items

- (1) **Presentation From Click and Park**

Mr. Calu introduced the members of Standard Parking - Steven Aiello and Alexandra Soto and Jody Miller from Click and Park. The presentation included:

WWPA's Commuter Needs, Travel Demand Management, Sample Screens of Quarterly and Daily Permit Parking, Customer Process, Order Summary, Example of Permit, Customer Online Experience, Parking Sales Management, Routing Tool, Enforcement Interface, Equipment Integration, Services, and Who they worked with. A discussion on various topics was had by the board members and the representatives.

(2) Project Time Line (New Parking Lot)

Mr. Calu updated the board on the project time line stating it has remained the same but more precise. He informed the board that he will be meeting with ACT Engineers on March 22, 2012 to review their and Mr. Calu's attachments for the bid package and to decide on the sequence and labeling of all the attachments. This will aid in completing the bid cover letter document with the correct attachments. Mr. Calu stated that they will advertise as early as April 9, 2012 and outside advertising commencing April 15, 2012. The bid package will be submitted to WWPA, ACT, and Ms. Watlington for review prior to giving the bid package to Mr. Schwartz for compliance review with the local public contracts law. Chair Lupo stated the WWPA might be flexible with offering date since rates have increased.

(3) License Plate Recognition (Genetec)

The parking authority employees feel better about LPR with the fact that letters have been being sent out and more cars being registered. In the Alexander Lot, Mr. Hillman issued 97 warnings in the last month. Chair Lupo stated that the numbers are improving and no major problems are occurring. It seems that the LPR system will never work the way WWPA would like. Commissioner Rumack stated that whatever technology could be used to quickly scan cars is the system the WWPA should use. Chair Lupo asked if WWPA can obtain automatic updates from Genetec when upgrades occur. There still appears to be issues that LPR misses vehicles. Commissioner Rumack stated it could be a hardware issue due to three steps, optical, snapping consecutive pictures and processing data obtained. Mr. Calu stated that LPR is not used for enforcement.

(4) Parking Rates

Chair Lupo stated that parking rates do not need to be resolved at this point.

(5) Daily Parking Methodology

Mr. Calu stated this was area was discussed during the Click and Park presentation. Chair Lupo agreed.

(6) T2 (Outstanding Issues)

There are some outstanding issues that need to be resolved. Mr. Calu will follow up.

Reports

(a) Police Report

Lt. Bastedo stated that the police reported issuing 214 summonses for the month of February. He stated that there have been no abandoned bikes for the month of February. Lt. Bastedo informed the board that there was a car in the Wallace Lot that had several items removed. The sewer line has been fixed and completed. A discussion was had about the signage at the Vaughn and Wallace lots.

(b) Administration

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

1.1. There were twenty-one permit holders who requested temporary suspensions due to unemployment. Commissioner Miller would like to see how long permit holders have been on temporary suspension. All Commissioners unanimously approved the requests.

1.2. There were five permit holders who requested reinstatement after misuse of their permits. All Commissioners unanimously approved the requests with a \$100.00 penalty fee per violator being charged for the reinstatement.

1.3. There was one permit holder who gave up his Vaughn permit in April, 2011 because he took a job locally. He presently works in NYC and wants his permit back. Board stated he has three options: pay up; wait for opening in Alexander lot or wait for New South lot.

1.4. There were two permit holders who requested continued suspension due to illness/disability. All Commissioners agreed to provide them with an additional 90 days.

2. The board discussed the WWPA Operating Statistics spreadsheet consisting details of parking spaces, number of permit holders, waiting list, new applicant, and the yearly trends. Chair Lupo stated that the acceptance rate is going down. Commissioner Rumack expressed that Click and Park would be ideal for Wallace Lot. Commissioner Miller stated that it would be useful for one of the parking authority employees to count the vacant spaces in the Wallace Lot on a non-Friday between 11am and 2pm. A count of open spaces (Wallace/Vaughn) will be added to the daily stats sheet.

(c) Board Members

1. Mr. Schwartz informed the board that he has received numerous e-mails in regards to insurance and drainage basin. He suggested that a call be made to the insurance agent to verify adequate insurance. With regards to the drainage basin, Mr. Calu stated that the drainage easement is part of the design of the project and on two different parcels which WWPA controls both. Chair Lupo stated that some township residents raised questions who the easement belongs to.
2. A discussion was had regarding having an Ordinance written to break out Alexander and Vaughn lots. Commissioner Miller stated that the map needs to be updated to show the Vaughn lot. She informed the board that Bob Harry stated that the assistant township engineer would be able to create the map. Mr. Schwartz will check if the wording needs amendment to the Ordinance or updating the map is sufficient.
3. Chair Lupo discussed the emails on financing, offering memorandum, and comments. The OS is scheduled to be posted on March 22, 2012. The trend is going the correct way and the operating expenses have had a slight increase. Audit will take place April 20, 2012.
4. Chair Lupo informed the board of the International Parking Institute (IPI) conference in Phoenix, AR. June 10 - 13, 2012 if anyone interested in attending.
5. Commissioner Miller talked about the lease for the Parking Authority office, which is in a building owned by Steve Goldin, ending in July of 2013. There is a rental property on Route 571 next to Al's Sunoco that is no longer being rented by Schlumberger and might be available.

Adjournment

Chairman Lupo moved to adjourn. Commissioner Miller seconded the motion. There being no further business, the meeting was adjourned at 11:50 p.m.

Respectfully Submitted,

Lydia Rojek

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