

# WEST WINDSOR PARKING AUTHORITY

November 14, 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 8:04 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  
Lt. William Bastedo, Police  
Robert Schwartz, Attorney

### Approval of Minutes (October 10, 2012)

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

### Approval of Bills (November, 2012)

The Commissioners discussed the bills.

Commissioner Miller moved to approve the November bill list. Commissioner Crane seconded the motion. The motion was unanimously approved.

## **Discussion Items**

### **(1) Project Time Line (New Parking Lot)**

Commissioner Miller moved that the Board go into closed session as per Mr. Calu's recommendation for the purpose of litigation. Commissioner Rumack seconded the motion. The Board went into closed session at 9:30 pm. At 9:58 pm Commissioner Miller moved for the Board to come out of closed session. Commissioner Crane seconded the motion.

### **(2) License Plate Recognition (Genetec)**

Ms. Watlington and Mr. Hillman are satisfied with the status of LPR. Chair Lupo questioned when Genetec will update the system to the latest revision. Ms. Watlington replied that it would occur by end of November. Commissioner Girandola asked for a final recap for the next Board meeting.

### **(3) Daily Parking Methodology**

Mr. Calu updated the Board on references from prospective vendors. Click n' Park stated that they do not have a single solid functional reference as of now. Park Mobile provided the requested references. Mr. Calu noted that Park Mobile is operated by LAZ and that he will follow-up with Houston, TX., Hollywood, FL, and Arkansas.

Mr. Calu requested a recommendation to authorize a "no-strings" attached 60 or 90 day test period for thirty hand-picked permit customers. The permit would be free for these customers during the test period and the following quarter would be free and reimburse them on daily parking.

Commissioner Miller noted that it is critical to have the system work with Genetec and T2 due to the many issues that were had in the past and finally resolved. Mr. Calu stated that he will engineer the test and define the information. Customer would call Park Mobile; sign up as a customer for 60 or 90 day period, input credit card and license plate numbers into the membership. Once the test commences, Park Mobile will provide a report to WWPA on a frequency which will be determined. WWPA will note how much the "test" customers were charged for reimbursement.

The Board had a detailed discussion on Click n' Park system –that there lacks proof that it would work with LPR and T2. Mr. Calu stated that the one thing Park Mobile cannot provide is reserving a parking space.

The subcommittee consisting of Ms. Watlington and Mr. Calu will meet with Park Mobile to get the pilot test started.

**(4) Investment Policy**

Commissioner Rumack said he looked over the investment policy. Chair Lupo stated that Frank Gubitose reached out to PNC. He was informed that since WWPA's money is considered public funds, better rates could not be received. Further discussion on this subject will be had at the next Board meeting.

**(5) Office Space**

Commissioner Miller notified the Board that on Monday November 19, 2012 she will visit the office space available at the Post Office with both Ms. Watlington and Mr. Calu. Mr. Calu stated that a workable floor plan needs to be developed.

**Reports**

**(a) Professional**

Mr. Schwartz sent the snowplowing contract to Ms. Watlington and will forward to Mastroianni Landscaping, Inc.

**(b) Police Report**

Lt. Bastedo reported that there were four cars vandalized and all being Honda's. Lt. Bastedo stated that the police reported issuing 297 summonses for the month of October. Commissioner Miller said that there is a downward trend in tickets issued and customers are being more compliant. Commissioner Girandola said that with improved surveillance the ticketing should decrease even more.

**(c) Administration**

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

1.1 One permit holder is requesting Alexander permit - notified a year ago but says she never received the notification so was removed from list. All Commissioners unanimously approved Ms. Cohen to be reinstated without penalty.

1.2 Two permit holders requesting a three month postponement. All Commissioners unanimously approved the request.

1.3 One permit holder is requesting temporary suspension due to employment. All Commissioners unanimously approved the request.

**(d) Board**

Holiday Party at Metro Bar and Grill on Friday, December 7, 2012.

**Adjournment**

Commissioner Girandola moved to adjourn. Commissioner Miller seconded the motion. There being no further business, the meeting was adjourned at 10:02 p.m.

Respectfully Submitted,

*Lydia Rojek*

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