

WEST WINDSOR PARKING AUTHORITY

August 14, 2013

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.

Call to Order and Roll Call

Chair Lupo called the meeting to order at 8:00 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

Susan Cresswell,
Robert Schwartz, Attorney
Tom Calu, Parking Consultant
Sgt. Mary Lou Dranchak, Police
Kristina Samonte, Council Liaison
Robert Korkuch, ACT Engineers
Ron Ghrist, Financial Consultant

Martha Watlington, General Manager was not present.

Action Items

Approval of Minutes (July 10, 2013)

Commissioner Crane moved to approve the July 10, 2013 minutes. Commissioner Miller seconded the motion. All the Commissioners present voted to approve the minutes.

Approval of Bills (August, 2013)

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

License Agreement for Pedestrian Walkway

WWPA takes responsibility of any potential slip and fall on WWPA walkway on NJ Transit's property. NJ Transit takes responsibility of their property portion excluding WWPA's improvements. WWPA provides insurance up to the property lines that WWPA owns.

Mr. Calu stated that there are about 2 to 3 administrative details that need to be worked out and Mr. Schwartz was to speak with NJ Transit attorney. Mr. Schwartz incorporated comments made by the Board's insurance broker, Bob English and sent it to WWPA for signature.

Reports

(a) Police Report

Sgt. Dranchak had emailed the ticket and violation reports to the Board prior to the meeting. Sgt. Dranchak stated that the police reported 322 summonses for the month of July, 2013. Ms. Cresswell stated that the Parking Authority reported 333 for the same time period. Chair Lupo asked Ms. Creswell to contact the PATS system in regards to the interface with Schweerz.

Chair Lupo spoke with Mr. Hillman, Parking Enforcement, about doing away with permits in the Wallace Lot. Mr. Hillman agreed. Mr. Calu said that the Board should pick a target date, announce and enforce it. Commissioner Miller would like to do a trial period for one quarter.

Discussion Items

(1) Genetec Performance Commitment

Chair Lupo said still missing 8% to 9% of reads. Commissioner Girandola asked Genetec for a hand held to randomly capture the gaps in license plates and institute it in the Wallace Lot. T2 has one. Ms. Cresswell said to get FLEX T2 hosting on Mr. Hillman's computer. The Board discussed in detail the performance of the system. Ms. Cresswell stated that the LPR Performance Commitment letter needs to be signed.

Mr. Calu said it's not so much as an action and more of a commitment. Chair Lupo stated that Genetec wanted WWPA to commit to a certain percentage which is acceptable. Commissioner Girandola agreed to sign the letter. He questioned what the next steps are for Genetec. Chair Lupo said that they reported a 92% capture rate with some caveats.

(2) Office Space

Chair Lupo had a conversation with the Township about office space and what WWPA's intentions were. They re-iterated that they would like WWPA to be housed there. The Sub-Committee which included Commissioners Crane and Miller, Ms. Watlington, Ms. Cresswell and Mr. Calu met with broker, Bryce Thompson at the location behind ACME shopping center. WWPA's existing office space is 1600 sq. ft. The new single room space is 1860 sq. ft. which is a

16% increase of current space. It would be a 5 year lease at \$21/sq. ft. plus an additional \$7/ sq. ft. with total per month being \$5301/month a 17% increase from current location. The location is ADA compliant. Parking is at first come first serve. Mr. Calu presented a comparison of current and proposed chart for WWPA headquarters. He suggested going into a 10 yr lease agreement.

Mr. Calu requested a copy of the lease agreement. Cyzner Properties would not provide it stating that is not how they work. Mr. Calu stated that at present with a couple edits to the letter of intent he is requesting authorization for \$3K for the deposit along with letter of intent. He also requested authorization to hire an architect. Commissioner Miller stated that we could use an architect of the Board's choice or can utilize the architects as well as contractor that are used by CP Princeton Junction Landlord.

Chair Lupo said it would be helpful if the Board could see a copy of the lease from a current tenant.

Mr. Calu said he is seeking the Chair of WWPA to be authorized to execute a letter of intent with \$3K check as a deposit as presented in the exhibit and that the Chair deem it in the best interest of the Authority's as based on advice of attorneys and consultants. In addition, Chair has authority in authorizing the commitment to an architect to get started on space planning and design for tenant improvements once letter of intent is accepted. Architects first job is to access what WWPA currently has and translate into new space and configuration and come up with some ideas that would be cost out. Mr. Calu stated this needs to be moved on without the whole Boards approval. Commissioner Miller moved the authorization and Commissioner Rumack seconded the motion. All the Commissioners present voted to approve.

Chair Lupo will contact Ms. Schmid, West Windsor Business Administrator. Ms. Samonte will follow-up at Council meeting on August 15th and will inform the Township that WWPA is entering into negotiations with a LOI regarding a lease agreement in another location.

(3) Server

Commissioner Rumack said that the bottom line is that WWPA needs a new server. Currently he is trying to make things easier for employees to have remote access. There is a difficult problem to communicate externally and virtually impossible to backup server remotely. The server requires more bandwidth which will enhance the system by running faster, doing backups remotely and utilizing Microsoft Exchange as the email provider.

Commissioner Rumack said that Chris Beyers was to liaise with Weblications and they have not gotten back to him. Chair Lupo said that Commissioner Rumack should check with Mr. Yigit if this should be attempted now or be incorporated into the move of the office.

(4) Daily Parking Methodology

This topic was tabled.

Reports- continued

(b) Board

1. Commissioner Miller asked if there is any update on fixing the cracks in the Vaughn Lot. Ms. Cresswell said she received a bid in the amount of \$17,584.00 for 2,000 linear feet. Mr. Calu said that Umberto Pirone contractor submitted a bid in the amount of \$8.5K but did not submit linear footage measurements and wasn't sure he could get a crew to do the job on a Sunday or late Saturday afternoon. Mr. Calu suggested going out for more bids. Commissioner Miller authorized Mr. Calu to obtain bids. Mr. Calu asked for authorization for the Chair to approve a bid if the price is acceptable. Commissioner Miller motioned the authorization. Commissioner Crane seconded the motion.

2. Commissioner Miller brought up that West Windsor Bicycle Pedestrian Alliance and the Police have a partnership in registering bicycles. The bicyclist can register their bikes with the police and get a tag. She asked if this information could be placed on WWPA website's home page. Mike Rudderman needs to get in touch with Ms. Cresswell regarding this getting placed and will also have to get Weblications involved.

(c) Professional

Mr. Ghrist said he will be presenting the preliminary 2014 budget next month. He did question when the new lot will be operational. He also questioned the rent of the new location. Chair Lupo said he would provide ballpark figures to him. Chair Lupo had emailed Mr. Ghrist about some financial questions. Mr. Ghrist provided answers regarding payroll taxes, office expenses, etc.

Discussion Items- continued

(5) Project Timeline

Closed Session

Commissioner Miller moved that the Board enter into closed session to discuss issues dealing with the New Project Lot. Commissioner Rumack seconded the motion. The Board went into closed session at 10:01 p.m. At 11:04 p.m. Chair Lupo moved for the Board to come out of closed session to approve public action change order #5 and #6 and invoice #8. Commissioner Rumack seconded the motion.

Commissioner Miller moved to approve change order #5 in the amount of \$46,684.00, change order #6 in the amount of \$124,705.25 and invoice #8 not to exceed \$115K. Commissioner Rumack seconded the motion.

Commissioner Miller moved that the Board enter back into closed session. Chair Lupo seconded the motion. The Board went back into closed session at 11:06 p.m. At 12:00 a.m. Chair Lupo moved for the Board to come out of closed session

Reports- continued

(b) Board - continued

3. Chair Lupo stated that they will revisit the NJ Transit rates in December. He spoke with Mike Clark, Jim Lothian and Paul Wyckoff about the lease and keeping the rates where they are.

(d) Administration

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

1.1. One permit holder is requesting a continued 3 month temporary suspension due to unemployment. All Commissioners approved the request.

1.2. One permit holder has been on suspension due to unemployment but now got a job in Pa. He's driving to Pa. so currently doesn't need permit but wants the Board to continue to hold in case he finds future work in NYC. All Commissioners approved the request for three months.

1.3. One permit holder was notified in 2011 eligible for permit. He was not living here at the time so asked us to hold until he moved here and found a job. In 2012 he still wasn't here and the Board continued to allow him to put on hold. He is now requesting again to have it put on hold. Working and living elsewhere. All Commissioners denied the request.

1.4. One permit holder has sciatica so working from home this quarter so wants her permit put on hold so she doesn't have to pay while not commuting. All Commissioners denied the request.

1.5. One permit holder is asking the Board for a ticket to be waived. All Commissioners denied the request because the permit was not displayed.

Action Item

Mr. Calu said that WWPA has all of ACT's invoices through June, 2013. ACT has not yet submitted the July, 2013 invoice. ACT Engineers need a budget extension for their continued work on the project. They are asking for authorization up to \$100K to pay ACT Engineers up to that amount as billed. Commissioner Miller moved the authorization. Commissioner Girandola seconded the motion. The motion was unanimously approved.

Adjournment

Commissioner Miller moved to adjourn. Commissioner Crane seconded the motion. There being no further business, the meeting was adjourned at 12:18 a.m.

Respectfully Submitted,

Lydia Rojek

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