

WEST WINDSOR PARKING AUTHORITY

February 13, 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.

Action Items

Call to Order and Roll Call

Chair Lupo called the meeting to order at 8:02 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

Ron Ghrist, Financial Consultant

Kristina Samonte, Council Liaison

Sgt. Mary Lou Dranchak, Police

Comments from the Audience

No audience members were present.

Approval of Minutes (January 9, 2013)

Commissioner Miller moved to approve the January 2013 minutes. Commissioner Girandola seconded the motion. All the Commissioners present voted to approve the minutes.

Approval of Bills (February 2013)

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

Approve Amendment of 2013 Budget

Mr. Ghrist presented to the Board approval of the Amendment to the 2013 budget which includes 5% overage of the operating budget to the Township. Commissioner Miller moved to approve the amended budget. Commissioner Rumack seconded the motion. In a roll call, all Board members approved the motion.

Discussion Items

(1) Project Timeline

Mr. Calu stated that the timeline stands as reported at January's Board meeting with completion in June, 2013. With the subcontractor having recently completed its deep compaction work, the schedule is approximately 90 days in excess behind schedule, the excess being due to abnormal weather conditions and changes to the scope of work from underground discoveries. Poor performance from the subcontractor contributed to the delays.

After deep compaction, it was found that there were greater variations in ground levels than previously planned for. The net result would be the loss of 50 spaces unless another \$100K is spent on the project. The project originally had 525 spaces projected prior to knowing that deep compaction would have a part in the project. There was an opportunity to add an additional 125 spaces to the project at a favorable cost bringing the total spaces to 650. Mr. Calu stated that the new lot would have 600 spaces unless the Board agrees to spend an additional \$100K. He suggested using the \$100K to be spent on branding of the parking lot.

Commissioner Girandola questioned how the compaction process eliminated 50 spaces. Mr. Calu explained that the area by Alexander Rd. would lose 28 spaces since the spaces would have to be at about 60° angle. Mr. Calu and ACT reviewed the spaces a few times and the flow of traffic. He said that Mr. Korkuch will present two options on space optimization and the Site Plan Committee would reconvene to review. Commissioner Miller questioned if the deep compaction might require stairs for the pedestrian walkway from the current Vaughn lot. Mr. Calu said that the terrain remains level.

The Board discussed in detail who the customers would be to fill the new lot – West Windsor residents and non-resident's, waiting list customers, etc.

Commissioner Girandola asked if the Board has a choice to keep the 50 spaces. Mr. Calu stated to keep the spaces the Board would have to spend \$100K and that redesign time would have to be factored into the timeline. He doesn't foresee a delay of no more than two weeks. Commissioner Girandola discussed the cost per space for new lot with 600 spaces versus 650 spaces. Commissioner Rumack said that the cost per space is not something to be concerned with now but what revenue the spaces will bring in. Commissioner Girandola said that the Board should spend the \$100K based on factors such as the Township is growing in size

so it would be beneficial to get the maximum of spaces available now. Observations attributed to Ms. Samonte and Commissioner Rumack were voiced and explained first by Mr. Calu.

Commissioner Girandola stated that the Board should put in the 50 spaces now. Mr. Calu said that a minor redesign and a series of things need to be done by the contractor at this stage of the project so not to create further delays. He also stated that the entire project has been one of discovery.

Chair Lupo suggested keeping the rates flat; the new lot will have 650 spaces and no oversell in the Vaughn lot. He wants the Pro forma re-evaluated which includes NJ Transit in 2013 and then phasing them out.

Commissioner Girandola suggested having a strategy going forward – revisit Pro forma, marketing and pricing plan and permit strategies. Commissioner Miller said the most important item is to make a decision to spend \$100K on the additional 50 spaces. Ms. Samonte said that there are 50 spaces for an additional cost of \$100K and what would be the next steps that need to be taken. Mr. Calu stated that a decision would have to be made by Friday, February 15th and then ACT would have to work on restoring the 50 spaces on the site plan with no DEP involvement.

Mr. Calu asked to meet with Ms. Watlington next week to discuss marketing, correspondence to customers, updating website.

After the discussions, Chair Lupo said that the Board needs to vote on the approval of \$100K for the additional 50 spaces. Commissioner Girandola motioned to add the 50 spaces. Commissioner Rumack seconded the motioned. The motion was unanimously approved.

Chair Lupo said that ACT needs to provide better updates to the Parking Authority and the Township. He also would like to see the details of the project costs – what has been spent thus far. He asked Commissioner Girandola and Commissioner Rumack to revisit the Pro forma. Mr. Ghrist agreed to have the costs for the next meeting and will continue until project is completed.

(2) License Plate Recognition (Genetec)

Commissioner Girandola shared data from the LPR system. A detailed discussion was had by the Board members on the number of cars scanned, read, hits, legitimate hits, rejected hits, consistency of data from October through December. Mr. Calu said that Genetec has wireless capabilities. Ms. Watlington said that Shawn from Genetec went in the “back door” of system and pulled out data to develop reports. She also said that a new problem was discovered. Customers put in temporary information and when the system does an update the temporary information still shows up. Chair Lupo stated that the ultimate goal is to make the system easy on the staff and enforcement.

(3) Daily Parking Methodology

Mr. Calu received the contract from Park Mobile today. He sent the contract out to the Board via e-mail and requested the Board members to review the contract and send him any comments. Mr. Calu said that the thought is to launch a 12 month pilot intending to make it a program whenever the Board feels it's time.

(4) Office Space

Chair Lupo informed the Board that the Township wants WWPA to fill the Post Office space. From a space point of a view the Township said it will build a wall and do some renovations, but the Board doesn't know any of the actual costs. Another issue is vehicle storage and he informed the Board that the Township would put a storage unit on the site. Chair Lupo said that the Post Office option will be kept open. Commissioner Crane confirmed with Chair Lupo that he did not decline the space. Chair Lupo concurred. He also said there are different options. The lease for WWPA's present location is up for renewal July, 2013. Commissioner Miller said that the Township would like to have WWPA as a possible paying client since the rest are departments of the Township.

Chair Lupo summarized that everything is status quo – waiting to hear back from Township, Cyzner (old Acme site) to respond back to Mr. Calu's numerous phone inquiries.

Reports

(a) Professional

(b) Police Report

Sgt. Dranchak reported that bike thefts at train station goes in cycles. Commissioner Miller questioned the large number of tickets issued in the pay lot where the spaces are numbered. Ms. Watlington said that there are 50 parking spaces near Station Dr. Ms. Samonte informed the Board that she will check into this. Commissioner Miller also brought up the issue of taxi cabs waiting in the circle where passenger pick up is located. Sgt. Dranchak stated that when a number of cabs get ticketed the number will drop off. She also stated that the police reported issuing 232 summonses for the month of January. Ms. Watlington stated that Mr. Hillman reported 234 and 78 warnings issued for "unreadable" plates.

Ms. Watlington said that there are 50 parking spaces near Station Drive in private ownership. Ms. Samonte informed the Board that she will check into the legality of this.

(c) Administration

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

1.1 Two permit holders are requesting a continued 3 month temporary suspension due to unemployment. All Commissioners unanimously approved the requests.

1.2 One permit holder requests a suspension from 4/13 – 3/14 due to deployment. All Commissioners unanimously approved the request.

1.3 One permit holder is requesting the Board waive his late fees. He says it's his first time late and he isn't working at this time. However he isn't willing to request a 3 month suspension and have us hold his permit. The Board agreed he has to pay the fine.

1.4 One permit holder said he never got the e-mail reminders (2), he's never been late and his shore home and NJ home were damaged during Hurricane Sandy. He is requesting the Board waive his late fees. The Board agreed he has to pay the fine.

1.5 One permit holder is requesting the Board to dismiss his ticket. The Board agreed he has to pay the fine.

2. Ms. Watlington presented a new bill from T2 in the amount of \$15,267.00 for the current year. All Board members approved to pay the bill. Chair Lupu said not to pay the bill for \$4K for clean-up of system due to T2's negligence.

(d) Board Members

Closed Session

(1) Contract Issues

Commissioner Miller moved that the Board enter into closed session to discuss contract issues and potential litigation. Commissioner Crane seconded the motion. The Board went into closed session at 10:01 pm. At 10:31 pm Commissioner Rumack moved for the Board to come out of closed session. Commissioner Miller seconded the motion.

Adjournment

Commissioner Girandola moved to adjourn. Commissioner Miller seconded the motion. There being no further business, the meeting was adjourned approximately 10:40 p.m.

Respectfully Submitted,

Lydia Rojek

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