

WEST WINDSOR PARKING AUTHORITY

June 18, 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 6:39 p.m. The following individuals attended:

Commissioners

Andy Lupo, Chair
Lyle Girandola, Vice Chair
Alison Miller, Secretary
Thomas Crane, Assistant Treasurer

Non-Commissioners

Martha Watlington, General Manager
Robert Schwartz, Attorney
Tom Calu, Parking Consultant
Susan Creswell, Parking Authority
Ron Ghrist, Financial Consultant
Sgt. Mary Lou Dranchak, Police (Board said Sgt.

Dranchak need not stay to present her report orally because of the length of the Genetec and closed discussions)

Robert Korkuch, ACT Engineers
Hank Hillman, Parking Enforcement Officer
Alan Witten, Genetec
Larry Legere, Genetec
Chris Yigit, Genetec

Commissioner Ron Rumack, Treasurer, was not present. He dialed in during the Genetec portion of the meeting.

Comments from the Audience

No audience members were present.

Discussion Items

(1) **License Plate Recognition (Genetec)**

Three representatives from Genetec, Alan Witten, Larry Legere and Chris Yigit were present at the Board meeting. Chair Lupo made the introductions and had Commissioner Rumack dial in for the discussion.

Mr. Legere stated that LPR will not be 100% accurate. At a previous meeting he asked the Board to come up with a percentage that Genetec and the Board would agree upon. A 90-95% capture rate depends on different regions, salt issue, bike racks and numerous other variables. He detailed the percentage findings from the different lots from his previous visit to WWPA. He believes that a 92% read and capture rate is doable.

Chair Lupo said that the Board initially visualized the goal of the system was to do away with hang tags due to multiple vehicles and to read the license plates. Commissioner Girandola said that data has been gathered since the Board started using the LPR system. The data has been shared with Genetec. On a raw read basis for every 10 cars 9 cars are read.

Mr. Legere said that in the original proposal the read rate was 90%. Commissioner Rumack said that if the LPR system can do the 90% as originally stated then could actually get to 100%. Mr. Legere stated that if system cannot do what Genetec promised then they will take the system back, refund monies and leave on good terms. Commissioner Rumack said that the bottom line is the need to identify cars/plates that will not be able to be read by LPR is what the ultimate goal is. Commissioner Miller said that the board was contemplating letting certain customers know that they would have to replace their plates if the system could not read them. Commissioner Rumack said that the Board is not ready to "throw in the towel". Mr. Legere agreed with statement.

Commissioner Girandola said that there has been great customer service thus far but would like to see system work properly. He also said that many errors can be absorbed switching from hang tags. The 20% error rate is too burdensome for Mr. Hillman to go through thus the need for definable targets. The Board and Genetec representatives engaged in an in-depth discussion regarding percentages and hang tags.

Mr. Calu said he has two minor points to put into mix one being to put a hold Park Mobile and secondly need to know and understand when and how to eliminate hang tags. Mr. Legere said that different clients look at the system differently. He gave an example of University of Maryland where they look at what was captured and not what was missed.

Chair Lupo said that from the Board's perspective, would like to come to a conclusion that if we can get LPR to work and get to a spot where they can eliminate hang tags. Mr. Yigit noted inefficiency in the process as the Parking Enforcement Officer spending time looking up lists, customers who dialed in, etc. This process could be reduced by transmitting the changes wirelessly to the system database. They tried it once and it didn't work and needs to be revisited.

Chair Lupo said that controlling expenses – hang tags, office time translates into better bottom line. Commissioner Girandola added that increased coverage, compliance will give the Board and the system overall satisfaction.

Chair Lupo said to the Genetec representatives that the Board is very appreciative of them coming in and their effort in resolving issues. Mr. Yigit asked who the IT person is. Ms. Watlington said it is Chris Beyer.

(2) Project Timeline

Commissioner Miller moved that the Board enter into closed session to discuss issues dealing with the New Project Lot. Chair Lupo seconded the motion. The Board went into closed session at 8:20pm. At 9:33 pm Chair Lupo moved for the Board to come out of closed session. Commissioner Miller seconded the motion.

(3) Daily Parking Methodology

No discussion was had.

Action Items

Approval of Minutes (May 8, 2013)

It was noted that a duplicate sentence from the Project Timeline discussion needed to be removed. Commissioner Miller moved to approve the May 2013 minutes. Commissioner Crane seconded the motion. All the Commissioners present voted to approve the amended minutes.

Approval of Bills (June 2013)

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

Agreement For Pedestrian Walkway – NJ Transit

Mr. Schwartz discussed with the Board the indemnification for improvements of walkway on NJ Transit property. Mr. Calu stated that 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. Mr. Schwartz added that WWPA provides insurance up to the property lines that WWPA owns.

Reports

(a) Professional

1. Mr. Schwartz informed the Board that Mr. Henry Kent-Smith, attorney representing Artis Senior Living Center sent him a letter that they are seeking to provide a secondary means of ingress and egress to its property. Mr. Korkuch suggested that it would be best if Mr. Henry Kent-Smith come to the WWPA Board to discuss in more detail. But noted, this should be done after Mr. Henry Kent-Smith presented the plans to the Township Zoning Board.

2. Mr. Ghrist presented the monthly report to the Board. He updated the Board on total project costs and P&L project performance. Chair Lupo asked that the subsequent monthly report budget lines should reflect timely income and expenses numbers. Budget should not simply be divided by 12 months as WWPA has some categories impacted differently during the year (i.e. quarterly permit billing, insurance).

(b) Police Report

Sgt. Dranchak had emailed the ticket and violation reports to the Board prior to the meeting. The report showed that there was theft of inspection sticker and a bike stolen. Also there were First Aid assists for six people, two suspicious vehicles and an animal complaint being a snake in a taxi. Sgt. Dranchak report stated that the police issued 283 summonses for the month of May, 2013.

(c) Administration

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

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

1.2. One permit holder is requesting that her ticket be dismissed. She forgot to call the PA and alert them to using a different vehicle. All Commissioners denied the request.

(d) Board Members

1. Commissioner Miller brought up the subject about moving the Parking Authority's location. The discussion will be had at a future date.

Adjournment

Chair Lupo moved to adjourn. Commissioner Miller seconded the motion. There being no further business, the meeting was adjourned at 10:13 p.m.

Respectfully Submitted,

Lydia Rojek

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