

WEST WINDSOR PARKING AUTHORITY

May 8, 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 8:04 p.m. The following individuals attended:

Commissioners

Andy Lupo, Chair
Alison Miller, Secretary
Ron Rumack, Treasurer
Thomas Crane, Assistant Treasurer

Non-Commissioners

Martha Watlington, General Manager
Robert Schwartz, Attorney
Ron Ghrist, Financial Consultant
Kristina Samonte, Council Liaison
Sgt. Mary Lou Dranchak, Police
Robert Korkuch, ACT Engineers
Hank Hillman, Parking Enforcement Officer

Commissioner Girandola, Vice Chair, was not present.

Comments from the Audience

No audience members were present.

Approval of Minutes (April 10, 2013)

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

Approval of Bills (May 2013)

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

Discussion Items

(1) Project Timeline

Mr. Korkuch, from ACT Engineer reviewed the project change orders to date with the Board. There is \$100K change order pending regarding the retaining wall. An additional change order was brought up with cost up to \$120K which was discovered early on in project regarding soil capping material. This was not discussed with contractor. Mr. Korkuch explained that the soil from the site was supposed to be used throughout the project; however, now there is a need to bring in new soil as well as tone and gravel for paving. Chair Lupo questioned how early in the project this was found out. Mr. Korkuch replied that the soil was stockpiled and was approved by the DEP early on. Now DEP is stating that only the top 7" of soil can be used and thus the need to import additional top soil. Commissioner Miller summarized that there will be four layers -- contaminated soil, uncontaminated soil, stone/gravel and paving. Commissioner Rumack asked how did this happen. Mr. Korkuch replied by happenstance since there was no initial testing in the northeast portion of the site

Mr. Korkuch said that the weather this week has been a major factor for the project. Chair Lupo asked what the revised timeline is. Mr. Korkuch stated that it would be the third of June.

Mr. Korkuch stated that an additional \$132K change order to is required which includes the retaining wall but not the \$120K for subliminal materials. Chair Lupo said that he is cognizant of the factors affecting the project.

Commissioner Miller informed the Board that the Township Council approved the contract for the Alexander Road improvement project to minimize the movement of the utility poles. Mr. Korkuch said he was not involved in these discussions.

Mr. Korkuch summed up the project as an environmental project which includes a parking lot. Commissioner Miller and Ms. Watlington asked if NJ Transit would give WWPA the license agreement for the pedestrian path connection. Chair Lupo said that is important for branding of the new parking area to show the customer we are making it convenient for them and the path doesn't affect the timeline.

Commissioner Miller moved that the Board enter into closed session to discuss timeline and contract negotiations. Chair Lupo seconded the motion. The Board went into closed session at 10:19 pm. At 11:15 pm Commissioner Miller moved for the Board to come out of closed session. Commissioner Crane seconded the motion.

(2) License Plate Recognition (Genetec)

Mr. Hillman, Parking Enforcement Officer, attended the meeting to provide the Board with an update to the system. He stated that is night and day with the improvements that were done. However, the system is still not working the way it should be. Chair Lupo asked how many cars Mr. Hillman can do per day. He replied that it has doubled with the improvements. Ms. Watlington added that the whole parking campus is done once a week not including gravel lot.

Mr. Hillman said that the infinity (plates with pictures) and stacked plates still cause a problem. The stacked plates with a picture are not readable. Chair Lupo stated that the goal was to eliminate hang tags and currently with the way the system operates this goal cannot be reached.

Commissioner Rumack informed the Board that he had a conversation with the head salesman of the North American division, Larry Legere. Commissioner Rumack described the major problems in reading the plates as being non-reflective plates, Pennsylvania plates back in and do not have front plates, blue plates, delaminated plates, and stacked plates. The delaminated plates are the most frequent problem. This was communicated to Mr. Legere via an email as well.

Commissioner Rumack informed the Board that Mr. Legere wants WWPA to determine an acceptable percentage of no hits utilizing the system. Mr. Legere told Commissioner Rumack that if the Board expects a 99% that would never happen and the company would refund the monies spent on the system. He seems that a 95% rate would be acceptable. An in-depth discussion was had by the Board about the number of hits, number of hits per day, environmental factors such as light and shade factors and camera reading from left side and right side plus cost effectiveness for customers. Commissioner Rumack wants to have the IT person from Genetec to come out next Wednesday to follow-up on issues.

Mr. Schwartz said that the goal of the acceptance rate should be 100% from the system. He stated there are two options one being to sit with Genetec to see how to make the system better for WWPA's use and second being make a condition for parking privilege is to have the proper plates.

Mr. Hillman stated that he doesn't have a problem with the system but he cannot get the system to do what the Board expects. Commissioner Rumack added that WWPA would have to live with the system until October, 2013, the date of the next convention.

Chair Lupo asked if late fees can be paid online. Ms. Watlington said yes and informed the late fees can be paid between the 15th and 25th of the month. She also informed the Board that a global email reminder is sent on the 1st of the month preceding the new quarter and again 5 days prior to the due date to those customers still unpaid. Chair Lupo said that "one and done" system should take effect since customers are not paying attention to the emails being sent out.

(3) Daily Parking Methodology

This topic discussion was tabled.

Reports

(a) Professional

Mr. Ghrist presented the monthly report and stated that \$27,756.66 is the remaining interest during the period of construction. He updated the Board on total project costs and P&L project performance. Chair Lupo asked for updated monthly reports since the Township has been asking for updates on project cost and timeline. Mr. Ghrist said he will email Chair Lupo and Ms. Watlington the next day, Thursday.

Chair Lupo asked questions on the report regarding the \$52K for station maintenance, office fees and daily parking amounts. Mr. Ghrist answered the questions in detail.

Chair Lupo and Commissioner Rumack had a discussion with Mr. Ghrist about the re-formatting the report.

(b) Police Report

Sgt. Dranchak reported there will be police driving through lots for Homeland Security. She also stated that no taxi cabs will be allowed to be on the circle or they will be ticketed. The police were called out to a few disorderly conduct, simple assault and suspicious person calls, and a bike was stolen and recovered.

Sgt. Dranchak reported that the police showed 279 summonses for the month of April. Ms. Watlington stated that the Parking Authority issued 288.

(c) Administration

1. Ms. Watlington brought the following commuter requests before the Commissioners for decision.

1.1. 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 WWPA waive late fee due to family problems. All Commissioners approved the request.

1.3. One permit holder is requesting ticket be dismissed because he parked in gravel lot with Vaughn permit. All Commissioners denied the request.

1.4. One permit holder was ticketed for unregistered vehicle and wants it dismissed since he thought he had on file. All Commissioners denied the request.

2. A discussion was held about warnings versus tickets. Chair Lupo suggested issuing paper tickets that aren't processed. When the permit holder sends in or comes to the office with the proper registration the ticket would be eliminated. The Board was in agreement.

3. Ms. Watlington stated that she and Mr. Cortez were at a deposition regarding a slip and fall incident that had occurred at the station.

4. Ms. Watlington reported that she had received a proposal from Integrated Technical Systems, Inc. in the amount of \$122,054 for new pay stations to replace the existing equipment at the Princeton Junction train station. Mr. Calu will present the proposal to NJ Transit and request that new shelters also be considered for replacement.

(d) Board Members

Adjournment

Chair Lupo moved to adjourn. Commissioner Miller seconded the motion. There being no further business, the meeting was adjourned at 11:43 p.m.

Respectfully Submitted,

Lydia Rojek

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