

# WEST WINDSOR PARKING AUTHORITY

November 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.

### Call to Order and Roll Call

Chair Lupo called the meeting to order at 8:03 p.m. The following individuals attended:

#### Commissioners

Andy Lupo, Chair

Lyle Girandola, Vice Chair

Alison Miller, Secretary

Thomas Crane, Assistant Treasurer

Ron Rumack, Treasurer

#### Non-Commissioners

Martha Watlington, General Manager

Tom Calu, Parking Consultant

Robert Schwartz, Attorney

Ron Ghrist, Financial Consultant

Pat Boyle, Former Advisor

Sgt. Dranchak, Police

Kristina Samonte, Council Liaison was not present.

### Action Items

#### Approval of Minutes (October 9, 2013)

A few changes needed to be made to the minutes. Commissioner Crane moved to approve the amended October 9, 2013 minutes. Commissioner Miller seconded the motion. All the Commissioners present voted to approve the minutes.

#### Approval of Bills (November, 2013)

The Commissioners discussed the bills in detail. Chair Lupo said he is seeking authorization to process payment for Tomco's bill not to exceed \$1,000,000 once reviewed and approved by ACT and not to delay payment another month. Commissioner Miller motioned 11.13.13-01 authorizing up to \$1,000,000 to pay Tomco after ACT's review. Commissioner Crane seconded the motion. Commissioner Miller moved to approve the remainder of the November bill list. Commissioner Crane seconded the motion. The motion was unanimously approved.

## **Reports**

### **(a) Police Report**

Sgt. Dranchak had emailed the ticket and violation reports to the Board prior to the meeting. Commissioner Miller asked about the person who was hit. Sgt. Dranchak went into detail and explained. Sgt. Dranchak report showed that the police reported 286 summonses for the month of October, 2013. Ms. Watlington stated that the Parking Authority reported 289 for the same time period.

Mr. Calu asked for the electrical specifications of the PATS system, if WWPA will be hosting it, then should be included in the new office space.

## **Discussion Items**

### **(1) Project Timeline**

Mr. Calu updated the Board that the project completion date is December 1, 2013. There is no specific operating plan since the new lot is an extension of the Vaughn Lot. Ms. Watlington informed the Board that 402 permits were sold. Commissioner Miller asked what numbers of the 402 permits were sold to West Windsor residents. Ms. Watlington was not able to provide this information until all information is inputted into the computer.

Chair Lupo said that all people on wait list for Alexander and Wallace lots received letters. He also said that when it comes to daily spaces after December 1, the challenge will be who pays for new lot but parks in gravel lot.

Commissioner Girandola showed the new lot concept plan to Mr. Boyle and the Board when into an in-depth discussion to bring him up to speed.

There will be a soft-ribbon cutting ceremony the last week of November.

Commissioner Miller suggested that a press release be sent out to the West Windsor-Plainsboro news about daily parking details.

### **(2) Daily Parking Methodology**

Mr. Calu stated that this topic has been on hold for 7-8 months due to the fact that there have been other pressing issues that needed to be addressed. He did provide an update on Click n' Park. It's a better system and customers can print out parking pass at home. He also informed the Board that he is evaluating multi-pay stations which the client can pay by phone or by space. Chair Lupo said that with the new lot almost completed, new permits being issued it is fine to proceed slowly on this topic.

**(3) Genetec**

Chair Lupo reached out to Genetec since they missed a small flaw. They were to call Thursday to advise if they could come in on Friday. WWPA is still waiting for automatic updates to the system.

**(4) Office Lease**

Mr. Calu presented the Board with two floor plans one with tile flooring and the other with carpeting. The floor plans were discussed in detail by the Board with some of the items being work station sizes, type of furniture, number of bathrooms required and the layout. Mr. Calu said that within a few days the furniture team will come back with a detailed layout and mid next week the permit application will be sent. Some improvements will be handled by the landlord and the remaining improvements by WWPA.

Commissioner Girandola was under the impression that safety glass was to be included in the plans. Mr. Schwartz agreed by saying that in today's world WWPA should have some security. Mr. Calu said if the Board agrees to spend approximately \$60K on safety glass he will have that incorporated into the plans. The Board decided that the safety glass should be installed in the reception area. Commissioner Girandola asked for authorization of up to \$60K for the safety glass in addition to the \$150K budgeted for the new office space. Commissioner Miller motioned 11.13.13-02 authorizing up to \$60K to pay for safety glass in the new office location. Commissioner Crane seconded the motion. All Commissioners approved.

**(5) NJ Transit Lease**

NJ Transit shifted all responsibilities to WWPA other than the tracks. Woodwinds submitted proposal to NJT but didn't hear back from them. Mr. Schwartz suggested that a telephone conference call be set up to review the legal issues. The Board set up the conference call for November 15<sup>th</sup> at 3 p.m. with Mr. Schwartz, Chair Lupo, Mr. Calu and Ms. Watlington to be present.

**(6) Security**

Mr. Calu said that \$120K was deleted from project since the security cameras would only have been installed in the new lot. There was a \$250K assumption for the project for the new lot and the existing two lots. Commissioner Miller said that step one should be to secure WWPA's lots and step two NJ Transit lots. Commissioner Girandola said it is not only a security issue but would also provide real time visibility for any empty spaces. The Board reviewed the breakdown of costs and amount of surplus in budget.

## **Reports - continued**

### **(b) Professional**

Mr. Ghrist informed the Board that next month the budget needs to be approved. He also said that the Department of Community Affairs – Division of Local Government requires two years of audits, budgets and minutes to be posted on the internet. He said he would obtain the specifics. Mr. Calu said it would be in the best interest of the Board to get this information ready in pdf format

### **(c) Board Members**

The Board discussed the pedestrian trail. Mr. Calu said that \$150K was reserved by the Board for an additional trail from the old Vaughn Lot through the woods.

The permit for the new shed has been applied for. The next steps are to place the order with Lowes and Hartland for the electrical work. Chair Lupo said that the new shed will come under the \$12K originally budgeted.

Renewal of professional financial services with Klatzkin and Company is complete.

Holiday Party on December 6<sup>th</sup>.

### **(d) Administration**

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

1.1. One permit holder lost \$20 in machine #2 and is requesting refund. WWPA doesn't show an overage. All Commissioners approved the request.

1.2. One permit holder is requesting 3 month suspensions due to unemployment. All Commissioners approved the request.

## **Closed Session**

Commissioner Miller moved that the Board enter into closed session to discuss construction status dealing with the New Lot. Commissioner Crane seconded the motion. The Board went into closed session at 11:22 p.m. At 11:30 p.m. Chair Lupo moved for the Board to come out of closed session. Commissioner Miller seconded the motion.

### **(c) Board Members – continued**

The Board discussed Commissioner Rumack being an advisor. Commissioner Miller suggested he write a letter of resignation to Township Council.

**Adjournment**

Chair Lupo moved to adjourn. Commissioner Girandola seconded the motion. There being no further business, the meeting was adjourned at 11:33 p.m.

Respectfully Submitted,

***Lydia Rojek***

Lydia Rojek