

WEST WINDSOR PARKING AUTHORITY

October 9, 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 8:10 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

Tom Calu, Parking Consultant

Kristina Samonte, Council Liaison

Ron Ghrist, Financial Consultant

Commissioner Ron Rumack, Treasurer, Mr. Schwartz – attorney and Sgt. Dranchak - police were not present.

Action Items

Approval of Minutes (September 11, 2013)

Commissioner Miller moved to approve the September 11, 2013 minutes. Commissioner Crane seconded the motion. All the Commissioners present voted to approve the minutes.

Approval of Bills (October, 2013)

The Commissioners discussed the bills in detail such as payments to Township, in8 Graphics LLC. and Tomco. Mr. Calu informed the Board that there are additional change orders from Tomco that need to be reviewed before payment could be processed. Chair Lupo said he is seeking authorization to process payment for Tomco's bill not to exceed \$1,020,000 once reviewed by ACT and not to delay payment another month. Commissioner Miller motioned 10.09.13-01 authorizing up to \$1,020,000 to pay Tomco after ACT's review. Commissioner Crane

seconded the motion. Commissioner Miller moved to approve the remainder of the October bill list. Commissioner Crane seconded the motion. The motion was unanimously approved.

Ms. Watlington introduced an additional bill that was not on bill list for Spataro Architect Inc., the architect hired for the changes and improvements to WWPA's new location. Ms. Watlington questioned if WWPA is paying 100% of the improvements. Chair Lupo said that if operating expense then that would be a split with NJT. Mr. Calu said that WWPA would pay for the improvements over first 5 years. Commissioner Miller moved to approve the Spataro bill. Commissioner Crane seconded the motion. The motion was unanimously approved.

Chair Lupo brought up the courtesy review of the replenishment account for the project. Planning Board Attorney Gerald Muller and Aurora and Associates and others charge the Township and the Township replenishes from WWPA fund. Commissioner Miller said that WWPA never got a chance to review any of these bills. Ms. Samonte will bring this to the Township that WWPA wants a courtesy review. Mr. Ghrist suggested obtaining vouchers for bills that were paid.

Reports

(a) Professional

Mr. Ghrist questioned how much is still needed to complete project. To date payment approved \$6.506M. WWPA issued bonds totaling \$4.720M, bond proceeds of \$1.6M and premium of \$181K leaving \$4.765M to do project. Project is short \$1.721M in bond proceeds. WWPA is short \$750K cash wise which needs to be inputted into the capital budget. He told Mr. Watlington that there is \$125K in the 2013 capital budget so next month she should pay vendor Tomco out of capital budget not out of bond proceeds. He said that an additional \$650K needs to be put into 2014 budget to cover the shortfall. Commissioner Girandola questioned if other expenses such as landscaping is covered. Mr. Calu said that will not be done by Tomco. The Board went into detail discussion of additional expenses e.g. security camera, trail, branding, furniture for new location, sprucing up Vaughn and Wallace lots.

Mr. Calu said that Ms. Watlington and he met with state contract vendor who put in a proposal for camera system. The proposal is approximately \$160K which doesn't include the new lot and 24 hr surveillance. He asked Mr. Ghrist to put \$250K into the budget.

After the discussion, the following is the breakdown of costs:

\$750K	to finish lot
\$125K	office
\$ 25K	office equipment/furniture
\$150K	new trail
\$250K	surveillance equipment
\$100K	Vaughn/Wallace branding

\$ 12K	maintenance shed
\$1.362M	Total for 2014 with a remainder of \$1.318M

Budget Approval

Mr. Ghrist presented WWPA's 2014 budget for approval.

\$1,276,500	in revenue
\$1,097,079	in appropriations
\$1,412,000	capital operating budget using unretained earnings

Mr. Ghrist requested a resolution to adopt WWPA's 2014 budget. Commissioner Miller moved *10.09.13-02* to approve the resolution. Chair Lupo seconded the motion. The motion was unanimously approved. Mr. Ghrist will meet with Ms. Watlington and Commissioner Miller on Wednesday, November 6, 2013 for signatures.

Additionally an in-depth discussion was had by the Board with Mr. Ghrist about the projected revenue for the new lot. Discussion included the number of non-resident daily parkers, the quantity of permits presently for Vaughn lot, handicap spaces and letter that was sent to the Mayor. On October 15, 2013 the first letters will go out to people that are on the wait list for the Vaughn lot.

Ms. Watlington informed the Board that NJT recently performed a due diligence count of handicap spaces and there were no findings. Mr. Calu said that ADA parking will be eliminated from the new lot as per the Board's instruction. Ms. Samonte asked the Board about the grant. Chair Lupo said that ACT has the specifics. Also she said that the \$50K payment to Township was processed. Chair Lupo said that Golden needs to be informed that WWPA is leaving.

Discussion Items

(1) Project Timeline

Mr. Calu presented an overview of Tomco's bills. Invoice #10 originally was \$1.1M and now reduced not to exceed \$1.02M. The total contract value for Tomco is approximately \$4.5M. The exact amount will not be known until finish negotiations on the credit for eliminating the stamped concrete and some minor change orders. Once the invoice not to exceed \$1.02M is paid, WWPA will still owe \$1.7M. As of last month an approximate total of \$2.028 M has been paid to Tomco.

Chair Lupo said that as per Mr. Ghrist's figures approximately \$2.3M has been paid to Tomco. An additional \$2.2M has to be paid out but have not netted the change orders. He also informed the Board that WWPA will not be getting the grant that they were counting on for environmental cleanup.

(2) Daily Parking Methodology

Discussion tabled.

(3) Multiple Vehicles

Discussion tabled.

(4) Genetec

Analysis is still in progress.

(5) Snow Removal - Platform

Mr. Calu said that he and Ms. Watlington have been in discussions with NJ Transit about snow removal and ice control. It is not clear if WWPA is responsible for the removals. The bid spec received from NJT is unclear and grossly inadequate to protect anybody. They were in discussion with NJ Transit to get prices from a couple of contractors. WWPA will arrange with Woodwinds to do removal on a date by date basis until a contractor is selected hopefully Woodwinds so won't have to go out to bid for another year.

(6) Land Swap

Mr. Calu said no one at WWPA or Mr. Schwartz has a copy of the land swap letter but we know it was sent.

(7) Office Lease

Mr. Calu updated the Board that Chair Lupo has signed the lease. Mr. Calu and Ms. Watlington need to create a schedule of the move and highlight responsibilities. Both of them are working with the architect. There is a lot of work to do on the plan. Modular furniture which is not ceiling-high will be used which aids in avoiding delays, relocating sprinkler heads and zoning of HVAC. Any furniture that is not used in the new plan but is salvageable will be donated to a non-profit organization. Architect should have plan by next Tuesday and once it is signed off the next step would be to meet with furniture vendor. Mr. Calu has a state approved furniture vendor. Chair Lupo said that the plan should include a conference room phone.

(8) Shed

Mr. Calu said that Mr. Cortez has picked out a 10' x 14' heavy duty vinyl shed to be used for maintenance equipment. The shed cost will be approximately \$1.2-\$1.4K. Due to the shed's size the installations of it will require a permit and concrete slab and will be located in the old half of the Vaughn lot. ACT Engineers are consulting with the Township, waiting for some feedback and know that a site plan is required.

(9) Office Move Plan

Mr. Calu and Ms. Watlington started worked on a move plan for the office to itemize what needs to be included - items such as Comcast, telephones, electric meters. The Seqway isn't being used by the Township. Signs for the new location are covered by the lease and are to be located at specific locations as per lease. Lease states that WWPA has to use the landlord's sign vendor.

(10) Logo for New Lot

Mr. Calu informed the Board that he received the new logo at 4pm prior to the meeting. He will send out email with the signage to the sub-committee for comments and approval.

(11) Pedestrian Trail

Mr. Calu indicated that ACT had asked NJT for approval for the license agreement regarding trail from Vaughn lot to platform. ACT Engineer reminds WWPA that it would take approximately 3 months for approval from DEP. This trail is separate from the trail that was talked about earlier in the meeting.

New Business

Mr. Calu recommended to the Board that it time for a formal numbering system for the resolutions. Written resolutions are drafted by the attorney before the meeting and approved by the Board. He recommends that when there is a motion a second and vote to record as sequential number. This is to commence with the October minutes. The Board agreed that it is good idea.

Mr. Calu is concerned that as a small agency WWPA does not have the capability necessarily to do as good of a job as we would like to do especially in complicated matters such as bidding. WWPA is good at RFP and quotes. When bidding occurs over the threshold of \$22.5K subject to local public contract law, WWPA suffers since there is no certified purchasing officer. The nature of the bidding process is a huge burden, Mr. Calu recommends in the interest of shared services to have a deal with Township who has a certified purchasing officer and an engineering department. This way when WWPA needs assistance in bidding and or engineering problems, WWPA turns to shared services specifying our requirements and the Township takes care of the bids, refines the bids to a reliable bid and puts it out on WWPA's behalf. They would also receive the bids, conduct a bid review and make a recommendation of award to WWPA based on bid process. WWPA could make a small contribution to the Township or could be billed based on a percentage of the bid. Commissioner Crane suggests it is worth pursuing and Commissioner Miller thinks it's a good idea. Mr. Calu asks the Board to think about this process.

Reports - continued

(b) Police Report

Sgt. Dranchak had emailed the ticket and violation reports to the Board prior to the meeting. Sgt. Dranchak report showed that the police reported 266 summonses for the month of September 2013. Ms. Watlington stated that the Parking Authority reported 270 for the same time period.

(c) Board

Commissioner Miller informed the Board that the site of the former Princeton Polytechnic is going to the Zoning Board for a variance to become an assisted living facility. WWPA received a notice of the application since it is a 200 foot property owner. The applicant wants an easement to connect to the Alexander Road entrance to the new lot. She suggests that someone from WWPA go to the Zoning Board meeting and advise them of our traffic report which is the basis of the no left turn regulation out of the new lot onto Alexander Road. She is requesting that Gary Davies from AECOM (a subcontractor to ACT Engineers) make a copy of the report available to WWPA, and she volunteered to represent the WWPA at the Zoning Board meeting if necessary.

(d) Administration

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

1.1. One permit holder was notified in June 2011 - didn't take because was tending to his parents and their illnesses and misplaced notification. He wants it now. All Commissioners denied the request.

1.2. One permit holder has a Vaughn permit and got notified for Alexander in October 2012 - said e-mail must have gone to spam and wants to be switched over now with no penalty. All Commissioners denied the request.

1.3. Twelve permit holders are requesting 3 month suspensions due to unemployment. All Commissioners approved the request.

1.4. One permit holder was awarded an Alexander Road permit in November 2011 but says he never received notification and wants it to be issued now. Says Yahoo was able to track all his emails and there is no trace of an award letter. All Commissioners denied the request.

Adjournment

Chair Lupo moved to adjourn. Commissioner Crane seconded the motion. There being no further business, the meeting was adjourned at 11:55 p.m.

Respectfully Submitted,

Lydia Rojek

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