

# WEST WINDSOR PARKING AUTHORITY

April 9, 2014

## 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

Commissioner Girandola called the meeting to order at 8:05 p.m. The following individuals attended:

#### Commissioners

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

#### Non-Commissioners

Martha Watlington, General Manager  
Robert Schwartz, Attorney  
Ron Ghrist, Financial Consultant  
Kristina Samonte, Council Liaison  
Tom Calu, Parking Consultant  
Dan Fabrizio, permit holder

Sgt. Tarr, Police was not present.

### Action Items

#### Comments from the Audience

Mr. Fabrizio attended the April 9<sup>th</sup> 2014 WWPA meeting. He stated he was on waiting list for the Vaughn Lot. He wanted to be placed back on list for Wallace Lot. At the end of 2012 he asked where he was on list and Ms. Watlington said that he was not on the list. He was told that he would have to fill out application, pay \$75 fee. He said that he was annoyed. Chair Lupo explained that the fees are required to be paid.

#### Approval of Minutes (March 12, 2014)

The approval of the March minutes was tabled to next month's Board meeting to allow the Board members more time to review.

Commissioner Miller moved to approve the December, 2013 minutes which include resolution # 12.11.13-03 for the pedestrian trail. Commissioner Crane seconded the motion. All Commissioners approved the request. The change will be reflected in the December 2013 minutes.

**Approval of Bills (March, 2014)**

The Commissioners discussed the bills in detail. Ms. Samonte will confirm with Ms. Schmid the cooperative purchasing agreement (inter-local government). Commissioner Miller moved to approve the March bill list. Commissioner Crane seconded the motion. The motion was unanimously approved.

**Reports**

**(a) Police Report**

Sgt. Tarr did not provide reports for the month of March, 2014.

**Discussion Items**

**(1) Video Surveillance Presentation**

Commissioner Girandola had organized a sub-committee, which had exchanged thoughts but had not yet had an opportunity to meet. Mr. Calu stated that he would arrange for a meeting with French & Parello Associates to consult with Mr. Bolling in order that they could develop a scope of work and budget for the on call services of an electrical engineer to coordinate with Mr. Bolling in the event the Authority decided to proceed with the video project; it was indicated that the proposal should be available by the May meeting. Chair Lupo said that that Board needs to resolve Tomco and ACT budget first and then obtain a ball park price for the surveillance. Also he stated that the Board needs Mr. Bolling to explore the options. Commissioner Girandola said that he would like to get a consolidated view of what WWPA wants and what Mr. Bolling is proposing and marry them together.

**(2) Project Timeline**

Chair Lupo stated that he participated in a call with Carrie Spiegel and Bob Schwartz in regards to what is still open on the punch list. Mercer County raised issue with the removal of the soil bid. They want it completed by March 5<sup>th</sup>, 2014. Tomco wants to resolve financial issues before they move forward. Commissioner Miller attended the Township Council meeting and brought up the issue that was discussed. The issue was that the dirt being blown off from the berm. Grass seed needs to be planted. ACT Engineers is aware of this but couldn't do anything regarding this matter because it was during the winter months.

**(3) Daily Parking Methodology**

Mr. Calu said that the individual at NJ Transit that was managing the fee collection equipment and possible shelter replacement initiative had retired, and has been replaced by a person known to be diligent and cooperative; arrangements for a meeting were underway in anticipation that fee collection equipment could be replaced in late summer or early fall.

**(4) Office Server – IT – Shared Services**

Commissioner Boyle stated that he sent the shared service agreement to Ms. Schimd and has not heard back from her. Ms. Samonte said that it was under review with Mr. Herbert. WWPA's proposal was worded to simply.

**(5) Office Space - Signage**

Mr. Calu said that all documentation for the new office space is in order with Cyzner Properties, that all specs and work letter details had been resolved and Technician X is in coordination with the furniture vendor and the electrical contractor.

Commissioner Miller spoke with sign contractor and received information from Ms. Watlington regarding logo. Chair Lupo said that four signs are needed. Mr. Calu said that the lease requires the Authority to use the landlords sign maker, and recommended authorization for Ms. Watlington to sign an order for \$6,851 for signs and make a 50% deposit for the signs. Commissioner Miller moved resolution *04.09.14-1* to authorize the General Manager to sign off on the recommended expenditure and pay the required deposit. Commissioner Boyle seconded the motion. All Commissioners approved the request. Chair Lupo asked Mr. Schwartz and Mr. Calu to prepare a draft letter giving the current landlord at least 60 days notice of the Authority's plan to vacate the current leased office space.

**(6) NJ Transit Lease**

Chair Lupo said the Mr. Murphy is working with the Attorney General on lease regarding NJ Transit. NJ Transit sent letter to WWPA denying pedestrian trail through wetlands. The Board will have a better idea where they stand with NJ Transit after Mr. Murphy's visit. Mr. Calu recommended, and consensus had it, that – failing an agreement with NJ Transit to allow the proposed trail – a fence should be installed; in the event this is required, Mr. Calu will work with ACT to specify and price such a fence.

**(7) Message Board**

Chair Lupo stated that Mr. Borek from the Township has inquired about installing a message board in WWPA's Wallace Road permit lot. Chair Lupo replied to Mr. Calu's question if the property belongs to WWPA and he confirmed. Chair Lupo said he envisions more of a bulletin board above the seating benches which would be glass enclosed. Mr. Calu suggested

asking NJ Transit about obtaining the same kind of message board that it uses around the station and Commissioner Miller said that was a great idea. Commissioner Boyle stated that the type of message board WWPA is looking at would cost approximately \$1100 with dimensions of 4' x 5' an all weather enclosed unit. Chair Lupo asked Commissioner Boyle to look into this and also asked Ms. Watlington to see if a permit would be required.

### **Reports - continued**

#### **(b) Professional - continued**

Mr. Ghrist said that WWPA will make a payment of \$18.5K to Township in addition to the \$50K done after audit is approved. The Board went into an in-depth discussion on rate increases.

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

Chair Lupo asked if the maps were finalized on the website. Mr. Calu said that ACT Engineers had completed the task and that the revised map had been posted on the website.

Commissioner Miller said that on May 3 the Farmers Market starts and asked if Ms. Watlington could put out an email blast.

Ms. Watlington informed the Board the shed is on track. The trench for electrical has been dug and waiting for inspection to proceed.

Mr. Calu addressed the notion of obtaining proposals from a couple of moving companies for the office move. The amount is certainly expected to be well below the bid threshold, and might even be below the threshold requiring competitive quotes.

Ms. Watlington said that Tech-X will pack up the computer and servers and unpack and install in new location. Commissioner Girandola said that Tech-X should back up the servers prior to the move.

Ms. Watlington notified the Board that all permits were sold for Vaughn Lot. There are 70 non West Windsor residents that are on wait list. Ms. Samonte made announcement to Council that all permits were sold. Mr. Calu stated that WWPA should sell the 70 permits and then put out advertisements total number of spaces available and it would be first come first serve basis. Mr. Calu agreed to draft an advertisement as requested by Chair Lupo.

Chair Lupo stated that WWPA is doing away with Wallace Lot hang tags and replacing them with virtual permits. Ms. Watlington will send out letter to permit holders regarding this on April 17<sup>th</sup>. On April 21<sup>st</sup> the same information will be on WWPA's website and email blast will be sent out. May 1<sup>st</sup> the "no hang tag" rule goes into effect with appropriate signs placed in lot.

Commissioner Girandola asked to include discussion regarding rate increases on the May agenda.

**(d) Administration**

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

1.1. Nine permit holders are 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 TOMCO spreadsheet. Commissioner Crane seconded the motion. The Board went into closed session at 9:52 p.m. At 10:32 p.m. Commissioner Girandola moved for the Board to come out of closed session. Commissioner Boyle seconded the motion.

**Adjournment**

Chair Lupo moved to adjourn. Commissioner Miller seconded the motion. There being no further business, the meeting was adjourned at 10:33 p.m.

Respectfully Submitted,

*Lydia Rojek*

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