

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

August 13, 2014

The West Windsor Parking Authority held their meeting on Wednesday, August 13, 2014 at 8:00 p.m. in their office at 64 Princeton-Hightstown Road, Suite 24, Princeton Junction, NJ 08550.

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 8:17 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
Sergeant Tarr, Police
Robert Schwartz, Attorney
Kristina Samonte, Council Liaison
Tom Calu, Parking Consultant

Not Present

Ron Ghrist, Financial Consultant

Comments from Audience

None present

ACTION ITEMS

Approval of Minutes (July 9, 2014)

Commissioner Miller proposed a few minor edits to the July 9, 2014 minutes because minutes posted to the website should be completely understandable to the public.

Commissioner Miller moved approval with the changes. Commissioner Crane seconded the motion. All the Commissioners present voted to approve the minutes.

Approval of Bills (August 2014)

The Commissioners reviewed the bills and discussed the poor road quality from the Alexander road entrance. Commissioner Girandola complained of potholes and the need for repaving. Ms. Watlington will speak with NJ Transit about repaving the deteriorated sections, since they are responsible for this part of the lot. Commissioner Girandola moved to approve the August bills. Commissioner Crane seconded the motion. The motion was unanimously approved.

REPORTS

Police

Sgt. Tarr presented the July police reports, and the incidents were discussed with the Board. It is noted that tickets issued by WWPA enforcement over the summer have increased from prior years and bring a substantial amount of revenue, which is collected by the township.

Town Councilwoman, Kristina Samonte, offered to contact the town's Engineering Department to inquire when the new Vaughn Extension lot will be accessible from the new Alexander Road entrance way. It is the Board's desire to have this opened by Labor Day. Casual inspection of the entrance way construction work shows it appears to have been completed.

DISCUSSION ITEMS

Generated Revenue for Township

The topic of ticket volume led to a more in-depth discussion of economic value that WWPA is generating for the township. For purposes of educating all town stakeholders, the Board agreed that they should develop an informative and comprehensive presentation document detailing what categories of value are being generated by WWPA on behalf of the township. Examples of this include the mentioned ticket revenue, the annual \$50,000 rental fee and the 10% of profit the WWPA is obligated to pay to the township, and the voluntary 5% of budget the Authority may pay to the township. Further, it is noted that the Vaughn lot project was an extensive and complex endeavor

that was funded by the WWPA which resulted in the remediation of an abandoned township-owned waste dump into a cash-generating asset for use by township residents. An example of an upcoming information sharing opportunity is the Rotary Club who has requested a speaker from WWPA in one of its upcoming meetings.

Rate Increases

Board Chairman, Andy Lupo, noted that he was going to brief Council members about ongoing discussions surrounding the new expanded Vaughn lot and to also provide some color on status of rate discussions. The goal is to have this accomplished before the next Board meeting scheduled for September 10, 2014. A subcommittee of two Board members, Commissioners Girandola and Boyle, has been formed to report back to the Board on this study. No conclusions have yet been made. The subcommittee reported that they will closely evaluate present and future projections of cash needs to ensure that any potential rate increases will be driven from that perspective. Biggest drivers of recent cash use have been snow removal and capital improvements.

Daily Parking Methodology

Mr. Calu requested approval from the Board for the General Manager, Ms. Watlington, to authorize to take all necessary and appropriate actions to achieve turnkey replacement of outdated, dysfunctional daily parking pay stations serving NJ Transit-owned lots with full-featured Digital Payment Technologies brand equipment to be provided and installed by Integrated Technical Systems, Inc. of Parsippany under State-approved cooperative purchasing arrangements along with replacing associated shelters and related accessories, all in such amounts and under such terms and conditions as approved by NJ Transit. NJ Transit must agree that all costs associated with this initiative are to be paid directly by the WWPA from parking revenues derived from NJ Transit-owned lots, with all such costs to be deducted, if necessary, from any minimum payments otherwise due to NJ Transit. Commissioner Miller moved to approve. Commissioner Lupo seconded the motion. The motion was unanimously approved.

Video Surveillance System

Mr. Calu requested approval from the Board for the General Manager, Ms. Watlington, to authorize the contract with Kelter & Gilligo consulting engineers of Princeton Junction in an amount not to exceed \$8,000 (as set forth in K&G's proposal by letter dated July 9, 2014) for preliminary and exploratory electrical/mechanical engineering services intended to provide the WWPA with a comprehensive understanding of what will be

required of the WWPA (and at what cost) should it decide to proceed with a pending proposal from an unrelated vendor for the design and installation of a video surveillance system. Commissioner Miller moved to approve. Commissioner Boyle seconded the motion. The motion was unanimously approved.

Electric Vehicle Charging Station Initiative

Mr. Calu requested approval from the Board for the General Manager, Ms. Watlington, to authorize the contract with Kelter & Gilligo consulting engineers of Princeton Junction in an amount not to exceed \$3,000 (with hourly rates and reimbursable expenses as set forth in K&G's proposal for on-call services by letter dated August 7, 2014) for electrical/mechanical engineering services to assist the Authority in its efforts to evaluate and advance an electric vehicle charging station initiative. The Commissioners indicated that the rationale for installing charge stations would have to be more thoroughly vetted before proceeding with this proposed initiative. Commissioner Girandola moved to approve. Commissioner Miller seconded the motion. The motion was unanimously approved.

WWPA Advertisements on Website

Commissioner Girandola introduced to the Board a potential initiative for enabling local retailers to advertise on the WWPA website, as well as through various customer mailings. Commissioner Girandola, Mr. Calu, and Ms. Watlington met on August 11th with Bob Weber from Weblications, who maintains the WWPA website, to discuss the methods for facilitating this advertising program on the website. It was discussed as a potential pilot with a few retailers to start, which would be expanded after measuring its feasibility. Commissioner Girandola believes that this is an opportunity for a new revenue stream that could help defer potential rate increases by the Authority.

Pedestrian Trail

Commissioner Lupo said that NJ Transit approved WWPA's request to utilize their space to make a pedestrian trail. WWPA is not committed to building, but is taking additional steps to the next phase.

Video Surveillance - Vehicle Counting System

Commissioner Boyle discussed having a car counting system installed in the entrances and exits of the lots to provide current and historical traffic counts using our anticipated

video surveillance system. The benefit to customers would be to inform them upon entrance if there are any spots available for parking.

REPORTS (continued)

Administration

Ms. Watlington briefed the Board on three requests for relief from the late fee for quarterly permit payments, and the Board unanimously agreed to deny those requests.

CLOSED SESSION

Chair Lupu moved that the Board enter into closed session to discuss contract issues. Commissioner Girandola seconded the motion. The Board went into closed session at 10:35 p.m. At 10:55 p.m. Commissioner Lupu moved for the Board to come out of closed session. Commissioner Girandola seconded the motion.

ADJOURNMENT

Chair Lupu moved to adjourn. Commissioner Miller seconded the motion. There being no further business, the meeting was adjourned at 10:58 p.m.

Respectfully,

Elle Magarelli