

WEST WINDSOR PARKING AUTHORITY

February 12, 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 8:01 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 and Sgt. Tarr, Police were not present.

Action Items

Approval of Minutes (January 15, 2014)

Commissioner Miller moved to approve the amended January 15, 2014 minutes. Commissioner Crane seconded the motion. All the Commissioners present voted to approve the minutes.

Approval of Bills (February, 2014)

The Commissioners discussed the bills in detail. Ron Rumack, Advisor called in on teleconference. The Board discussed the snow removal bill with Mr. Rumack, in regards to the cost charged per bag of salt. Ms. Watlington will contact Mastroianni Landscaping – snow removal contractor to discuss the charges. Commissioner Miller moved to approve the February bill list. Commissioner Crane seconded the motion. The motion was unanimously approved.

Approve Resolution to Amend 2014 Budget

Mr. Ghrist handed out to the Board the cost analysis of new lot that the Township received as well. Chair Lupo said the Township had requested information for initial expenses to current expenses of the new lot since they are supporting the issue.

Commissioner Girandola asked Mr. Ghrist what needs to be done to close out the budget. Mr. Ghrist replied that as long as WWPA has the municipal appropriation in their budget the Township will get permission from the Division of Local Government to use it as revenue in the Township's budget. Mr. Ghrist summarized saying that WWPA is putting back in the budget the municipal appropriation.

Commissioner Miller explained that there are three revenue streams from WWPA to the Township: 1. \$50K which is part of the lease, 2. 10% of WWPA net income which is owed to the Township if it is positive, 3. 5% of the budgeted net income which can be included in the budget as a discretionary payment.

Mr. Ghrist proposed the resolution 02.12.14-1 to amend the 2014 WWPA budget to include line item of 5% voluntary payment to the Township. Chair Lupo moved the resolution. Commissioner Boyle seconded the motion. In a Roll Call vote, four Board members voted in favor of the motion and one Board member was a nay.

Additional discussion was had by all present regarding the calculation of revenue for the new lot. Mr. Ghrist explained that the number of permits issued from 2012, WWPA was receiving 98% income from the original Wallace and Vaughn Lots. In October when he calculated out the figures for the new lot he estimated that by January, 2014 200 permits would have been sold at \$40 and WWPA was over the number sold. In regards to the daily permits, 600 spaces subtracted each month that were permits the ones that were left, 400 spaces left in January. As he increased the number of permits the number of daily spaces decreased by the time he calculated out for December, there were only 125 daily spots. He anticipated only 25% of the total. He explained his calculation as follows: 3150 spaces for the year times 365 days/year which equals to \$478K in income from what could have been daily spots so he used 25% of that to come up with \$119K for new lot. Chair Lupo said that the daily parking needs to be adjusted.

Mr. Ghrist explained that there were 2 2-yr payments to T2- for maintenance contract and one being prepaid - the 2014 payment and which will be expensed in 2014. He also said payments for web-hosting for T2, holiday party and Tech X Inc. were included. Chair Lupo said he would like to see the IT/computer expenses in a separate account.

Discussion Items

(1) Project Timeline

There are punch list items that still need to be completed.

(2) Daily Parking Methodology

Discussion tabled to March meeting when Mr. Calu will return from illness.

(3) Genetec

Ms. Watlington stated that since the improvements, WWPA now has the capability of instant access to vehicle updates/information.

(4) Office Server IT

Commissioner Boyle said that Tech X wanted \$99 a month to provide backup for WWPA data. Just Cloud is \$4.50 per user/month less than 1 GB of data. WWPA can work with Township IT person, Chris Wade, who could bill WWPA as vendor. Mr. Wade will speak with Ms. Schmid regarding the service. Ms. Samonte said there should be a formal agreement with Mr. Wade. Mr. Wade said there could be an additional expense of \$1K for firewall and Barracuda. Mr. Rumack asked about remote access for personnel. Commissioner Boyle said that it was taken into consideration. Mr. Ghrist said that all financial records are backed up by Klatzkin & Co, LLP. Commissioner Boyle suggested taking a look into I Cloud.

(5) Office Space

Chair Lupo stated that he was in contact with Paul Marsh. He also received the new lease for 2014. Mr. Schwartz will review the lease/language. Chair Lupo stated that Mr. Calu was in contact with Cyzner who are getting ready to bid out the leasehold improvements work. Township has approved most of our plans for build out.

(6) NJ Transit Lease

Chair Lupo informed the Board that there is nothing new to report. Mr. Schwartz said that changes were sent back in October in regards to the lease and NJTransit replied that there were no issues.

Reports

(a) Police Report

Sgt. Tarr report showed that the police reported 154 summonses for the month of January, 2014. Ms. Watlington stated that Mr. Hillman, Parking Enforcement did not issue his report.

(b) Professional

Ms. Samonte said that the Township is receptive to shared services.

Ms. Watlington said that the office furniture will be auctioned off.

(c) Board Members

Chair Lupo informed the Board that Mr. Calu will be returning in March and will be bringing a representative from the video surveillance company.

(d) Administration

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

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

1.2. One permit holder was notified that he was eligible for Alexander Road permit but is not commuting right now due to loss of employment. He would like the offer held. All Commissioners approved the request.

1.3. One permit holder received a \$60 ticket for not registering his car with us before parking at train station. He thinks fee is extremely harsh. He reached out to Chair Lupo and it was told that it was his daughter's car since his did not start. All Commissioners denied the request.

1.4. One permit holder lost \$10 trying to reload debit card. It couldn't be verified. She is requesting refund. All Commissioners denied the request.

1.5. One permit holder lives in West Windsor but wants to use a PO Box as his mailing address because he travels a lot. WWPA has not allowed this in past. All Commissioners denied the request.

1.6. One permit holder is requesting a refund for March and suspension until he is employed again. All Commissioners approved the request.

As per Commissioner Miller's request, Ms. Watlington stated that there were seven suspensions due to unemployment. Commissioner Miller said that if they are in Wallace Lot then they should be told they lose their spot and can get a spot in Vaughn Lot. She requested that the agenda for next month's meeting state - no waiting list for Vaughn Lot.

Closed Session

Chair Lupo moved that the Board enter into closed session to discuss TOMCO payments. Commissioner Miller seconded the motion. The Board went into closed session at 10:05 p.m. At 10:24 p.m. Commissioner Miller moved for the Board to come out of closed session. Commissioner Girandola seconded the motion.

Adjournment

Chair Lupo moved to adjourn. Commissioner Miller seconded the motion. There being no further business, the meeting was adjourned at 10:30 p.m.

Respectfully Submitted,

Lydia Rojek

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