

# WEST WINDSOR PARKING AUTHORITY

July 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.

### IT

The IT items were discussed first. Dropbox accounts will be set up for Ms. Watlington and Ms. Cresswell. Chris Rush, WWPA IT, linked the conference phone, increased the volume on it and tested it out. Mozey PPO installed backups for servers. Chair Lupo asked Mr. Rush to investigate options for a larger TV that would be mounted on the wall in the conference room.

### Action Items

#### Call to Order and Roll Call

Chair Lupo called the meeting to order at 8:16 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  
Sgt. Tarr, Police  
Ron Ghrist, Financial Consultant  
Kristina Samonte, Council Liaison  
Tom Calu, Parking Consultant  
Robert Schwartz, Attorney

#### Approval of Minutes (June 2014)

Commissioner Miller moved to approve the June 18, 2014 minutes as amended. Commissioner Crane seconded the motion. All Commissioners approved the request.

#### Approval of Bills (June 2014)

The Commissioners discussed the bills in detail. Commissioner Crane moved to approve the July bill list. Commissioner Miller seconded the motion. The motion was unanimously approved.

Mr. Calu noted that contracting with KSE in an amount not to exceed \$15,325 plus 10 percent contingency for preparation of bid plans and specifications for rehabilitation of the Wallace Permit Lot had been approved at the June 18<sup>th</sup> meeting but inadvertently not captured as a resolution. He recommended correction as a matter of record, and Chair Lupo agreed. Commissioner Miller moved that the Authority approve a confirming resolution. Commissioner Boyle seconded the motion. The motion was unanimously approved as confirming resolution 06.18.14-03.

## **Reports**

### **(a) Police**

Sgt. Tarr presented the June police reports. The Board discussed the police incidents. Ms. Watlington asked Sgt. Tarr why the Alexander Road entrance was still blocked. Sgt. Tarr replied that it was closed due to construction. Mr. Calu said that the website should be updated that the entrance is closed until further notice.

Chair Lupo said that June was an active month for ticketing and thought the trend would be going down. Ms. Watlington replied saying that tickets are now being issued on weekends.

Sgt. Tarr informed the Board that she suggested having the lots labeled correctly on the police reports but was told the history would be lost.

Sgt. Tarr said that it was suggested to make some motorcycle spaces in the permit area such as dividing one parking area into two spaces. Ms. Watlington said that the motorcycles park in the daily lots. She also said that there is a future meeting with NJ Transit and will bring this matter up.

## **Discussion Item**

### **(1) Daily Parking Methodology**

Mr. Calu recommended and all agreed that "Daily Parking Methodology" should be removed from the agenda and covered only when appropriate under "Miscellaneous Pending Items." Mr. Calu explained that a previously approved action to contract with ParkMobile for pay-by-phone services had been held in abeyance for nearly two years to ensure compatibility with new pay station equipment, and that the pay station equipment finally agreed upon by both the Authority and NJ TRANSIT is available under a cooperative purchasing agreement that includes a proprietary pay-by-phone service, thus eliminating the need for a separate service such as that provided by ParkMobile.

(2) **Miscellaneous Pending Items**

- a. Mr. Calu said an aerial photograph showing all the lots at the train station had been ordered from Leigh Imaging at a price of \$750; this was necessary because images of the newly constructed portion of the Vaughn Lot are not yet available from free sources such as Google Earth.
- b. The initiative about advertising on the WWPA website was discussed. Commissioner Girandola suggested reaching out to local businesses. Commissioner Girandola, Ms. Watlington, Mr. Calu and Weblications need to be at the meeting.
- c. Electric Vehicle Charge Stations – Mr. Calu said whatever remains from old, vacated conduit and infrastructure from ten previously abandoned charging stations is of questionable suitability and appears to be in the wrong locations. He said an ad hoc subcommittee will review a plan which he hopes to complete by end of the summer.
- d. Electrical Engineer for Video Surveillance – Mr. Calu noted that he expects to present at the next meeting a proposal from K&G for preliminary electrical engineering services that will help determine what will be involved for the installation e.g. refined specifications.
- e. Wallace Lot Rehab – Mr. Baker from KS Engineers will be in next week to figure out a plan for the caving in of blacktop throughout the lot. A proposal will be completed with bid specifications which will get attached to a bid proposal.
- f. NJ Transit – Meeting was had last week with NJ Transit and WWPA received approval to get sidewalk repaired with NJ Transit paying for the repairs.
- g. NJ Transit Lease – The Attorney General has not approved the NJ Transit lease. Mr. Schwartz spoke with Mr. Murphy about this and Mr. Murphy does not understand why it has not been approved. Mr. Schwartz said that WWPA is responsible for the parking facility if the cost of repairs is less than the bid threshold. WWPA will make the necessary repairs and then bill NJ Transit. WWPA needs to keep NJ Transit informed of repairs. If the cost of repair is above the bid threshold then NJ Transit determines what needs to be done and will use WWPA as a conduit with contractor and cost will be deducted from quarterly lease payments. Mr. Schwartz said that WWPA is relieved of indemnification when other vendors are on NJ Transit property.
- h. Pay Stations – Pay Station vendor provides shelters and will see if solar panels will work or not. NJ Transit needs to approve the order which would be approximately \$15,000 per station, plus shelters, concrete, and conduit. Twelve pay stations are proposed to eliminate the token machines.

**Reports – continued**

(b) **Professional**

Mr. Ghrist spoke about the preliminary starting point for rate increase. He provided projections from 2014 through 2016 for the subcommittee to aid them in their discussion/decision. He suggested that if a rate increase should be decided that it should take effect in 2015. The

Board went into detailed discussion about rate assumptions, analysis, and decrease of daily permits.

Mr. Schwartz corresponded with Mr. Herbert regarding the 50 year lease agreement with the Township. One change that was needed was the word revenue changed to income. WWPA pays 10% of net income of whatever the income is of all West Windsor lots after all expenses including capital expenses as well as the \$50K are paid. He stated that he is fine with all the clarifications and the agreement itself. Mr. Schwartz asked for a motion to ratify the agreement. Commissioner Miller motioned to ratify the agreement. Commissioner Boyle seconded the motion. The motion was unanimously approved.

**(c) Board**

Commissioner Boyle said that the draft agreement regarding IT services that Mr. Schwartz received from Mr. Herbert is a moot point. The Board decided to go with TechX.

Ms. Samonte spoke about the salt for the winter. Ms. Watlington said that Mastroianni Landscaping has stockpiled the salt for this upcoming winter. Mr. Lupo said to meet with Mastroianni and get his costs so WWPA can be more educated in the salt costs. Chair Lupo said that WWPA is open to shared services in this area.

**Closed Session**

Chair Lupo moved that the Board enter into closed session to discuss contract issues. Commissioner Crane seconded the motion. The Board went into closed session at 10:42 p.m. At 11:54 p.m. Commissioner Girandola moved for the Board to come out of closed session. Commissioner Miller seconded the motion.

**Adjournment**

Chair Lupo moved to adjourn. Commissioner Miller 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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