

WEST WINDSOR PARKING AUTHORITY

March 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 8:07 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
Sgt. Tarr, Police
Ron Rumack, Advisor

Action Items

Approval of Minutes (February 12, 2014)

Mr. Calu informed the Board that the approval of \$46.6K for the pedestrian trail should be a resolution in the December minutes. Chair Lupo motioned resolution for the approval of \$46.6K for the pedestrian trail 12.11.13-03 and Commissioner Miller seconded the motion. All Commissioners approved the request. The change will be reflected in the December 2013 minutes.

The approval of the February minutes was tabled to next month's Board meeting so Mr. Ghrist can provide a calculation of permits reserved for the 2014 budget year. Mr. Ghrist will supply spreadsheet.

Approval of Bills (March, 2014)

The Commissioners discussed the bills in detail. 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 report showed that the police reported 174 summonses for the month of February, 2014.

Discussion Items

(1) Video Surveillance Presentation

Mr. Calu introduced Mr. Bolling, Executive Vice President of Business Systems, Inc. and Mr. Pollando, Manufacturing Representative from Bongiorno & Associates. They presented to the Board a proposal for the Parking Lot Video Surveillance Project. The proposal described the following:

1. The equipment and systems involved necessary to provide a video surveillance system for the West Windsor Township Parking Authority. The proposed system would initially cover the (3) WWPA owned and operated lots Vaughn Drive, Wallace Road and the South Lot.
2. The resources, outside of the WWPA, required so the proposed system can be installed and operate in an effective manner.
3. The procurement methods for the acquisition of all goods and services off of state and cooperative purchasing contracts already in place.
4. The cost of the initial installation.
5. The potential for the initial installation to be expanded to cover other lots currently managed by the WWPA but owned by NJ Transit.

The Board along with Mr. Bolling and Mr. Pollando had an in-depth discussion about integration, warranties, lease fees from PSE&G, WW Township electrician, video access and storage of data.

Mr. Calu said that the Board now knows of the cost of the project, know their budget and suggested having a subcommittee. Commissioner Girandola, Commissioner Boyle, Sgt. Tarr and Tom Calu all volunteered.

(2) Project Timeline

Chair Lupo stated that there are punch list items small in nature and weather restrictive that still need to be completed.

(3) Daily Parking Methodology

Chair Lupo said that WWPA should do away with permits in the Wallace lot. Ms. Watlington said the next mailing goes out April 15th. He proposed a draft letter be done for review. Mr. Calu said he would draft the letter as well as new signage for the Wallace lot. Chair Lupo questioned the average number of tickets WWPA writes. WWPA has sold several more permits than there are spaces in the two sections of the Vaughn lot and Ms. Watlington responded with 200-300. WWPA has sold several more permits than there are spaces in the two sections of the Vaughn lot and no West Windsor resident is on the waiting list that wanted that lot.

(4) Office Server – IT – Shared Services

Mr. Schwartz along with Commissioner Boyle drew up a shared services agreement which including working with Mr. Wade, WW Township IT. This works out to be a 20% savings for WWPA and utilizing the excess capacity on the Township cloud. Ms. Samonte will contact Ms. Schmid regarding formalizing the agreement. Mr. Schwartz said that there needs to be secured firewall between the Township and WWPA.

Reports - continued

(b) Professional

Ms. Samonte said she spoke with Ms. Schmid regarding the salt/sand issue. Ms. Schmid will draft an inter-local government agreement. Ms. Samonte suggested that WWPA think about this. Woodwinds takes care of the platforms for NJ Transit. Commissioner Boyle said it would be worthwhile knowing what the cost of the salt/sand is.

Closed Session

Commissioner Crane moved that the Board enter into closed session to discuss TOMCO payments. Commissioner Miller seconded the motion. The Board went into closed session at 10:15 p.m. At 10:22 p.m. Commissioner Girandola moved for the Board to come out of closed session. Commissioner Crane seconded the motion.

Discussion Items - continued

(5) Office Space

Mr. Calu gave a thorough detailed update on the office move. The points he outlined are as follows:

Landlord has permits to do fit out;

Mobilization commences March 17th with completion being May 1st but no later than May15th;

PATS system will require a special phone line when relocated;

Landlord flexible with payment plan;

Commissioner Miller will work with contractor on signage for new office;

Itemized list included granite countertops, furniture purchase at state contract, frosty film on window behind where some staff will be located and vestibule area will have insulated glass with voice screen.

Mr. Calu stated that there is \$210K budget - \$125K for the office, \$25K for equipment/furniture and \$60K for vestibule area. \$55,971 is the amount for the panels/furniture.

He is asking permission for Ms. Watlington to sign off on \$84,357 for fit out to Czyner.

Commissioner Miller moved resolution 03.12.14-01 to authorize the General Manager to sign off on amount not to exceed \$90K. Commissioner Crane seconded the motion. All Commissioners approved the request. Mr. Calu said that there is \$69,672 remaining for signs, window film, security, TechX, movers and architectural engineer. Chair Lupo said he reviewed the existing revised office lease agreement ending June 30, 2014.

(6) NJ Transit Lease

No discussion.

Reports - continued

(b) Professional - continued

Mr. Ghrist informed the Board that the financial statements are done and is waiting for the auditor's report. Chair Lupo asked is he received the WWPA P & L. Mr. Ghrist said he will look them over prior to next months' meeting.

Commissioner Girandola presented Mr. Calu with a commemorative plaque for all his efforts.

(c) Board Members

(d) Administration

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

1.1. Twenty permit holders are requesting 3 month suspension due to unemployment.

All Commissioners approved the request.

1.2. One permit holder notified he was eligible for Alexander lot in June 2013. He says he never received e-mail and doesn't want to pay back fees. All Commissioners agreed for him to pay back fees or get on Vaughn lot.

1.3. One permit holder was notified he was eligible for Alexander lot in 2013 (July). He says he never received notification and wants the spot now with no penalty. All Commissioners agreed for him to pay back fees or get on Vaughn lot.

Adjournment

Chair Lupo moved to adjourn. Commissioner Miller seconded the motion. There being no further business, the meeting was adjourned at 10:45 p.m.

Respectfully Submitted,

Lydia Rojek

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