

WEST WINDSOR PARKING AUTHORITY

May 14, 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

Chair Lupo called the meeting to order at 8:02 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 Butvilla, Suplee, Clooney & Co.
Dan Fabrizio, Permit Holder
Chris Cirkus, Farmer's Market Manager

Robert Schwartz, Attorney, was not present.

Reports

(a) **Police**

Sgt. Tarr presented the March and April police reports. Ms. Watlington said the number of tickets issued has increased.

Discussion Items

1. **Sign for Farmers' Market**

Commissioner Miller introduced Ms. Chris Cirkus, Farmers' Market Manager. Ms. Cirkus gave the Board some history of the farmers' market – they are in their 11th year and thanked WWPA for allowing using space in the Vaughn lot. Volunteers count cars on Saturday's and estimated 600-800 per Saturday. However, Ms. Cirkus said the information doesn't reach the West Windsor residents as they would like. She presented a sample sign to be placed in the

entrance of the Vaughn lot. The Board and others delved into a discussion about a two sided sign, painting a mural on the shed and if it's allowed. Ms. Samonte will check with the Township why they wouldn't allow the shed to be painted. Commissioner Miller motioned that WWPA supports the painting/mural of WWPA's shed. Commissioner Crane seconded the motion. The motion was unanimously approved.

Reports

(b) Professional – 2013 Audit Approval

Mr. Butvilla, from Suplee, Clooney & Co., stated that there were no issues with WWPA's financial statement and that WWPA stayed within its budget. The audit went smoothly. Chair Lupo said that a motion for resolution needs to be done. Commissioner Miller moved resolution 05.14.14.01 that WWPA reviewed and accepted the comments in the audit. Commissioner Boyle seconded the motion. All Commissioners approved the motion.

Approval of Minutes (April 9, 2014)

Commissioner Crane moved to approve the April 9, 2014 minutes as amended. Commissioner Miller seconded the motion. All Commissioners approved the request.

Commissioner Miller went into detail about changes that need to be done to the March 12, 2014 minutes.

Commissioner Miller moved to approve the March 12, 2014 minutes as amended. Commissioner Crane seconded the motion. All Commissioners approved the request.

Approval of Bills (May, 2014)

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

Reports

(c) Professional – Budget Reports

Mr. Ghrist reported that on audit pages six through 10 is a condensed management discussion of financial statement. He also suggested making a new repair/replacement study which is required to be renewed and appropriate dollars be placed in the budget.

The study of rates will be ready for the June meeting. Ms. Samonte said she brought the subject up at the Council meeting and Bryan Maher, Township Council President is interested in attending the June meeting.

Mr. Calu suggested that a subcommittee be formed to look at and come up with set of arrangements for rate increases or keep the rates as they are. He said that Mr. Ghrist should be on the subcommittee based on his evaluation and two additional Board members. It was decided

that Commissioner Girandola, Commissioner Boyle, Ms. Watlington, Mr. Calu along with Mr. Ghrist are the subcommittee members.

Mr. Ghrist stated that \$18,493.38 to pay the Township was added to the bill list after the audit approval at tonight's meeting. Chair Lupo said that a motion is required to amend the bills to include this payment. Commissioner Miller motioned to include the \$18,493.38 in the May bill list. Commissioner Girandola seconded the motion. The motion was unanimously approved.

Discussion Items

(2) Video Surveillance Presentation

Commissioner Girandola informed the Board that he and the sub-committee shared ideas, talked about customer service, revenue generation and technical aspects. He said that tradeoffs might have to be made such as being able to view general area and not close up to the cars themselves. Mr. Calu suggested flipping the performance points to the vendor, New Jersey Business Systems, Inc., and seeing what they provide. He also indicated that a proposal from them for the on call services of an electrical engineer should be available by end of the week.

(3) Site Punch List

Chair Lupo stated that Tomco is addressing the site punch list items and they were on site this week. Most items are relatively small in nature.

(4) NJ Transit Lease

Mr. Calu informed the Board he met with Mr. Murphy to outline lease issues. The lease document is in its final stages of review with WWPA's comments with NJ Transit's attorney. Mr. Martin Gill insists that an exhibit should be attached to the lease – an aerial photograph of the station.

Mr. Calu stated that the lease is unique since WWPA is the only authority out of 160 that is responsible for repairs to platform and stairs assuming responsibility. The question on who is liable came up. Commissioner Girandola said the Mr. Schwartz needs to be involved in these determinations.

Mr. Calu also informed the Board that NJ Transit wants to meet with WWPA on a monthly basis. He suggested to meet quarterly and to keep a live agenda. Some of the NJ Transit matters include the following: web cam, ADA spaces, pedestrian connection/access way, fee stations, capital repairs, repairs to ADA ramp that keeps flooding out, HVAC in main station building, PID – Passenger Information Display, rates, maps and list of safety trained contractors.

(5) Daily Parking Methodology

Mr. Calu said that Park Mobile was selected since it works as a package with T2, Genetec and the digital payment offered by Park Mobile. Chair Lupo and Commissioner

Girandola said it's time to move forward and asked Ms. Watlington to include this in the June meeting.

(6) Office Space

Mr. Calu informed the Board that Ms. Watlington and he met with the landlord and contractor at the new office space. Everything associated with the office move is on schedule and on budget. As of May 14, 2014 the painting of the new office has been completed and on May 15, 2014 the flooring will be installed. Mr. Calu also said that by May 20, 2014 the furniture will be installed. Tech-X has been on the job and will have access to the servers from May 14, 2014 through May 20, 2014. Commissioner Girandola asked when the expected move date was. Mr. Calu answered the first week of June.

(7) Message Board

Ms. Watlington informed the Board that the building department said that building and zoning permits are required for the message board. Commissioner Boyle provided the Board with information he obtained regarding the message board. Chair Lupo asked Ms. Watlington to purchase the board.

Reports – continued

(d) Board

It was suggested to tell the Township Council to do email Blasts on meetings.

Ms. Watlington stated that the landscaping contractor had submitted a request to increase the amount of his original bid due to the fact that the lot was not built at the time he provided his figures and that the area to be covered was much greater than he originally anticipated. The increase was \$6.5K.

(e) Administration

It was agreed to by the Board that Ms. Watlington exercise her managerial rights to make decisions on incoming requests regarding suspensions, etc. If customer disagrees with the decision it would get appealed and come before the Board.

Closed Session

Commissioner Miller moved that the Board enter into closed session to discuss TOMCO issues. Commissioner Girandola seconded the motion. The Board went into closed session at 11:31 p.m. At 11:53 p.m. Commissioner Miller moved for the Board to come out of closed session. Commissioner Crane seconded the motion.

Adjournment

Chair Lupo moved to adjourn. Commissioner Miller seconded the motion. There being no further business, the meeting was adjourned at 11:54 p.m.

Respectfully Submitted,

Lydia Rojek

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