

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

May 5, 2015

The West Windsor Parking Authority held their meeting on Tuesday, May 5, 2015 at 8:00 p.m. in their office at 64 Princeton-Hightstown Road, Suite 24, Princeton Junction, NJ 08550.

The next Board meeting is scheduled on Wednesday, June 10, 2015 at 8:00 p.m.

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 8:04 p.m. The following individuals attended:

Commissioners

Andy Lupo, Chair
Lyle Girandola, Vice Chair
Thomas Crane, Treasurer
Pat Boyle, Assistant Treasurer
Alison Miller, Secretary

Non-Commissioners

Martha Watlington, General Manager
Tom Calu, Parking Consultant
Ron Ghrist, Financial Consultant
Robert Schwartz, Attorney
Dan Fabrizio, Permit Holder
Robert Korkuch, ACT Engineers Inc.
Bob Butvilla, Suplee, Clooney & Company

Not Present

Kristina Samonte, Council Liaison
Sergeant Mary Lou Tarr, Police

Comments from Audience

No comments

ACTION ITEMS

Approval of Minutes (April 8, 2015)

Commissioner Miller moved to approve the April 8, 2015 minutes. Commissioner Crane seconded the motion. All Commissioners present voted to approve the minutes.

Approval of Bills (April 2015)

The Board discussed the bills in detail. Commissioner Miller moved resolution 05.05.15-01 to approve the April bills. Commissioner Crane seconded the motion. The motion was unanimously approved.

2014 Audit Approval

Mr. Butvilla, Accountant from Suplee, Clooney & Company, informed the Board that their cooperation and the supplied financial statements with clear notes from Ron Ghrist allowed for audit opinions to be unmodified and that there were no findings, comments, or recommendations to bring to the Board's attention.

Chair Lupo requested minor adjustments to be made on the audit, which Mr. Ghrist and Mr. Butvilla agreed to.

DISCUSSION ITEMS

Food Truck

Board members discussed the upcoming Father's Day Food Truck Fête taking place on June 21st in the Vaughn Lot at the Princeton Junction Train Station. Details on this event can be found on the WWPA website, as well as on the recently posted Facebook page. Planning is moving forward smoothly, and members of the Board are receiving positive feedback from those in the community and are anticipating a successful event.

Rehabilitation of Authority-Owned Wallace Permit Lot and NJ Transit's Wallace Road and Station Drive Daily Pay Lots

Mr. Korkuch informed the Board that the bid package was sent out for WWPA's Wallace permit lot and the bids are due on Tuesday. Video inspection has been completed since the last meeting and identified a punctured pipe caused by a leaning pole. PSE&G plans on repairing their pole, hopefully, before contractors begin the project.

Mr. Korkuch said that the landscaping work will be postponed until fall for its own separate package, which probably works out to be more cost-effective.

Mr. Korkuch told the Board that video inspection for the Wallace Road and Station Drive daily pay lots is planned for tomorrow or the following day. Completion of the bid packages will be done before the next Board meeting, and Mr. Calu will be seeking approval from NJ Transit to be able to go to bid. The plan is to have the work done first at the Authority-owned Wallace permit lot (July) followed by the two NJ Transit lots (August into September). How vehicles will be displaced is still being determined.

Mr. Korkuch discussed the cost estimate for the Authority-owned Wallace permit lot, which was previously estimated roughly at \$400K; it is now estimated firmly at approximately \$500K. NJ Transit Wallace lot is estimated at approximately \$300K and the Station Drive lot is estimated at approximately \$500K.

Since the bids are due on May 12, and timing is an issue, Mr. Calu recommended that the Board move the motion to authorize the award of a contract for the Authority-owned Wallace permit lot rehabilitation project subject to the Chairman's approval. Commissioner Miller moved the motion to give Chairman the authority to approve awarding the contract for the Authority-owned Wallace permit lot. Commissioner Crane seconded the motion. The motion as unanimously approved.

Mr. Calu informed the Board that NJ Transit's approval to advertise for bids is needed for their Wallace Road and Station Drive lot's project. Mr. Calu suggested that the Board authorize the IFB for these projects, subject of NJ Transit's approval. Commissioner Miller moved the motion that the Board authorizes the issuance of an IFB for NJ Transit's Wallace Road and Station Drive daily pay lots. Commissioner Crane seconded the motion. The motion was unanimously approved.

Pedestrian Walkway Trail

Mr. Korkuch informed that Board that as per Chair Lupo's request, the Mayor has agreed to meet with the Department of Environmental Protection (DEP) to find resolution to the issue between NJ Transit and the DEP. The Township is working on setting up the meeting to include Township, DEP, Parking Authority, and NJ Transit representatives.

Storage Shed

Mr. Korkuch stated that the permits have been sent to the Township, and are waiting for the construction department for issuance.

Artis Senior Living Easement

Pending letter to be sent to the Township.

New (additional) Enforcement Vehicle and Replacement of a Maintenance Vehicle:

Mr. Calu was to provide Ms. Watlington with ordering information for the replacement of the maintenance vehicle, but informed the Board that the state contracts were awarded after the cut-off date for the manufacturer's orders in the bid for the particular vehicle that was to be purchased. The only vehicles available are over budget and larger than what is needed.

Mr. Calu explored with advisors from the State on what options are available and found that the only option is to go out to bid. Mr. Calu suggested that, for this and other commodity procurements, the Authority request assistance from the township's Qualified Purchasing Agent in order to avoid the inordinately low bid threshold imposed by law on the Authority because it has no such agent on staff. Mr. Schwartz suggested leasing the vehicle making the purchasing price under \$17,500 to avoid going out to bid. The vehicle could then be purchased at the end of the three years. The Board agreed that this would be the most economical and easiest option. Commissioner Miller moved the motion that the Board authorizes a 3-year lease of a Class 1 pickup truck subject to the most competitive quote. Commissioner Girandola seconded the motion. The motion was unanimously approved.

Genetec (LPR)

Mr. Calu informed the Board of the proposal received from Genetec regarding the purchase of an additional Genetec equipment package for the second enforcement vehicle. The Board discussed the extended warranty options and decided on purchasing the four year extended warranty option. The new system will come with one year warranty and will include adding the existing unit. If the system goes down, a new unit will be supplied. Also included is the laptop in vehicle and one pay-by-plate system, which means that WWPA can be in the pay-by-plate mode with this investment for the digital payment pay stations that will be installed in the NJ Transit lots.

Commissioner Miller moved the motion to procure from Genetec a second LPR system at \$49,200 for the purchase and \$29,120 for a four year extension of warranty on the existing and the new system. Commissioner Crane seconded the motion. The motion was unanimously approved.

Pay Stations and Pay by Phone Services for NJ Transit

Mr. Calu updated the Board on the digital payment technology/Pay by Phone system. The ten new pay stations with shelters are still on schedule for delivery in June. Mr. Calu spoke with the vendor about a go-live date and will meet with them sometime next week for a final planning session to go over all of the nuances of installation, coordination with customer communications, ensuring that LPR capability is ready, figuring out how to time the switch of the hardware because the new machines are being installed where the existing machines are and repairs are needed, etc. This may involve closing a couple of the machines in Wallace and directing customers to other machines.

Mr. Calu will prepare draft announcements for the board to review regarding the transition plan for the new system.

Mr. Calu discussed the delay in implementing the new pay-by-phone system. WWPA's preference is to install a system that is already integrated with Genetec, our existing license plate reader system. Using mPay2Park is the preferred choice, but their certification from Genetec as being compatible is not yet available. Mr. Calu said that testing on this was about to happen in the coming weeks, and once it is confirmed as working, he will need 45 days to enact the implementation plan.

Snow removal

A discussion was had on how to analyze WWPA's snow removal bills from last season. Various approaches were discussed. The board preferred to keep the analysis simple, rather than try to analyze the current bills which are extremely detailed. It was suggested that comparisons of snow removal cost per spot at other surface lot stations in NJ would be the most expedient, and Mr. Calu said he would look into getting the needed data for this review.

Frustrated Commuters

The Board discussed complaints from commuters about the high ticket price being issued by officers. A common mistake that commuters make is pressing an incorrect number and not realizing their mistake. Their main concern is not their mistake of pressing the wrong number, but the high ticket price of \$60. There is a misconception that ticketing generates revenue for the Authority, and do not realize that the funds go to the Township; not the Authority. The Board discussed adding to the WWPA website's homepage a FAQ or "Common Misconceptions" link that includes facts on where the ticket fees are applied.

REPORTS

Police

Chair Lupo discussed the incidents with the Board.

Administration

Ms. Watlington informed the Board of a request to waive a late fee from a commuter. The Board stated that no exceptions could be made.

Chair Lupo discussed Mr. Fabrizio's request from last month's Board meeting to reconsider his application to act as an Advisor on the Board. Chair Lupo stated that reconsideration was discussed with the Board, as well as with the Town Council to find if there is a formal process for an Advisor. Town Council replied that the decision is up to the Board, since it is for an Advisory role. If the role is to become a Board member, then the decision would be up to Town Council. The overall conclusion was to stick with the original idea, which is, if there is a need for an additional Advisor because of an extra project, the Board would then look into having someone join as an Advisor. The consensus was that there are not any projects in the foreseeable future where they would require adding an Advisor to the Board.

Professional

Chair Lupo previously requested that Mr. Ghrist prepare an analysis of surplus remaining after 2014 and 2015 projects. Mr. Ghrist suggested that the Board review the rates and prepare a new renewal/replacement plan because what the Authority spent already and what remains show very little. Mr. Ghrist said that the Indenture requires an Officer of the Authority to certify monies to be put in that fund. Mr. Ghrist worked on preparing a projection of 2015, but had some difficulty because he needs the renewal/replacement plan to explain the assets available and then fund it over the years. He suggested that someone prepare a 20-year plan in preparation of future projects for all parking lots and start accruing funds for these projects each year. Mr. Ghrist suggested that once it is in writing, have an Officer of the Authority certify to it and then funds can start accruing over an annual basis.

CLOSED SESSION

Commissioner Miller moved that the Board enter into closed session to discuss contract issues. Commissioner Crane seconded the motion. The Board went into closed session at 10:33 p.m.

At 11:20 p.m., Commissioner Girandola moved the Board to come out of closed session. Commissioner Crane seconded the motion.

Commissioner Miller moved resolution 05.05.2015-02 to pursue the course of action discussed in closed session.

ADJOURNMENT

Chair Lupo moved to adjourn. There being no further business to discuss, the meeting was adjourned at 11:24 p.m.

Respectfully,

Elle Magarelli