

# **WEST WINDSOR PARKING AUTHORITY**

## **Minutes of Meeting**

**March 8, 2017**

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The West Windsor Parking Authority meeting was held on Wednesday, March 8, 2017 at 7:30 p.m. in its office at 64 Princeton-Hightstown Road, Suite 24, Princeton Junction, NJ 08550.

### **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 7:35 p.m. The following individuals attended:

#### **Commissioners**

Andy Lupo, Chair  
Lyle Girandola, Vice Chair  
Dan Fabrizio, Secretary  
Tom Crane, Treasurer  
Vaibhav Sharma, Asst. Treasurer

#### **Non-Commissioners**

Scot MacPherson, Director of Operations  
Robert Schwartz, Attorney  
Eric Rosina, Director, ACT Engineers Inc.  
Sergeant Danny Mohr, West Windsor Police  
James Colitsas, CPA, Princeton Financial Group, LLC  
Charles D'Abbraccio, Accountant, Princeton Financial Group, LLC

### **Comments from Audience**

None

## **ACTION ITEMS**

### **Approval of Minutes (February 8, 2017)**

Commissioner Girandola moved to approve the February 8, 2017 minutes. Commissioner Fabrizio seconded the motion. All the Commissioners voted to approve the minutes.

### **Approval of Bills (February 2017)**

The Board discussed the bills in detail. Commissioner Girandola moved resolution 3.8.17-01 to approve the February bills. Commissioner Fabrizio seconded the motion. The motion was unanimously approved.

## **REPORTS**

### **Police**

Sergeant Mohr informed the Board on police activity in February stating that there were 33 incidents, which he discussed in detail.

Sergeant Mohr stated that a new law allowing ride-sharing companies such as Uber to pick passengers from the train station would go into effect on May 1. Although drivers from ride sharing companies will have permission to wait for passengers anywhere in the station, with the exception of the taxi line and restricted areas, Sergeant Mohr suggested that a waiting spot, perhaps in the gravel lot, be designated for them.

### **Financial Reports**

Board members reviewed the financial reports that Messrs. Colitsas and D'Abbraccio modified and found them to still be a work in process. Board members reiterated their requirements and anticipate completion by the next meeting.

## **DISCUSSION ITEMS**

### **Landscape, Station Maintenance, and Towing Approval**

Mr. Schwartz recommended that the Board award to the lowest bidders: Custom Care Services for landscaping services at the rate of \$19,700.00 and Inarvy Lebasi Services for station maintenance at the rate of \$56,500.00. Commissioner Crane moved resolution 3.8.17-02 to award the contracts for the two services per the recommendations suggested by Mr. Schwartz. Commissioner Sharma seconded the motion. The motion was unanimously approved.

### **Mastroianni Invoice Update**

Numerous attempts were made to collect a debt in the amount of \$2,700.00 from John Mastroianni from Mastroianni Landscaping for the damages incurred by his snow removal services last winter. Mr. Schwartz stated that the matter was put into suit and once the filed copy is received, he will serve Mr. Mastroianni with the complaint.

**Events**

Mr. MacPherson will meet with members from Spark Market Solutions next week to review and select a diversified mix of approximately 14 food truck vendors from the long list of vendors interested in participating at the event scheduled to take place on September 17<sup>th</sup>.

**State of the Parking Authority**

Chair Lupo addressed Town Council at the annual “State of the Parking Authority” on March 6, and stated that Mr. Marathe will provide a recap at the next Board meeting, since he is not present today, specifically on the issue of ticket revenue sharing. Chair Lupo stated that the challenge on that topic is that not all Town Council members recognize that the revenue generated from tickets issued by enforcement officers is received by the Township, although the Authority pays for the expenses.

Commissioner Girandola reiterated to the Board what Chair Lupo stated to Town Council that the Authority's two top expenditures fueling interest in this revenue sharing request are the variability of snow, since it cannot be predicted, and capital management. The Authority has a long list of repairs needed; therefore, must manage its funds and set it aside for these repairs, as well as for new equipment/technology and unexpected emergencies. Chair Lupo added that it is imperative that the Authority have a surplus, which is historically vital due to unpredictable circumstances that impact the business.

**Permit Rates & In-house Ticketing**

A short review of the West Windsor Budget for 2017 was conducted. It was evident that WWPA contributes to the Township in several important ways: contracted surplus funds (\$42k); contingency contracted profit sharing (\$50k); interlocal police services used (\$99.7k). In addition, WWPA's part in issuing parking summons has generated approximately \$300k, which represents more than 50% of fines collected by the municipality.

Chair Lupo stated that the Authority is, and has always been, proactive in controlling expenses, which aided in avoiding a rate increase, but the increase can no longer be avoided. A lengthy discussion on the time-frame and amount of the increase followed. In short, the optimal time for the rate increase would be between June and October. Mr. MacPherson requested that he is given at least three months' notice to make preparations and announcements for the increase.

Mr. Girandola requested that we determine the rate increase in the context of a holistic cash projection for the Authority, inclusive of our normal revenue and expenditures, and most importantly, capital management needs over the next several years. This was agreed to be a preparation task for the financial team over the next several weeks for review by the Board.

It was also agreed that consideration for the revised revenue split with NJ Transit be incorporated, related to the pending new lease.

Mr. Fabrizio also suggested the Authority explore the feasibility of charging the \$0.35 credit card fee back to the parking customers, as is common practice.

As an aside, it was recognized that a price increase may entice those who are permit hoarders to relinquish them, offering some individuals on the waiting list their opportunity for a long-awaited permit.

### **Oversell Management**

Mr. MacPherson recently began tracking the amount of daily vacant parking spaces in the lots to analyze, over time, how many permits can be oversold to accommodate as many commuters on the waiting list as possible. There were 32 permits offered in the Wallace lot and only 12 that were released this past year, which indicates the demand in obtaining and holding onto permits. Mr. MacPherson contacted members from various parking authorities to inquire on their oversell threshold and the common answer was approximately 20%, whereas WWPA is at approximately 86% in the Wallace lot.

### **Parking Ticket Pricing**

Mr. MacPherson stated that he researched parking ticket pricing from various parking authorities and found that WWPA's ticket fees are the highest. Chair Lupo said that if WWPA brought ticketing in-house, the fees could be reduced and different ticketing fees could be applied to first and second offenses. The Board continued the discussion on the pros and cons of implementing in-house ticketing and what they would entail.

### **ACH**

Mr. MacPherson stated that T2 representatives provided a proposal of the initial cost for the in-house set up for the automation option to allow commuters to have the ability to schedule

recurring payments to be automatically deducted from their bank or credit card accounts for a \$0.35 per transaction fee. T2 cannot implement this change until sometime in the summer because of other projects, and the fee for the interchange would cost \$8K. Mr. MacPherson requested that they reconsider the pricing and/or timeframe. T2 will get back to him next week. Chair Lupo stated that the benefit to commuters for this automation option is that late fees can be avoided. Mr. Fabrizio requested Mr. MacPherson look into having the customer pay the \$0.35 rather than the Authority absorbing the cost.

### **Grant Status**

Mr. Rosina, representing ACT Engineers Inc., informed the Board that the Township has signed the resolution from DEP's Project Hazardous Discharge Site Remediation Fund and are finalizing the paperwork. Mr. Rosina will meet with Township members next week on the status.

Mr. Rosina informed the Board that he received the submitted deed restriction on the new Vaughn lot that was submitted to the Township attorney in May for filing and explained the details of what was done during the Vaughn lot construction, as well as a full environmental update.

Mr. Rosina read the language in the final New Vaughn lot deed that was filed with the Mercer County deed office recently. In it, he cited that contamination remains at the site, which is above the standards allowed for unrestricted use of the property. Therefore, this deed notice has been established for the specific allowable use of the property by the owner, restrict to a commuter parking lot. It also declares that all contaminate soils have been capped by either landscaping or paved areas. The objective of the restriction is to keep the public from coming in contact with contaminated soils. The restricted area consists of West Windsor Township's new commuter parking lot in Princeton Junction train station. It is also declared that the owner of the property, West Windsor Township, does not anticipate any future development on this site, which would become in conflict with these restrictions. The property will remain a parking lot. As agreed under the terms of the deed, WWPA continues to sponsor ground water monitoring of the site. Seven of eight successful tests have been completed. All requirements are proceeding as planned.

### **Vaughn Lot Trail Status**

Mr. Rosina stated that due to the wet weather, progress is being delayed on the Vaughn lot trail. If the rain continues, he recommends postponing further onsite work until April, which is when

paving goes down. Mr. Rosino stated that from a safety perspective, the trail poses a clear shot; great for safety.

**Alexander Lot Paving Project**

Mr. Rosina discussed with the Board options for various repairs to be made in the Alexander lot and requested that the Board approve the bid packages to be available on March 15 and due on April 6. An award will be made at the next Board meeting. Mr. MacPherson stated that the most optimal time for repairs would be the Fourth of July weekend for minimal impact to commuters. Commissioner Fabrizio motioned to approve resolution 3.8.17-03 to get the RFP out for paving the Alexander lot. Commissioner Girandola seconded the motion. The motion was unanimously approved.

**Gravel Lot Paving Potential**

Mr. Rosina stated that Department of Environment Protection (DEP) found no restrictions on paving the gravel lot; however, it must still be reviewed and approved by Delaware & Raritan Canal Commission. Although the lot is gravel and essentially impervious, DEP may not agree because it is adjacent to wetlands and will require stone water management, which means it will need a basin.

**Wallace Lot Landscaping**

Landscaping in the Wallace lot was tabled because planting season was over, but it is now time to go out to bid. Areas included the roadside portion of Wallace and improvements on Alexander's roadside. It is estimated at \$26,400.00. Commissioner Crane motioned to approve resolution 3.8.17-04 to go out to bid for landscaping in the Wallace lot. Commissioner Fabrizio seconded the motion. The motion was unanimously approved.

Mr. Rosina stated that a resolution was made at the last Board meeting for the piping video inspection not to exceed \$4,000.00, but neglected to include the provision in the contract for cleaning the line should the video not be able to go through the pipe, which would require an additional \$2,500.00, increasing the total to \$6,500.00. Pipe cleaning will most likely not be necessary, since they are new. Chair Lupu called for a motion to amend resolution 2.8.17-05 for video inspection not to exceed \$4,000.00 to video inspection not to exceed \$6,500.00. This motion will supersede last month's motion on the matter. Commissioner Fabrizio seconded the motion. The motion was unanimously approved.

Chair Lupo requested the Mr. Rosino remind Mr. Korkuch about the maintenance lot manuals needed for all lots but the Vaughn lot.

Mr. Macpherson requested to keep a small petty cash fund on site and the Board approved.

## **ADJOURNMENT**

Chair Lupo moved to adjourn. There being no further business to discuss, the meeting was adjourned at 10:23 p.m.

Respectfully,

Elle Magarelli