

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

April 12, 2017

The West Windsor Parking Authority meeting was held on Wednesday, April 12, 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 7:30 p.m. The following individuals attended:

Commissioners

Andy Lupo, Chair
Lyle Girandola, Vice Chair
Dan Fabrizio, Secretary
Tom Crane, Treasurer

Non-Commissioners

Scot MacPherson, Director of Operations
Robert Schwartz, Attorney
Hemant Marathe, Township Liaison
Robert Korkuch, ACT Engineers Inc.
Sergeant Danny Mohr, West Windsor Police
Lieutenant Garafolo, West Windsor Police
James Colitsas, CPA, Princeton Financial Group, LLC
Charles D'Abbraccio, Accountant, Princeton Financial Group, LLC

Not Present

Vaibhav Sharma, Asst. Treasurer

Comments from Audience

None

Chair Lupo welcomed Lieutenant Garafolo, who has been chosen to become the West Windsor Police department's new Chief effective July 1, 2017 following the retirement of Joseph Pica.

ACTION ITEMS

Approval of Minutes (March 8, 2017)

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

Mr. MacPherson stated that he received an Open Public Records Act (OPRA) request to include a basic summary in the minutes of all executive sessions. Chair Lupo stated that the Board meeting minutes are public, but the executive session minutes are not and should only contain the topic of what was discussed during the executive sessions, but should contain more detail going forward. Further discussion on this topic to follow when Mr. Schwartz is present.

Approval of Bills (March 2017)

The Board discussed the bills in detail. Commissioner Girandola moved resolution 4.12.17-01 to approve the March bills. Commissioner Crane seconded the motion. The motion was unanimously approved.

REPORTS

Police

Sergeant Mohr informed the Board on police activity in March stating that there were 64 incidents, which he discussed in detail.

Sergeant Mohr asked the Board if they had any thoughts on designating an area in the lot where ride-sharing companies, such as Uber, can park while waiting for passengers. Chair Lupo stated that it would be a challenge to enforce these drivers to wait in a designated area, since they will have permission as of May 1 to pick up passengers anywhere in the station, with the exception of the taxi line and restricted areas. The Board will be able to make that decision once the ordinance goes into effect where they will then be able to evaluate the routine of the ride sharing companies.

DISCUSSION ITEMS

Events

Mr. MacPherson stated that he spoke with members from Spark Market Solutions to secure approximately 20 food truck vendors for the event on September 17, and anticipates 6-8K individuals to attend. A lengthy discussion followed on what to add to the event (entertainment, advertisement, set-up, beverages, etc.).

ACH

Mr. MacPherson stated that the in-house setup 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 is on schedule. Notification will be sent to commuters in July that automation will become available in stages to start with the Alexander lot. The Authority will pay the \$35 monthly automation fee.

Chair Lupo stated that avoiding late fees is easier because of all the options now available to make payment on time.

Snow Plow Wrap-up

Winter Services, the new snow removal company, faced a few challenges with the past storm because of the heavy ice and sleet that preceded the snowfall, but considering the problematic storm, they did a good job and already repaired minimal damages made.

It was recently discovered that the contract that NJ Transit had with Woodwinds to provide snow removal services on the platforms expired in November 2016. NJ Transit suggested that the Authority take over the contract, and Mr. Schwartz stated that since the Authority has a contract with Inarvy Lebasi Services for station maintenance, it would make sense to also have the Authority own the contract with Woodwinds for snow removal services on the platform. The Authority agreed, but must go out for bidding nevertheless.

Lease

Mr. MacPherson stated that he spoke with members from NJ Transit regarding their projected July 1 rate increase for the daily and permit parking lots. Chair Lupo stated that there has not been a rate increase in 6 years and is needed in order to continue with the progress of the capital management needs. Mr. MacPherson said that NJ Transit offered the Authority to take up to 10% of their gross revenue every year instead of paying them at the end of the year. Mr. MacPherson said that the Authority would be able to bank the funds and let it accumulate over the years to use for capital improvements and major repairs. Notice of the major repairs

to be done on the Alexander parking lot will coincide with the increase notice via email and on website.

Mr. MacPherson will send the revised form to include funds for capital improvements to Chair Lupo and Mr. Schwartz for their approval to forward to NJ Transit for them to approve the lease.

The Authority plans to announce their rate increase (\$6.00/daily, \$225.00/non-residents, \$150.00/residents) in September, along with an announcement on the ability of automatic withdrawal.

National Parking Association (NPA) 2017 Convention & Expo

Mr. MacPherson will attend the NPA's 2017 Convention on October 2-5 in Palm Springs, CA.

Mastroianni Invoice Update

Mr. Schwartz stated that Mr. Mastroianni was served with the complaint after disregarding numerous attempts to collect a debt in the amount of \$2,700.00 for the damages incurred by his snow removal services last winter. Mr. Mastroianni has 35 days to respond.

Ordinances

Mr. Schwartz stated that the updated ordinances were forwarded to Council for their review.

OPRA Request

Mr. Schwartz stated that Mr. MacPherson received an OPRA request from New Jersey Foundation for Open Government requesting the Authorities executive session minutes from the past 18 months. Going forward, the Authority needs to indicate what they are going into executive session for and what will be discussed. Mr. MacPherson stated that he already forwarded the amended minutes.

Vaughn Lot Trail Status

Mr. Korkuch stated that progress continues to be delayed due to the wet weather.

Grant Status

Mr. Korkuch stated that the status of the \$299K that was awarded to the Township for the Authority's benefit from DEP's Project Hazardous Discharge Site Remediation Fund has still not been received by the Township.

Alexander Lot Paving Project

Mr. Korkuch stated that 11 bids were received for repaving the Alexander Road lot and recommended that the Board award to the lowest bidder, Meco Inc., at \$391,632.00. Commissioner Fabrizio motioned to approve resolution 4.12.17-02 to award the contract to Meco Inc. as proposed by ACT Engineering. Commissioner Crane seconded the motion. The motion was unanimously approved. Mr. Schwartz will put a contract together.

Vaughn Lot Inspection

Mr. Korkuch stated that ACT was notified by the Township’s Electrical department that there is still an electrical permit open on the new Vaughn lot that Tomco never closed out. Mr. Korkuch will look for the plans to satisfy their request.

Mr. Korkuch shared pictures with the Board that identified areas in need of repair; mainly landscaping and eroded areas. These areas will be repaired as part of the inspection.

Wallace Permit Walkway Deck

Mr. Korkuch shared pictures with the Board of damaged areas in the Wallace Permit lot that are in need of repair: bridge in the drop off area, walkway railing and deck, broken eroded concrete, etc. He will work with Mr. MacPherson in reviewing cost estimates for the various options of repairing or replacing these areas that are in need of immediate attention.

Storm Pipe Inspection

Mr. Korkuch stated that the storm pipe inspection in the Alexander lot would occur on Friday. The new Vaughn lot’s inspection will occur within the following two weeks. He stated that the large pipe under the Alexander lot was filled with water and needs to be dry for inspection. It is necessary to maintain this pipe more frequently so that it remains dry.

Lot Maintenance Manual

Mr. Korkuch stated that the maintenance manuals are in process. Chair Lupo said that this manual would be useful in the maintenance of the large pipe under Alexander lot (as mentioned above under Storm Pipe Inspection). Mr. MacPherson will get prices on cleaning up the basin.

Gravel Lot Paving Potential

Mr. Korkuch said that the potential of having the gravel lot paved is still under review with the Delaware & Raritan Canal Commission. Planning for this project will take approximately a year because of the environmental permitting needed. Mr. MacPherson stated that he would speak to NJ Transit on the topic for their clearance on the project, which they want to handle.

Wallace Drop-off/Pick-up Area Restriping

Mr. Korkuch discussed restriping the Wallace lot with the intent of deterring individuals from dropping off and picking up passengers in areas not designated for drop-off and pickup. Cost for restriping would be approximately \$7-\$8k. His concern is that when old stripes are removed, markings will remain and will be visible in the dark or when it rains, which would be an issue for those during the early morning hours. Options are to either have Mecco Inc., the company just awarded to repave the Alexander lot, handle, or to remove striping and cover with latex paint, which may or may not provide full coverage. Mr. Korkuch shared an illustration of the lot with two lanes and on how traffic would flow. Chair Lupu requested that Mr. MacPherson speak with enforcement officers and have them determine if restriping is necessary, or if the issues could be resolved by shifting enforcement hours and have them move traffic along.

Extend Traffic Light at Alexander Road and Vaughn Drive

Mr. MacPherson suggested extending the traffic green light at Alexander Road and Vaughn Drive during the hours of 5:00pm-8:00pm, and stripe the road to make it into two lanes allowing the left side for left turns out of the lot. In addition, if the Free Township Parking on the other side of the road were removed, this would allow more space to ease the traffic. Those currently parking in the Free Township Parking zone could purchase parking permits. The Board agreed that there is significant traffic build-up during those hours and that Mr. MacPherson's suggestion would be advantageous to those experiencing this traffic. Mr. MacPherson will speak with engineers to start the process.

REPORTS

Financial Reports

Mr. Colitsas stated that the financial reports as presented were not in the shape they intend them to be in the future. Commissioner Girandola expressed disappointment on behalf of the Board since their firm has been hired for the work at the beginning of the year. The scope of work was clearly defined and supplemented with additional consulting resources. He

requested that Mr. Colitsas commit more hours to the WWPA work this month so that expectations are met in time for the next meeting.

Administration

Mr. MacPherson informed the Board that the terms of the ridesharing program hours will change to from 6:00am-10:00am to 6:00am-8:00am effective July 1, 2017. Rideshare permit holders who are affected by this change will be offered an Alexander permit, as well as to those who travel along with them. If this time change dramatically reduces the amount of ridesharing permits purchased, the ridesharing program may then be eliminated, opening 60 spaces for individual parking permits.

The Board reviewed the stat report and concluded that based on the past stats, there have consistently been available spots in the Wallace lot and suggested that Mr. MacPherson open up 50 additional permits to those on the waiting list. They are considering issuing additional permits in the Vaughn lot, but will continue to observe the stat report each month to make that decision, as they did for the Wallace lot.

Mr. MacPherson expressed his concern on the structural damage from water in the ceiling of the large tunnel and has spoken to NJ Transit about it. There has not been any indication of when the tunnel would be repaired. Mr. MacPherson stated that work is being done in the small tunnel to correct the drainage problem, which will eliminate most issues in that area.

ADJOURNMENT

Chair Lupo moved to adjourn. There being no further business to discuss, the meeting was adjourned at 10:46 p.m.

Respectfully,

Elle Magarelli