

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

June 14, 2017

The West Windsor Parking Authority meeting was held on Wednesday, June 14, 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
Robert Korkuch, ACT Engineers Inc.
Sergeant Danny Mohr, West Windsor Police
Frank Bal, Officer, West Windsor Police
Hemant Marathe, Township Liaison
James Colitsas, CPA, Princeton Financial Group, LLC
Charles D'Abbraccio, Accountant, PFG, LLC
Mark Moore, Owner, Winter Services Inc.
Justin McCarthy, Acct. Manager, Winter Services Inc.

Chair Lupo stated that Council is currently seeking Mr. Vaibhav Sharma's replacement as Board member.

Comments from Audience

None present.

ACTION ITEMS

Approval of Minutes (May 10, 2017)

Commissioner Girandola moved to approve the May 10, 2017 minutes. Commissioner Fabrizio seconded the motion. All the Commissioners voted to approve the minutes.

Approval of Bills (May 2017)

The Board discussed the bills in detail.

Commissioner Crane moved resolution 6.14.17-01 to approve the May bills. Commissioner Girandola seconded the motion. The motion was unanimously approved.

DISCUSSION ITEMS

Winter Services Inc. - Year in Review

Mark Moore and Justin McCarthy from Winter Services Inc. attended the meeting to provide the Board with a recap of their snow treatment and removal services from this past winter. They explained the treatments applied, the equipment and techniques used, and how they plan to improve their services next winter, should their bid be awarded by the Board. All Board members stated their satisfaction and agreed that they will certainly consider using them for their services again next winter.

REPORTS

Police

Police Officer, Frank Bal, attended the meeting in preparation of taking over Mr. Mohr's functions at WWPA starting next month, as Mr. Mohr is being promoted to Patrol Lieutenant effective July 1. Sergeant Mohr informed the Board on police activity in May stating that there were 27 incidents, which he discussed in detail.

DISCUSSION ITEMS

Events

Mr. MacPherson stated that he would meet with members from Spark Market Solutions next week to begin mapping out placement of the food and beverage trucks, vendors,

entertainment, tents, etc. A lengthy discussion continued on the logistics and effective ways to advertise the event.

ACH Rollout

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 would begin in the Alexander lot in the fourth quarter. Notification of this automation option has been forwarded and responses have been positive. Wallace, and then Vaughn lot, will follow.

Mr. MacPherson stated that there has been an increase in payments made by checks because of the higher fees when paying with credit cards.

International Parking Institute (IPI) Conference & Expo

Mr. MacPherson attended the IPI Conference & Expo in New Orleans, LA in May, which is an educational and networking event for parking and transportation professionals that display a wide range of products and services related to parking and transportation sectors from leading exhibitors. Mr. MacPherson stated that a topic of concern discussed was on ridesharing companies, such as Uber, on how their growth may affect sales for the parking lot industry. Individuals who reside in cities are relying more on ridesharing companies as their means of transportation, which would adversely affect sales in parking lots and garages, whereas those who reside in suburbs are relying more on mass transit to get to cities rather than drive because of the ridesharing option, which would create a higher demand for WW parking spots.

Commissioner Girandola inquired about the availability of technology to track and report vacant spaces in the lots for the benefit of informing commuters. Mr. MacPherson stated that he attended a session on the future of parking technology where he was informed that this technology is currently being worked on, but is not yet ready. Commissioner Fabrizio asked if it would be accessible via app, and Mr. MacPherson stated that an app creation is also in the works. Commissioner Girandola suggested that until then, perhaps the amount of spaces available in each lot could be manually entered a few times a day by viewing the cameras. Chair Lupu suggested viewing the analytics from a report point of view to find the number of vehicles parked at various times throughout the day, which would provide a good indication of spaces available.

WWPA Website Application

Mr. MacPherson stated that the development of the WWPA web application is still being worked on, but projected to rollout on July 1. Additional features and enhancements can be included over time to better accommodate commuters.

Cameras

Mr. MacPherson stated that the camera system equipment has been installed and is working in the Wallace Daily lot. The cameras will provide security surveillance of the entire parking lot, with the exception of the tracks.

Budget Adoption

Mr. MacPherson made two changes on the 2017 budget, and the Board moved resolution 6.14.17-02 to amend the budget from when it was first submitted in October. A roll call was held by Mr. MacPherson and each Board member approved the motion.

Chair Lupu moved resolution 6.14.17-03 to submit the budget due in November 2016 for adoption. Commissioner Crane seconded the motion. The motion was unanimously approved.

Chair Lupu moved resolution 6/14/17-04 to adopt the 2017 budget. Commissioner Girandola seconded the motion. The motion was unanimously approved.

Summer NY Penn Station Repairs

Chair Lupu shared with the Board a recent update that the Northeast corridor would not be as impacted as originally anticipated. Mr. MacPherson stated that NJ Transit has a 14% decline in ridership because commuters are upset about the long delays and cannot depend on the train to get them to their destination on time, so would rather use alternate transportation.

Lease

Mr. Schwartz will include a few minor changes to the lease and forward to the Township by July 1 for signature.

Commissioner Girandola displayed data from Parkmobile to illustrate parking spot availability and times impacted among all of the lots, which indicated significant excess capacity in the new Vaughn lot. It is undetermined if availability is because there is no demand or if commuters are unaware the open spots. Suggestions were to post signs in busy locations in

the daily parking lot, such as the commuter drop off areas, to create awareness. Commissioner Fabrizio suggested adding notification on the app. This may prompt those who have a permit, but rarely use them, to release their permits to give to those on the waiting list. Chair Lupo asked Mr. MacPherson to work on generating a report that would indicate those who have not or rarely use their permits to then forward them notification of the availability in the daily lot.

Vaughn Lot Trail Status

Mr. Korkuch informed the Board that the Vaughn lot trail is now moving along since the weather has been cooperating. Completion is expected before the end of July; however, he recommended that the Board approve a contract extension for Ireland Construction to be able to continue work to the end of July. Commissioner Fabrizio motioned to approve resolution 6.14.17-05 to approve contract modification #2 for the extension of Ireland Construction to continue construction through the end of July 2017. Commissioner Crane seconded the motion. The motion was unanimously approved.

Alexander Lot Paving Project

Mr. Korkuch stated that the pre-construction meeting was held yesterday and are now prepared to move forward on the project that will start by the end of this month and be completed by the end of July. Piping and curbing are to be done first, followed by asphalt.

Grant Status

Chair Lupo stated that the Township received a check for \$299,383.00 on April 27 for the grant funds that was awarded to the Township for the Authority's benefit from DEP's Project Hazardous Discharge Site Remediation Fund. As was previously agreed by Township Resolution, the WWPA is entitled to \$268,866.88, which represents a portion of what was spent on behalf of the Township. In addition, ACT Engineering incurred \$14,079.81 for preparing all the documentation and submitting the application to the State for reimbursement. To date, WWPA paid these invoices and have requested the Township to cover half of this expense, \$7,039.91. The Board has not received a response from the Township yet on when they can expect reimbursement. Mr. Marathe stated that he would inquire on the status of the check.

DEP Storm Drain Permits

Mr. Korkuch stated that the permit application to allow for maintenance on all of the storm water basins, which are in need of cleaning, would soon be forwarded. This permit will be valid for five years.

Gravel Lot Paving Potential

Mr. Korkuch displayed images of the gravel lot from previous years to help decide on the amount of vehicles the new paved lot should accommodate, as well as a lot utilization and cost analyses document to determine the most accommodating lot layout and feasible option. There is uncertainty if the unused spots are not being utilized because there is not a high demand in this particular lot or if it is because it is gravel, which may discourage commuters because they rather not walk on gravel. Future discussions on this topic are needed to come to a decision.

Wallace Bridge

Mr. MacPherson stated that Wallace bridge is in need of repair, and instead of WWPA obtaining a permit to perform the work, he intends to find out if Amtrak could share their already existing permit for that area. Mr. Korkuch is not sure if that is an option, and will inquire with Amtrak and/or DEP members.

Ordinances

Chair Lupo asked Mr. Marathe if there was an update on the ordinances. Mr. Marathe stated that he believes that the ordinances were introduced to Council and anticipates that they will be completed at the next public meeting to be held at the end of June.

Mastroianni Invoice Update

Mr. Schwartz informed the Board that he filed for a default judgement against Mastroianni since he has not responded to the complaint served. Mr. Schwartz discussed the next courses of action, and the Board considered dropping pursuit of this matter due to the distraction it is causing. No decision was formally made.

Permit Increase

The members of the Board had a lengthy discussion on the possible residential permit rate increase, and it was decided that members would meet to refine the cash flow forecast analysis to determine whether an increase amount is needed. This will be presented at the next Board meeting.

Permit Parking Wait List

Chair Lupo stated that an individual inquired why their permit parking waitlist number moved to a longer wait time, and Mr. MacPherson stated that some individuals may observe wait time fluctuations during ACH testing, but once testing is completed, their wait time will either revert or move up in queue. Commissioner Girandola suggested that this possible wait time fluctuation be communicated on the website. He suggested including a reminder communication on waitlist deposit reimbursement, should the individual no longer need to obtain a permit.

REPORTS

Financial Reports

The Board reviewed the financial reports in detail that Messrs. Colitsas and D’Abbraccio have modified. Additional changes are to be made, but the Board is pleased with the progress.

Commissioner Girandola inquired about the unclaimed deposits from individuals who paid \$65 to be put on the waitlist, and Mr. MacPherson stated that he gathered contact details on all those who left deposits to inform them, but many individuals have not come forward to collect their deposit. The funds not claimed will need to be escheated to the State, and Mr. Colitsas offered his assistance in filing the form, which is due in October.

Mr. MacPherson said that the language in the new policy, effective September, will state that those applying and putting a deposit down to be placed on the waitlist will forfeit their deposit, should they not respond after 30 days of being offered a spot.

Administration

Chair Lupo suggested that Mr. MacPherson explore other options on employee healthcare/dental providers that may be less expensive. Mr. MacPherson stated that employee pension withholding is increasing in July and discussions on employee pension plans followed.

Mr. MacPherson stated that NJ Transit requested that WWPA renew and maintain the station maintenance snow removal contract. Request for proposal (RFP) will go out for bid in August.

Mr. MacPherson requested the Board's approval on arranging an employee event for this summer. The Board agrees that it is good for positive office morale.

ADJOURNMENT

Chair Lupo moved to adjourn. There being no further business to discuss, the meeting was adjourned at 11:26 p.m.

Respectfully,

Elle Magarelli