

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

August 16, 2017

The West Windsor Parking Authority meeting was held on Wednesday, August 16, 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.
Frank Bal, Officer, West Windsor Police
James Colitsas, CPA, Princeton Financial Group, LLC

Chair Lupo stated that Council is to appoint the fifth member of the Board on Monday.

Comments from Audience

None present.

ACTION ITEMS

Approval of Minutes (July 12, 2017)

Commissioner Girandola moved to approve the July 12, 2017 minutes. Commissioner Crane seconded the motion. All the Commissioners voted to approve the minutes.

Approval of Bills (July 2017)

The Board discussed the bills in detail. Mr. MacPherson requested that the Board authorize payment of \$9,699.53 to Earle Asphalt Company for the parking lot paving repairs done at Station Drive and parts of Alexander Drive and Wallace Circle, which was estimated at \$127K. The Board approved.

Commissioner Girandola moved resolution 8.16.17-01 to approve the July bills. Commissioner Crane seconded the motion. The motion was unanimously approved.

REPORTS

Police

Officer Frank Bal stated that incidents for the month of July were minimal and discussed them in detail.

DISCUSSION ITEMS

In-house Ticketing/Shared Services Agreement

The Board discussed the benefits of bringing ticketing in-house. Mr. MacPherson stated that the initial first year cost would be approximately \$30K to implement. This includes equipment and a smartphone application that integrates with printers, Genetec (WWPA's camera scanning devices), and T2 (WWPA's Parking Management hosted software). The configuration of this equipment can issue and track tickets and has the ability to allow those issued a ticket to conveniently pay or appeal their fine via the smartphone application, or by clicking onto the website link.

The Authority pays the enforcement expenses, but Township collects all of the revenue generated from the tickets issued, which would be eliminated should in-house ticketing occur. The Township's Shared Services Agreement with WWPA has not been updated in over 10 years and includes outdated enforcement fees that the Authority is required to pay the Township; which may no longer apply and may not have for years. Further review is being performed, as the Township is currently updating the Shared Services Agreement to reflect these enforcement fee changes. Chair Lupo stated that he would continue to work with the Township on a solution that would be fair for both Township and Authority.

Permit Price Increase

The members of the Board had a lengthy discussion on the residential permit rate increase, and it was decided that rates would be raised to \$150 a quarter effective January 1, 2018. Notification to the public will be forwarded after the Board's review.

Chair Lupo called for a motion to approve resolution 8.16.17-02 to increase permit rates to \$150 a quarter effective January 1, 2018. Commissioner Girandola seconded the motion. In a Roll Call vote, the motion passed with 3 Board members in favor and 1 abstained.

Employee Benefits

Chair Lupo stated that the Township plans to discontinue the Authority's employee prescription and dental plan and believes there to be a more economical benefit plan offered from the State of New Jersey. Commissioner Crane confirmed that more options are available at a lower rate for employees from the State that is advantageous to employees and Authority. Mr. MacPherson discussed with various plans offered with Authority employees and they agreed.

Chair Lupo called for a motion to approve resolution 8.16.17-03 to go with the State stand-alone dental and prescription health plan effective January 1, 2018. Commissioner Crane seconded the motion. In a Roll Call vote, each Board member voted in favor of the motion.

Food Truck Event

Mr. MacPherson stated that there would be approximately 12 food trucks on site for the event taking place on September 17. A lengthy discussion followed on entertainment (radio station 101.5 to be present), beverages, placement, advertisement, budget etc. The Vaughn lot trail is scheduled to be completed in time for a grand opening ceremony at the event.

Wallace Lot Space Availability

The Board reviewed the stat report and concluded that based on the past stats, there have consistently been available spots in the Wallace lot. Mr. MacPherson expects the price increase to eliminate some occasional commuters with permits to release their permits and switch to daily parking, which will help to fill Wallace and open up permits to those on the waitlist. Commissioner Girandola discussed the tools available and soon to be available that would track open space and notify commuters of the open space.

Snow Removal Renewal

Mr. Korkuch stated that NJ Transit expects the Authority to take over the contract for snow removal services on the platforms, and will arrange for the bid package to go out to bid.

Mr. Korkuch stated that the Board has the option to either go out to bid or renew the contract with Winter Services, with a 2% increase for the snow removal and treatment services in the lots. Board members stated their satisfaction with Winter Services' performance last year. Chair Lupo called for a motion to approve resolution 8.16.17-04 to renew the snow removal and treatment contract for 2017/2018 with Winter Services at a 2% increase. Commissioner Girandola seconded the motion. In a Roll Call vote, each Board member voted in favor of the motion.

Vaughn Lot Pedestrian Trail Status

Mr. Korkuch informed the Board that progress on the trail has been delayed because PSE&G decided that the location of where electric was to be installed is no longer permitted and other location options were offered. Mr. MacPherson is working with members from Ireland Construction to continue building in other areas in the meantime and will hire Cifelli Electrical to run the electric. Additional cost will be approximately \$25K to obtain higher voltage needed to support the lights and for electrical panel repair, which was to eventually occur. In addition, the extra power can be utilized for installation of cameras on the trail at a later date.

Mr. Korkuch recommended that the Board approve a contract extension for Ireland Construction to be able to continue work to September 13, 2017. Chair Lupo motioned to approved resolution 8.16.17-05 to approve contract modification #4 for the extension of Ireland Construction to continue construction to September 13, 2017 and review electric placement, and not exceed \$25K. Commissioner Girandola seconded the motion. The motion was unanimously approved.

WWPA Website Application

Mr. MacPherson stated that the interactive mapping is causing issues, and he is working with a mapping company that will provide GIS software that is able to analyze and display geographical data.

Wallace Lot Infrared Heaters

Mr. MacPherson stated that the infrared heaters to be installed in the Wallace permit lot waiting area shelter are to be completed by October 1, 2017.

ACH Rollout

Mr. MacPherson stated that WWPA employees received a 2-week training course on the ACH system. A significant number of commuters have enrolled in the newly implemented automation option that allows recurring payments to be automatically deducted from their bank or credit card accounts available to Alexander lot parkers. Wallace and Vaughn lot to follow.

Connect 2017

Mr. MacPherson stated that two WWPA employees would attend this year's Connect 2017 conference taking place on November 13 through November 16 in Indianapolis. Connect is T2's annual customer conference that is attended by parking professionals to learn about new technologies, participate in educational training sessions on T2 products, and experience invaluable networking and connections with industry experts and peers. He stated that this conference would show how to best utilize and create reporting, a good method since there are so many customizations and changes with WWPA's system.

Vaughn Drive Lot Repairs

Mr. MacPherson informed the Board that paving repairs in the Vaughn Drive lot have been completed. Township plans to restripe the center lane and stripe a right-turning lane at the Maneely Tract intersection across from Alexander Road to help ease the flow of traffic.

Mr. MacPherson said that for one month, flyers would be placed on vehicles parked in the free parking spaces notifying them that free parking will be eliminated.

Cameras

Mr. MacPherson stated that the camera system equipment was installed and working and is waiting for Comcast to deliver the router to be able to remotely view the cameras in the Wallace daily lot.

Grant Status

Chair Lupo informed the Board that the Township Council's Monday meeting agenda includes the grant funds awarded to the Authority from DEP's Project Hazardous Discharge Site Remediation Fund. The Township will forward the Authority's portion of the funds that week.

Lease

Mr. MacPherson stated that some minor items were missing from the lease and will be updated and signed soon.

Solar Panel Options

Chair Lupo asked Mr. Korkuch to explore programs that may be available for solar panel installation that would save on the cost of electricity and, possibly, eliminate the need for snow removal in certain areas.

Mr. Korkuch displayed drawings of the entire campus and all utilities that include all completed projects to maintain tracking of asset management and maintenance.

REPORTS

Financial Reports

Mr. Colitsas informed the Board that Mr. D'Abbraccio is no longer with the firm. His replacement has been scheduled to meet and work with Mr. MacPherson this week. Mr. Colitsas requested that a checklist of items to be done, reports in need of repair, and who is responsible for what item be created. The reports were reviewed in detail. Discussion on pension plans was discussed, and Mr. Colitsas will work on getting calculations.

Administration

Mr. MacPherson met with members from Northfield Bank to discuss higher rates offered on WWPA's operating accounts. They have a merchant services account and are compatible with T2 and authorized with .Net. Mr. MacPherson will meet with a merchant services representative for an offer on rates to consider moving all online transactions, which is 90% of the Authority's expenses.

ADJOURNMENT

Chair Lupo moved to adjourn. There being no further business to discuss, the meeting was adjourned at 11:04 p.m.

Respectfully,

Elle Magarelli