

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

September 13, 2017

The West Windsor Parking Authority meeting was held on Wednesday, September 13, 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
Dan Fabrizio, Secretary
Tom Crane, Treasurer
Larry Katz, Asst. 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
Phil Mosca, CPA, Princeton Financial Group, LLC
Hemant Marathe, Township Liaison

Not Present

Lyle Girandola, Vice Chair

Comments from Audience

None present.

ACTION ITEMS

Approval of Minutes (August 16, 2017)

Commissioner Crane moved to approve the August 16, 2017 minutes. Commissioner Fabrizio seconded the motion. All the Commissioners voted to approve the minutes.

Approval of Bills (August 2017)

The Board discussed the bills in detail. Commissioner Crane moved resolution 9.13.17-01 to approve the August bills. Commissioner Fabrizio seconded the motion. The motion was unanimously approved.

REPORTS

Police

Officer Frank Bal informed the Board on police activity in August stating that there were 46 incidents, which he discussed in detail. Commissioner Crane requested that Officer Bal provide an incident report to the members of the Board for their review prior to each meeting.

Commissioner Crane asked Officer Bal for his suggestions on how the Authority could assist in reducing incidents. Officer Bal stated that the leading complaint currently is on bicycle thefts and suggested adding surveillance cameras to deter perpetrators. Mr. MacPherson stated that cameras are being installed and will make sure to target the bicycle areas. Mr. MacPherson expects software access to allow viewing on smartphones soon and will provide to Board members.

DISCUSSION ITEMS

In-house Ticketing/Shared Services Agreement

Mr. Marathe stated that Township members are scheduled to meet with Chief of Police and EMT members to discuss fees that are to be reflected in the Shared Services Agreement. Council will then present their proposal to the Authority.

Permit Price Increase

At the August 2017 meeting, members of the Board made a motion to raise the resident permit rates to \$150 a quarter effective January 1, 2018. Upon further consideration during the current meeting, it was decided to postpone the resident rate increase discussions until 2018 as the township revenue share discussions continue with the administration. Therefore, Chair Lupu called for a motion to approve resolution 9.13.17-02 to rescind last month's motion (8.16.01-02) to increase resident permit rates to \$150 a quarter effective January 1, 2018 and postpone the increase until year-end and after further discussions with Township members. Commissioner Crane seconded the motion. In a Roll Call vote, the motion passed.

Food Truck Event

Mr. MacPherson shared with the Board the flyers that will be placed on vehicles and around the community to advertise the upcoming food truck event taking place on September 17 in the Vaughn lot at the Princeton Junction train station. He discussed the various vendors, entertainment/acts, children activities, and enforcement that will be present. Notification of the Vaughn permit lot closure times in the Vaughn Permit lot (lower portion) will be sent to commuters via website and email. Those with the Parkmobile application will receive a burst transmission of this notification, if they are within 25 miles from the station.

Employee Handbook

Mr. MacPherson stated that since the Authority is going to a State Health Benefit Plan, they would need to create and maintain an employee handbook that will reflect the latest federal and state workplace compliance guidelines. Chair Lupo said that Authority employees currently follow the Township's policy guidelines and agrees that Mr. MacPherson should customize a template to accommodate Authority workplace and its employees, as well as maintain and modify it as policies change. Mr. Schwartz will locate the employee manual that he began to draft years ago. He and Mr. MacPherson will update the draft and forward to the Board members for their review.

Platform Snow Removal RFP

Mr. Korkuch stated that bid notices for snow removal services was prepared and forwarded and expects the bids to be reviewed and ready for recommendation to award at the next Board meeting.

Pedestrian Walkway

Mr. Korkuch stated that the project is close to completion and is waiting to obtain a permit to allow electrical connection to power the walkway lights. Mr. MacPherson showed a short video that he uploaded on the WWPA Facebook page of the progress being made on the trail.

Wallace Lot Infrared Heaters

Mr. MacPherson stated that the power was supplied for the infrared heaters and they will be ready to operate by October 1.

Cameras

Mr. MacPherson stated that Board members and police now have the ability to download the application to allow them to remotely view the cameras in the Wallace daily lot.

Grant Status

Chair Lupo stated that the Authority's portion of the grant funds that was awarded to them from DEP's Project Hazardous Discharge Site Remediation Fund was received.

ACT Engineering incurred \$14,079.81 for preparing all the documentation and submitting the application to the State for reimbursement. WWPA paid ACT their portion, but Township is considering if they are liable to pay half of this expense, \$7,039.91. ACT and Township members will discuss to come to an agreement.

Pension Liability

Board members discussed the Authority's pension liability and the amount that should be reflected on their financial statements. The Board is considering hiring an actuary to determine liability for Authority employees. There is confusion about what WWPA's actual liability is estimated to be and whether this liability is covered under the municipality. Chair Lupo asked Mr. MacPherson to pursue some consultation with WWPA's accounting firm on this to clarify what WWPA should carry as restricted on its balance sheet.

Vaughn Drive Turning Lane

Mr. Korkuch stated that he spoke with the Township Engineer in regards to the new traffic equipment recently installed at the intersection. The infrared radar system and software has the ability to detect the number of vehicles and traffic pattern to enable the timing system to adjust accordingly with the traffic flow.

Mr. Korkuch stated that a grant has been awarded to fund the relocation of the bus stop, but it must first go out to bid to allow for engineering and construction to be done. Once the bus stop is relocated, the existing lane can be changed into a right-turning lane.

Alexander Lot Drainage Repairs

Mr. Korkuch stated that two areas are still in need of repair from when the Alexander lot paving project took place over the summer. The storm water pipe that was replaced and repaired drains into a basin that needs to be replaced, as well as the ditch excavated that collects at the discharge of the piping system that drains a portion of the Alexander lot. Mr. Korkuch will obtain applications and permits to have both items repaired before winter.

Solar Panel Options

Mr. Korkuch shared pictures of solar panel options that could potentially be installed in the new Vaughn and Wallace lots. Consideration is on style, energy efficiency, rainfall drainage, vehicle coverage, etc. Mr. Korkuch will continue to explore these options, their benefits, and cost.

REPORTS

Financial Report

Board members reviewed and had a lengthy discussion on the financial reports with Mr. Colitsas that are continually progressing. Mr. Colitsas plans to use a new software tool that can export data from QuickBooks for a five-year projection, which will make the reports less manual. December balance sheet will soon be completed. Mr. Colitsas stated that he would work with Frank Gubitose, Investment Consultant, to explain his portion of the reports previously submitted.

Further discussion on the pension plan was discussed, and Mr. Schwartz will look into what needs to be reported.

ADJOURNMENT

Chair Lupo moved to adjourn. There being no further business to discuss, the meeting was adjourned at 11:05 p.m.

Respectfully,

Elle Magarelli