

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

April 8, 2015

The West Windsor Parking Authority held their meeting on Wednesday, April 8, 2015 at 8:00 p.m. in their office at 64 Princeton-Hightstown Road, Suite 24, Princeton Junction, NJ 08550.

Due to lack of quorum for the regularly scheduled Board meeting of May 13, 2015, the next Board has been rescheduled for Tuesday, May 5, 2015 at 8:00 p.m.

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

Commissioner Girandola called the meeting to order at 8:04 p.m. The following individuals attended:

Commissioners

Andy Lupo, Chair
Alison Miller, Secretary
Thomas Crane, Treasurer
Lyle Girandola, Vice Chair

Non-Commissioners

Martha Watlington, General Manager
Tom Calu, Parking Consultant
Ron Ghrist, Financial Consultant
Sergeant Mary Lou Tarr, Police
Walter Bronson, ACT Engineers
Dan Fabrizio, Permit Holder

Not Present

Robert Schwartz, Attorney
Pat Boyle, Assistant Treasurer
Kristina Samonte, Council Liaison

Comments from Audience

Mr. Fabrizio, a member of the public, requested that the Board reconsider his application to act an Advisor on the Board. Chair Lupo responded that he would discuss Mr. Fabrizio's request with the Board when all are present.

ACTION ITEMS

Approval of Minutes (March 11, 2015)

Commissioner Miller moved to approve minutes for March 11, 2015, as amended by Chair Lupo. Commissioner Girandola seconded the motion. All Commissioners present voted to approve the minutes.

Approval of Bills (March 2014)

The Board discussed the bills in detail with focus on the considerable fees charged this past winter by the snow removal contractor, Mastroianni Landscaping. As mentioned during previous Board meetings, these substantial fees are a major concern for the Board and will be discussed in the near future with the subcommittee members designated for this subject matter. Mr. Calu suggested that the bills from snow removal should be logged by date of occurrence rather than by date of invoice, in order that all such activities could be verified and evaluated against information available from the snowfall logs available from Rutgers University, and that this kind of information, when combined with a careful review of the current specifications for snow removal, might yield a savings. Commissioner Girandola requested that Mr. Calu discuss his findings during the next Board meeting where a plan could then be formulated.

Commissioner Girandola questioned if payment was reflected in the WWPA bills for Surf and Turf Truck, the food truck vendor and event coordinator for the Father's Day Food Truck Fete scheduled to be held on Sunday, June 21. The bills were projected for the Board to view, which confirmed that Surf and Turf Truck was paid a deposit and for graphic design. Commissioner Miller moved resolution 04.08.15-01 to approve the March bills. Commissioner Crane seconded the motion. The motion was unanimously approved.

DISCUSSION ITEMS

Food Truck Initiative

Ms. Miller informed the Board about her meeting with the Township where details and logistics on setup of the Father's Day Food Truck Fete were discussed. The plan seems to be moving forward with no hurdles.

Commissioner Girandola reiterated the purpose of this event to the members of the Board, stating how the new lot has come a long way from a dump site. WWPA transformed a municipal waste facility into an asset for the township that may well become a destination spot for events like the Food Truck Fete.

REPORTS

Police

Sgt. Tarr presented the March reports, and the incidents were discussed with the Board.

DISCUSSION ITEMS (continued)

Rehabilitation of Authority-Owned Wallace Permit Lot

Mr. Bronson from ACT Engineers, hired to handle all of the design, bid administration, and construction oversight to rehabilitate WWPA's Wallace permit lot, discussed with the Board details from a rough estimate that he put together, based upon his recent inspection. The rough estimate is \$400,000, which concerns the Board, since the preliminary estimate was \$200,000.

There is a small sink hole forming over a couple of old pipes along the railroad side and ACT was not able to figure out the source without breaking ground. Mr. Bronson suggested that WWPA's contractor open it up to determine the complexity of the repair needed. ACT would be able to add this additional service to their plans and specs, if needed.

Mr. Calu and Mr. Bronson discussed the most optimal days/times of the week that construction should occur, with consideration of vehicles being displaced, if during business hours, versus overtime fees, if during off hours (evening/weekends). A decision has not yet been made. Mr. Bronson informed the Board of repairs needed on the curb lines (approximately 1,600 feet), along with a 2-foot strip. He estimates that about 25% of subgrade will need repair. Most of the pavement is in decent condition and will only need to be overlaid, rather than re-constructed. Various curb line options and the purpose of each was discussed in detail.

Mr. Bronson asked the Board for permission to video inspect the storm drainage system on all of the parking lots. Because the systems are so old, many of the inlets are starting to collapse; however, this was not part of the original scope of work. Permission was granted.

Given a preliminary estimate of \$400,000, subject to refinement, contingencies, and phasing options as the engineering work continues, Mr. Calu asked that the Board move resolution 04.08.15-02 to allow ACT Engineers to advertise an Invitation for Bid (IFB) for the Wallace lot rehabilitation. Commissioner Miller moved resolution 04.08.15-02. Commissioner Crane seconded the motion. The motion was unanimously approved.

Pedestrian Walkway Trail

Mr. Bronson reiterated what Mr. Korkuch discussed with the Board during last month's meeting. The issue between NJ Transit and the Department of Environmental Protection (DEP) has not yet been resolved. ACT discovered, after researching DEP's files, that further action is required by NJ Transit, but when ACT informed the DEP of their findings, the DEP stated that the walkway did not seem to be a necessity and may be reluctant to issue a permit crossing the wetlands, even though it is a general permit. Mr. Bronson suggested that the Authority hire an environmental attorney who would better understand and respond accordingly to this subject matter.

Mr. Bronson requested that the Board increase ACT's contract price to compensate for the additional work that has been done (\$7,000) and work that will be done (approximately \$5,000) with NJ Transit and the DEP. Chair Lupo moved to approve adjustment to the budget with an increase of \$12,000 for ACT's contract for engineering services related to the pedestrian walkway trail. Commissioner Miller seconded the motion. The motion was unanimously approved.

Following an explanation of scope complications by Mr. Bronson, Mr. Calu recommended that action be taken to reject the bids offered by the first and second low bidders and rebid once issues are resolved. Commissioner Miller moved to reject the bids. Commissioner Crane seconded the motion. The motion was unanimously approved.

Storage Shed

Mr. Bronson provided Ms. Watlington applications to fill out that will be forwarded to the Township for the installation of the Vaughn lot shed to go in the Northeast corner. Once applications are forwarded, the project should move quickly.

Artis Senior Living Easement

Mr. Bronson said that Artis Senior Living (ASL) proposed to do some work that would overlap onto the slope between their property and WWPA's property at the new Vaughn lot. ASL wants to construct a small swale on WWPA's property which, according to ACT, does not seem to present any issues. Mr. Bronson requested permission from the Board to prepare and send a letter to the Planning Board outlining the Authority's position and concerns such as that they do not violate cap, that they maintain the landscaping and the swale, and prevent any impact of water beyond the curb line.

Punch List for Tomco

Mr. Bronson discussed the updated punch list for Tomco. All contract items were completed as of the last invoice and the only remaining money owed to Tomco is retainage. Per the contract, ACT was holding 2% retainage, which was \$89,000 at that time of the last invoice. Chair Lupo stated that a payment was made since then. Mr. Bronson's recommendation would be that retainage amount could be reduced to \$34,000, based on ACT's recent inspection conducted after the snow melted.

Mr. Bronson discussed some remaining items, one being the issue with the light pole that is located in the wrong spot, which Tomco will credit the Authority \$3,500. Another issue is the sign and logo mounting. The original sign manufacturer gave a quote to provide the logos but will not install them. ACT's recommendation is to solicit a couple of local sign manufacturers that could provide and install the logos so that if something goes wrong, it would be repaired by the same vendor. Most of the remaining retainage is for landscape items, which will be inspected in early May once everything has blossomed.

Video Surveillance System

Mr. Calu summarized the subcommittee findings regarding the feasibility of a video surveillance system for a variety of benefits serving WWPA. It was determined that cost estimates were too high to justify the investment at this time. Mostly due to infrastructure costs for supplying the proper power to the system, the approximate \$500,000 estimate supplied by NJ Business Systems exceeded WWPA's original estimate due to the inclusion of infrastructure costs, and was therefore tabled since expenditures competing priorities including extremely high costs for snow removal and a higher than expected cost estimate for the pending rehabilitation of the Wallace permit lot.

New (additional) Enforcement Vehicle and Replacement of a Maintenance Vehicle:

Mr. Calu noted that Ms. Watlington had placed an order for the previously approved purchase of a new (additional) enforcement vehicle for which delivery was pending. Mr. Calu stated that information had finally been released on the State's award of contracts for the remaining vehicle (to replace the maintenance truck, previously approved) and that he would provide Ms. Watlington with ordering information for that vehicle, likely to cost approximately \$22,000 to \$24,000.

Genetec (LPR)

Mr. Calu informed the Board of the necessary purchase of an additional Genetec equipment package for the second enforcement vehicle soon to be purchased (see above). A proposal from Genetec was received but upon review is unclear in what it does not include. The proposed price is \$49,000 and includes an additional package for \$72,200 which is for warranty options that include extended coverage for this unit as well as the existing Genetec equipment on hand. Mr. Calu informed the board that he will schedule a meeting to get better understanding on the details of the warranty before recommending to move forward.

Pay Stations and Pay by Phone Services for NJ Transit

Mr. Calu updated the Board on the digital payment technology/Pay by Phone system. The new digital payment technologies pay stations are slated for delivery in June. Mr. Calu and Ms. Watlington need to finish the implementation plan, and once a delivery date is scheduled, the Authority can then schedule a go-live date and implement the plan. A document is needed that describes the language that will be displayed on the screen of the pay station where payment is made, and until that is created, the signs for the booth cannot be completed. The specifications for the shape, size, dimension, etc., also must be determined.

The delay in implementing pay stations mostly rests with mPay2Park's lack of tested compatibility with Genetec, which is WWPA's current data capture system in use. As such, Mr. Calu committed to send an email to mPay2Park expressing urgency for completing their interfacing plans with Genetec or else lose the order to ParkMobile, another vendor being considered.

ADJOURNMENT

Chair Lupu moved to adjourn. There being no further business to discuss, the meeting was adjourned at 10:41 p.m.

Respectfully,

Elle Magarelli