

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

August 19, 2015

The West Windsor Parking Authority meeting was held on Wednesday, August 19, 2015 at 8:00 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 8:08 p.m. The following individuals attended:

Commissioners

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

Non-Commissioners

Martha Watlington, General Manager
Tom Calu, Parking Consultant
Ron Ghrist, Financial Consultant
Robert Schwartz, Attorney
Sergeant Mary Lou Tarr, Police
Walter Bronson, ACT Engineers Inc.
Mr. & Mrs. Jack Choo, West Windsor Residents

Not Present

Hemant Marathe, Township Liaison

Comments from Audience

Mr. Choo, West Windsor resident, requested that the Board consider installing a video surveillance system in the parking lot to decrease vandalism. Chair Lupo responded that the Board researched installing such a system, but the estimated cost was too high, not because of the cameras, but because of the electrical infrastructure for installing such a system. Commissioner Boyle explained that the capital budget only allows a certain amount and paving the Wallace lot and other various improvements took priority over the surveillance

system. Chair Lupo stated the installation of video surveillance will be revisited in the future and is hopeful that the cost will be significantly less, once wireless is available.

ACTION ITEMS

Approval of Minutes (July 15, 2015)

Commissioner Miller moved to approve the July 15, 2015 minutes. Commissioner Crane seconded the motion. All the Commissioners present voted to approve the minutes.

Approval of Bills (July 2015)

The Board discussed the bills in detail with the focus on token refunds. Mr. Calu stated that he spoke with representatives from NJ Transit about extending token refunds until October 31 instead of August 31 and they are all in favor. Board members stated that they are all in favor, as well. A notice of extending token refunds will be posted on WWPA's website.

Commissioner Crane moved resolution 08.19.15-01 to approve the July bills. Commissioner Miller seconded the motion. The motion was unanimously approved.

REPORTS

Police

Sgt. Tarr presented the July reports, and the incidents were discussed with the Board. Following an explanation of some legalities involved, there was a lengthy discussion regarding the ramifications associated with the apparently growing presence of Uber cars at the station.

DISCUSSION ITEMS

Electric Vehicle Charging Station Initiative (EVCS)

Mr. Calu met with Mike Hornsby from the West Windsor Environmental Commission to discuss environmental and operational considerations before making a formal EVCS presentation to the Board. Mr. Hornsby will make inquiry of the U.S. Department of Energy's designated state EV support organization and the potential of sustainable New Jersey grants.

Mr. Calu urged the Commissioners to review the sustainable booklet on charge stations (<http://www.afdc.energy.gov/pdfs/51227.pdf>) and stated that he would send out, under separate cover, two websites on NJ Clean Cities and the potential “Sustainable Jersey” grants.

Mr. Calu discussed low-cost alternatives on various types of equipment and business models such as a simple series of 120V outlets that would supply a slow-charge for EV. Mr. Calu will have additional conversations with Mr. Hornsby and discuss with the Board at the next meeting.

Snow Removal

Mr. Calu provided to the Board a list of 11 snow removal contractors with significant qualifications that he identified through the Snow and Ice Management Association and state contacts. Mr. Calu provided Ms. Watlington with the contact list and a draft email to alert these potential bidders to the opportunity when the IFB is about to be advertised. Mr. Schwartz suggested that the Authority review the bid document to find if modification is needed.

Update on NJ Transit “Lease”

Mr. Calu was to present to NJ Transit a draft “Part 1” document on the conceptually agreed upon approach to expired lease, but has set it aside for three weeks in order to accommodate other priorities. NJ Transit is aware and accepts the delay.

Update on Pay-by-Phone System

Mr. Calu was to redistribute the contract to the Board members for their review and prepare the notice package, including the website announcement and press release, but was delayed to accommodate other priorities. Mr. Calu will have it available within the next few days and it is still on track for activation on October 1.

Update on NJ Transit Approvals for Rehabilitation of NJ Transit Daily Lots

Mr. Calu had a meeting with NJ Transit regarding the need to improve ADA accessibility and the geometry of parking stalls and turning radii in the NJ Transit lots, assuming the Authority receives approval of pending requests to rehabilitate the NJ Transit lots. This concerns the NJ Transit-owned Wallace, Station Drive and Alexander lots, as well as the “circle” between the station and Wallace Road. NJ Transit is aware of the costly rehabilitation projects and that it will trigger the need for ADA compliance requirements. NJ Transit acknowledged that a TBD

of space counts will likely occur in the redesign to correct the geometric short-comings of the original designs.

The next step is for NJ Transit to assign a radii engineer to work with ACT Engineering to redesign the lots to provide maximum ADA compliance, proper turning radii, proper space width, and uniformity and design so that West Windsor can continue to manage these lots without being hampered by a substandard design. WWPA will have to pay ACT Engineering and may have to pay for NJ Transit's engineer (both out of NJ Transit's account).

Mr. Calu discussed the "mini audit" of the ADA space arrangements that currently exist in the lots. NJ Transit is reconciling their counts to the Authority's counts to spaces so that there is a mutual agreement on where the ADA spaces are to be situated to provide for maximum use.

Parking Ordinance

Mr. Calu reviewed the draft of the parking ordinance with Mr. Hillman, Enforcement Officer and the final round of proposed revisions is underway.

Parking Lot Space Availability

The Board discussed the permit wait list for the Authority-owned Wallace permit lot. The lot has the capacity of 581 spaces; however, there are a greater amount of permits issued for those spaces. Permits have not been issued in over a year, and there are approximately 2,020 people on that wait list, some of whom have been waiting for almost 10 years. Mr. Calu suggested that the Authority send an update to those on the waiting list explaining that the Authority intends to review the list periodically and that the policy will be to replace permits only by attrition and only when supported by supply/demand circumstances. The Board agreed and Mr. Calu will draft that note for their review to send.

Enforcement Schedule

The Board continued the discussion from the previous meeting on Mr. Hillman's challenges in capturing all vehicles that park in the lots because of the increase in vehicles scanned via LPR. Commissioner Girandola and Mr. Calu are working on an ideal weekly enforcement schedule that could rotate weekly for optimal coverage of the lots. Further discussions are required with the Township on revenue sharing to allow for additional enforcement, if decided that it is needed. A breakdown of charges will be prepared for Chair Lupu to present to Township officials.

Rehabilitation of Authority-Owned Wallace Permit Lot

Mr. Bronson from ACT Engineers informed the Board that rehabilitation is essentially completed with just some minor repairs left. Mr. Bronson requested that the Board approve payment subject to their final review of those documents, which will be completed within the next few weeks. Chair Lupo motioned to approve that payment be made to ACT based on Mr. Bronson's recommendation. Commissioner Miller seconded the motion. The motion was unanimously approved.

Pedestrian Walkway Trail

Mr. Bronson informed the Board that he had a productive meeting with members from Department of Environmental Protection (DEP), Township representatives, and NJ Transit to resolve NJ Transit's unfulfilled conditions from many years ago. Mr. Bronson stated that the Department of Transportation said that grants are available for this project and are being researched.

Wallace Road Landscaping and Signage

Mr. Bronson informed the Board that after reviewing the landscaping recommendations, it was realized that the area behind the curb on the track side was over-looked. Adding additional ground cover in that area to stabilize the ground will put the Authority over bidding limits. Mr. Bronson requested that the Board go ahead and put out the landscape plan including that area with the total estimate of about 25K-30K in landscaping to go to bid. The Board suggested adding stone as another option for stabilization instead of shrubs to reduce cost. This would possibly get the bid below the threshold. Mr. Bronson will request quotes from the contractors stating that the Authority anticipates this to be below the \$17,500 threshold. Commissioner Miller motioned to authorize ACT to go out to bid, if they do not receive quotes under \$17,500. Commissioner Crane seconded the motion. The motion was unanimously approved.

Update on Planned Installation of New Fee Equipment

The Board had a lengthy discussion on charging commuters who use credit/debit cards when purchasing tickets a \$0.30 credit card transaction fee, since NJ Transit is currently paying that fee. Mr. Calu is planning to meet with NJ Transit on this topic, and the Board wants to be prepared on their preference with the most effective and cost-efficient method for commuters, should NJ Transit decide to impose this fee on commuters.

There is confusion with some commuters who purchase 14 day tickets at a time who are being ticketed because they are not using the same vehicle. Redesigned signs need to include

verbiage “Fourteen consecutive calendar days using the same vehicle (license plate to be the same).”

There have been some complaints from commuters that they were not dispensed change from the machines, even though the sign states that change is not dispensed. The signs need more clarity with emphasis on “exact change only.”

A lengthy discussion was had about enforcement in the daily pay lots under the new equipment, and consensus was that the issuance of tickets should commence by the start of the week following the meeting.

REPORTS

Administration

Ms. Watlington informed the Board that Ken Gold, Vaughn Lot Attendent, announced his retirement to commence on January 1, 2016.

Budget

Mr. Ghrist gave an analysis of projects to Ms. Watlington and has started preparing the 2016 budget, which he will present at the next Board meeting. A lengthy discussion was had on the Profit and Loss Statement.

CLOSED SESSION

Commissioner Miller moved that the Board enter into closed session to discuss personnel issues. Commissioner Crane seconded the motion. The Board went into closed session at 11:14 p.m. At 11:50 p.m., Commissioner Miller moved the Board to come out of closed session. Commissioner Crane seconded the motion.

ADJOURNMENT

Chair Lupu moved to adjourn. There being no further business to discuss, the meeting was adjourned at 11:52 p.m.

Respectfully,

West Windsor Parking Authority

Elle Magarelli