

# **WEST WINDSOR PARKING AUTHORITY**

## **Minutes of Meeting**

**December 9, 2015**

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The West Windsor Parking Authority meeting was held on Wednesday, December 9, 2015 at 8:00 p.m. in its office at 64 Princeton-Hightstown Road, Suite 24, Princeton Junction, and 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**

Commissioner Miller called the meeting to order at 8:10 p.m. The following individuals attended:

#### **Commissioners**

Andy Lupo, Chair  
Tom Crane, Treasurer  
Pat Boyle, Assistant Treasurer  
Alison Miller, Secretary

#### **Non-Commissioners**

Martha Watlington, General Manager  
Tom Calu, Parking Consultant  
Ron Ghrist, Financial Consultant  
Robert Schwartz, Attorney  
Robert Korkuch, ACT Engineers Inc.  
Sergeant Danny Mohr, Police  
Dan Fabrizio, Permit Holder  
Tom Calabria, Permit Holder

#### **Not Present**

Lyle Girandola, Vice Chair  
Hemant Marathe, Township Liaison

#### **Comments from Audience**

Mr. Calabria, a ten year commuter, discussed his interest in replacing Commissioner Miller, who has been elected as Councilwoman for West Windsor Township. Mr. Fabrizio, also a commuter who has attended most of this past year's Board meetings, shared his interest in

Commissioner Miller's position with the Board, as well. The Board will review the volunteer forms submitted to the Township, and the Town Council will appoint Ms. Miller's replacement.

## **ACTION ITEMS**

### **Approval of Minutes (November 10, 2015)**

Commissioner Miller moved to approve the November 10, 2015 minutes. Commissioner Crane seconded the motion. All the Commissioners voted to approve the minutes.

### **Approval of Bills (November 2015)**

The Board discussed the bills with no concerns. Commissioner Miller moved resolution 12.09.15-01 to approve the November bills. Commissioner Crane seconded the motion. The motion was unanimously approved.

### **Adopt 2016 Budget**

Mr. Ghrist will submit the 2016 budget for adoption in January rather than in December as previously expected because of the late submission due to the time required for a complete review of the allocations between NJ Transit and WWPA.

## **REPORTS**

### **Police**

Sergeant Mohr informed the Board on police activity from the previous month stating that there were 118 police patrols and responses at the station.

Sergeant Mohr told the Board about a meeting held between the Township Council and Taxi Association in regards to the Taxi Association requesting Council to amend the ordinance to lower taxi fees so they are inline with Uber's rates. Commissioner Miller stated that she believes that the resolution that the taxi drivers want the Council to pass is supporting a bill in the NJ legislature that would require ridesharing companies to obtain inspection of their vehicles, the insurance for the driver, and background checks which would come from the state. Although this does not help the taxi drivers' issue, it does help the commuters. Uber is an unlicensed ridesharing company whose drivers are not subject to the same rules and regulations as licensed taxi drivers. The fees that taxi companies charge are set by ordinance, so an unlicensed company such as Uber can charge a much lower fee. Sergeant Mohr stated

that even though Uber is illegal under the state regulations, commuters seem more apt in choosing Uber because of convenience and their lower fee.

Chair Lupo said that he spoke with representatives of the Township requesting that a meeting be set up to discuss a change in disbursement from ticket revenue generated from enforcement.

## **ACTION ITEMS (continued)**

### **2016 Budget**

Commissioner Miller questioned Chair Lupo on the amount that the Township can expect to receive from the 10% of the Authority's net profits, which the Authority is required to remit under the rental agreement for the new lot, and if they can expect an additional 5%, which is not required, but would be provided should extra funds be available. Chair Lupo stated that since the Authority is significantly over budget because of snow removal costs being well above what was anticipated, the cost of the settlement of the lot and the cost of enforcement without receiving ticket revenue, the Township will most likely not receive an extra 5% from the Authority. Chair Lupo said that the amount the Township will receive from net profits cannot yet be determined until the final numbers are finalized.

## **DISCUSSION ITEMS**

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

Mr. Korkuch informed the Board on NJ Transit's response to him that the only ADA issue that they want to currently work on is the possible circulation enhancements in the lots. Mr. Korkuch said that these projects have already been designed and completed and was hoping to get done this past summer by NJ Transit; however, NJ Transit did not get a chance to review those designs, so the expectation would be a scope and budget to review again, and, hopefully, try again this summer. Mr. Calu reiterated from the last Board meeting that NJ Transit gave approval in the range of \$4,500 to \$8,000 and that the purpose is for Mr. Korkuch to put on the table with NJ Transit some recommendations about tweaking the designs for the two lots that would make them more toward being ADA compliant, since the project was designed before the ADA came into effect. To the extent that NJ Transit approves any of the recommendations, then there would be modifications to the plans that the Authority submitted almost a year ago for bidding and that would cause another fee adjustment for those changes. Mr. Korkuch wants to go out to bid March; April the latest.

**Pedestrian Walkway Trail**

Mr. Korkuch informed the Board that ACT Engineers and the Department of Environmental Protection (DEP) have worked issues out and are required to hold a public hearing to be soon held at the WWPA site. Once completed, this swap of areas for easements to cure the NJ Transit problem where they have an easement that they never rectified on an old DEP permit will be corrected and then will be able to go back out to bid for the pedestrian walkway trail project. Because of the Indiana Bats Migration Treaty, timing on clearing trees for that trail needs to happen no later than the end of March in order to move forward with the bid documents.

**Wallace Road Permit Lot Signage and Landscaping**

Mr. Korkuch told the Board that landscape clearing around the lights was done on the Wallace Road lot and replacement will be done in the spring. Signage for the lot has been ordered and will be installed shortly. The mulch fire that burned the fence in the new Vaughn lot was ordered and will be installed as soon as it is delivered.

**Parkmobile Arrangement, LPR & Genetec Pay-by-Phone Issue**

Mr. Calu updated the Board on the status of the Parkmobile arrangement stating that the contract is almost ready for execution, but first needs the members of the Board to agree on the position of Parkmobile's lack of warranties. Mr. Calu explained that Parkmobile's position is customary and reasonable because what they are providing is a per-transaction service similar to banking, digital payment technologies, and Authorize.Net (the Authority's on-line "shopping cart"), none of which provide any warranties other than to stand by each transaction as it occurs. Commissioner Boyle was leery on their technical backup and asked what their failsafe was, and used an example should an application temporarily not work. Mr. Calu said that the Authority's basis for relying on Parkmobile is that they are the largest in the nation and have years of experience; this includes some nine years of smooth operation in Montclair without a system glitch. The Authority can assume a good amount of protection from the simple facts that any glitch in the system would not only affect WWPA, but 11 other NJ Transit locations, as well as Parkmobile's nation-wide operation. A lengthy discussion on the contract continued in detail, ending with consensus to proceed.

Mr. Calu met with Hank and Jim to compare procedures to ensure that tasks are being handled efficiently and effectively and found very few differences in their approaches. The only

suggestion that Mr. Calu could offer was that they start enforcement later than their 7:00 a.m. start time, when the lots are at a more optimal point in terms of parkers.

Regarding implementation planning, it was discussed that details for scanner deployment, lot priority, and schedules for optimal scanning of the lots need to be determined. It is also necessary to unify procedures among the enforcement staff so that we are consistent and predictable on what artifacts we collect for parking infractions. Further, it is important to the board that scanning data continue to be collected for continuous monitoring of system effectiveness. Since all lots will be enforced in a similar manner, it is important that we ensure we have consistency across the lots and between enforcement personnel on procedures for enforcement. Our monitoring of the appropriate data will be important to this goal, and Ms. Watlington will be working with Mr. Calu on acquiring the necessary reports for this purpose.

## **REPORTS (continued)**

### **Administration**

Ms. Watlington told the Board about a commuter's complaint about not being able to find a spot in the lot, even though the commuter paid for a week's parking in advance. The Board discussed verbiage to add to the new signs to clearly communicate that paying for a spot in advance does not guarantee a spot.

Another commuter complained about not being able to register vehicles separately at two different residences. Ms. Watlington said that vehicles must be registered at one address where the commuter resides. Commissioner Boyle questioned why that matters and that commuters should have the option to register their vehicles at which ever residence they want, unless they are in the lot where you need to be a West Windsor resident. The Board decided to discuss this procedure further at a future Board meeting.

## **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 10:52 p.m.

At 11:28 p.m., Commissioner Miller moved the Board to come out of closed session. Commissioner Boyle seconded the motion.

## **ADJOURNMENT**

Chair Lupu moved to adjourn. There being no further business to discuss, the meeting was adjourned at 11:30 p.m.

Respectfully,

Elle Magarelli