

# **WEST WINDSOR PARKING AUTHORITY**

## **Minutes of Meeting**

**February 11, 2015**

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The West Windsor Parking Authority held their meeting on Wednesday, February 11, 2015 at 8:00 p.m. in their office at 64 Princeton-Hightstown Road, Suite 24, Princeton Junction, NJ 08550.

The next Board meeting is scheduled on Wednesday, March 11, 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**

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

#### **Commissioners**

Andy Lupo, Chair  
Lyle Girandola, Vice Chair  
Alison Miller, Secretary (**via phone**)  
Thomas Crane, Treasurer  
Pat Boyle, Assistant Treasurer

#### **Non-Commissioners**

Martha Watlington, General Manager  
Robert Schwartz, Attorney  
Kristina Samonte, Council Liaison  
Tom Calu, Parking Consultant  
Dan Fabrizio, Permit Holder  
Ron Ghrist, Financial Consultant  
Sergeant Mary Lou Tarr, Police  
Adam Browne, Surf and Turf Food Truck Vendor  
Robert Korkuch, ACT Engineers

### **Comments from Audience**

No comments

## **ACTION ITEMS**

### **Approval of Minutes (January 14, 2015)**

Commissioner Crane moved to approve the January 14, 2015 minutes. Commissioner Girandola seconded the motion. All Commissioners present voted to approve the minutes.

### **Approval of Bills (December 2014)**

The Board discussed the bills in detail. The main topic of concern, as was during the last two Board meetings, are the considerable fees charged by the snow removal contractor, Mastroianni Landscaping. Commissioner Girandola moved resolution 02.11.15-01 to approve the January bills. Commissioner Crane seconded the motion. The motion was unanimously approved.

## **DISCUSSION ITEMS**

### **Food Truck Initiative**

Mr. Adam Browne, a food truck vendor who owns Surf and Turf Truck, attended the meeting to discuss the services that he can provide for the food truck event initiated by Commissioner Girandola. Mr. Browne talked about the recent success of the Mercer County Food Truck Fiesta held at Mercer County Park in March 2014. He would gather a varied team of food truck vendors to ensure that a diversified menu is available to satisfy all appetites. Mr. Browne offered suggestions on various venue activities and entertainment that could be included during the event to draw in a large, family-oriented crowd. Health Department requirements, logistics, insurance liabilities, permits, security, marketing the event, etc. was discussed in detail. Mr. Calu requested that Mr. Browne supply the Board with factual business terms or a cost specification sheet from past events to gain awareness of all possible fees that could be incurred with this event.

## **REPORTS**

### **Police**

Sgt. Tarr stated that ticketing was light this month, which is most likely due to the cold weather.

### **Financial Statements**

Mr. Ghrist addressed the Board regarding finalization of 2014 year-end financial statements. With respect to the new South Vaughn lot, there are outstanding payables owed to TOMCO, the contractor; \$4,000 for remaining work, and about \$85,000 held in retention for final completion of the job. Mr. Ghrist requested from ACT Engineers, WWPA's manager for this project that a statement be prepared for the final financial report that will satisfy WWPA auditors on any liability remaining with the project. This liability will be settled when TOMCO meets the remaining requirements as per the satisfaction of ACT Engineers. Mr. Calu suggested that including a settlement target number within the budget document would potentially jeopardize the Authority's interest in continued negotiations, if any, with TOMCO.

Per ACT's status, as delivered by Mr. Korkuch during the meeting, there are a significant amount of outstanding items left for TOMCO to deliver, which could be in excess of all amounts owed per the contract. The remaining punch list is being scrutinized by ACT to ensure that their delivery is in compliance with all contractual and environmental guidelines. Closure of these activities may continue into the spring since some have to do with shrubbery and lawn growth.

As previously discussed, also factoring into the completion of TOMCO's punch list, WWPA expressed its desire to coordinate with the proposed designs for the adjacent project, Artis Senior Living, so that the adjoining property integrates well with the new Vaughn lot.

### **DISCUSSION ITEMS (continued)**

#### **Rehabilitation of the Wallace and Station Drive Daily Pay Lots**

Mr. Calu stated that he is awaiting NJ Transit's approval on contracting with ACT Engineers for design work and bidding administration for rehabilitation of the Wallace and the Station Drive daily pay lots owned by NJ Transit. WWPA had requested that NJ Transit give approval by the 15th of this month (February) to stay on target.

#### **Website Advertising Initiative**

Mr. Calu stated that Weblications recently returned from Australia, and he will reach out to them to set up a meeting where after Mr. Calu will discuss with Commissioner Girandola a refined arrangement to discuss with the Board.

### **New Pay Stations**

Mr. Calu stated that as of today, the ten new pay stations for NJ Transit's daily pay lots are on schedule to be delivered sometime in June 2015.

### **Website Illustration**

Mr. Calu stated that Leigh Imaging is working on the website illustration to display floating text boxes. A draft was received, but needs tweaking before presenting to the Board. Ms. Watlington and Mr. Calu will respond to Leigh Imaging about their draft proposal within the next several days.

### **mPay2Park**

Mr. Calu stated that WWPA still has not received the contract promised three weeks ago from mPay2Park and Digital Payment Technologies. As soon as the contract is received, WWPA can go forward.

### **Video Surveillance System**

The video surveillance subcommittee is waiting for another demonstration from New Jersey Business Systems (NJBS) on how the programming works and the user applications. Ms. Watlington will try to arrange a meeting for the demonstration before the next Board meeting in March.

### **Risk Assessment of the Properties**

Ms. Watlington received a letter from the risk management entity, a consultant that WWPA's insurance provider brought on board to do a risk assessment of the properties. Some of the items that require a response are those pending with NJ Transit. Mr. Calu asked the Board if he can respond to their questions, which include pending items on repairs not yet made or approved by NJ Transit. Unless corrected, the conditions noted by the insurance advisor may cause the cost of insurance coverage to go up.

Mr. Calu then left the meeting.

## **CLOSED SESSION**

Commission Girandola moved that the Board enter into closed session to discuss TOMCO. Commissioner Crane seconded the motion. The Board went into closed session at 9:08 p.m.

At 9:27 p.m. Commissioner Girandola moved for the Board to come out of closed session. Commissioner Crane seconded the motion.

## **DISCUSSION ITEMS (continued)**

### **Pedestrian Walkway**

Walkway project is delayed due to bureaucracy complexities between NJ Transit and the DEP. It was discovered that NJ Transit has some outstanding work required by the DEP that they did not do since 1994. Further, due to the Indiana Bats Migration Treaty, work needs to commence before April 2015 or be delayed until the fall. ACT is trying to convince NJ Transit to move their actions along more quickly.

### **Vacant Trailer**

Discussion about providing power needs to the new storage shed was briefly had.

### **New Vehicle(s)**

Chair Lupo discussed with the Board the need to purchase a replacement vehicle, as well as an additional vehicle to use as backup and for increased LPR scanning and security activities.

## **ADJOURNMENT**

Chair Lupo moved to adjourn. Commissioner Miller seconded the motion. There being no further business, the meeting was adjourned.

Respectfully,

Elle Magarelli