

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

January 14, 2015

The West Windsor Parking Authority held their meeting on Wednesday, January 14, 2015 at 7:30 p.m. in their office at 64 Princeton-Hightstown Road, Suite 24, Princeton Junction, NJ 08550.

The next Board meeting is scheduled on Wednesday, February 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 7:37 p.m. The following individuals attended:

Commissioners

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

Non-Commissioners

Martha Watlington, General Manager
Robert Schwartz, Attorney
Kristina Samonte, Council Liaison
Tom Calu, Parking Consultant
Henry L. Kent-Smith, Esquire – Fox Rothschild, LLP

Not Present

Pat Boyle, Assistant Treasurer
Ron Ghrist, Financial Consultant
Sergeant Mary Lou Tarr, Police

Comments from Audience

None present

ACTION ITEMS

Reorganization - Election of Officers for 2015

Commissioner Miller moved to reinstate Andy Lupo as Chair, Lyle Girandola as Vice Chair, Alison Miller as Secretary, Thomas Crane as Treasurer, and Pat Boyle as Assistant Treasurer. Commissioner Girandola seconded the motion. In a Roll Call vote, each Board member approved the motions.

Professional Services Appointments for 2015

Commissioner Miller moved to approve the following professional services appointments for calendar year 2015:

- Klatzkin & Company, LLP as Accountant
- Robert M. Schwartz as Attorney
- Robert B. Cagnassola of Suplee, Clooney & Company as Auditor
- Edward J. McManimon of McManimon, Scotland & Baumann, LLC as Bond Counsel
- Frank Gubitose of FJG Enterprises as Investment Consultant
- Ronald A. Ghrist as Financial Consultant
- Tom Calu of Tom Calu Consulting, LLC. as the WWPA Consultant Commissioner

Commissioner Girandola seconded the motion. In a Roll Call vote, each Board member voted in favor of the motion.

Adoption of Resolutions for 2015

The Parking Authority adopted three Resolutions regarding meetings as follows. Commissioner Miller moved to announce Parking Authority meetings in the Trenton Times and The Princeton Packet; to set the fixed price for copies of minutes at \$36 a month; and to establish the monthly meeting date as the second Wednesday at 8:00 p.m. Commissioner Girandola seconded the motion. Chair Lupo called the Roll, and the motion was unanimously approved by all of the Board members.

WWPA's Suspended Advisor Position

A discussion was had by Board members regarding the advisor position that was established during the planning phase for parking requirements in the context of the proposed town center. It was determined by the Board that filling the open advisor position

is not necessary given the wind-down of the new surface lot project. The Board agreed that they would recommend to the Township Council that this position be suspended.

Approval of Minutes (December 10, 2014)

Commissioner Girandola moved to approve the December 10, 2014 minutes. Commissioner Miller 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 concern is the considerable fee from the snow removal contractor, Mastroianni Landscaping. Chair Lupo approves of their services, but agrees with Commission Girandola's suggestion during last month's Board meeting, that a committee should be assigned in the spring or summer to re-evaluate and review alternatives for snow removal since it is WWPA's largest expense. Commissioner Miller moved resolution 01.14.15-01 to approve the December bills. Commissioner Girandola seconded the motion. The motion was unanimously approved.

Authorization to Contract with ACT Engineers for Consulting Engineering Services for Rehabilitation of the Authority Owned Wallace Permit Lot

Mr. Calu recommended that WWPA hire ACT Engineers to handle all of the design, bid administration, and construction oversight to rehabilitate WWPA's Wallace permit lot. The three phases of this project are to: 1) perform the specifications and designs for renovation, 2) issue the invitation for bids and conduct a bid administration evaluation and make an award recommendation, and 3) give notice to proceed and oversee construction.

In order for construction to take place during the optimum time for commuters, Mr. Calu requested that the Board move resolution 01.14.15-02 to authorize the Chairman or his designee to contract with ACT Engineers of Robbinsville, NJ to serve as Consulting Engineers for the (Authority-owned) Wallace Road Permit Lot Rehabilitation Project in an amount not to exceed \$36,800 in accordance with ACT's proposal letter dated October 8, 2014, plus a contingency of 10 percent to be used, if necessary, to cover unanticipated requirements. Commissioner Miller moved resolution 01.14.15-02 to contract with ACT Engineers for consulting engineering services for rehabilitation of the authority owned Wallace permit lot. Commissioner Girandola seconded the motion. The motion was unanimously approved.

Authorization to Contract with ACT Engineers for Consulting Engineering Services for

Rehabilitation of the NJ Transit Owned Wallace Road Daily Pay Lot Subject to NJ Transit Approval

Mr. Calu requested that the Board move resolution 01.14.15-03 to authorize the Chairman or his designee to contract with ACT Engineers of Robbinsville, NJ to serve as Consulting Engineers for the (NJ Transit-owned) Wallace Road Daily Pay Lot Rehabilitation Project in an amount not to exceed \$38,100 in accordance with ACT's proposal letter dated January 7, 2015, plus a contingency of 10 percent to be used, if necessary, to cover unanticipated requirements, all subject to NJ Transit approval. Commissioner Miller moved resolution 01.14.15-03 to contract with ACT Engineers for consulting engineering services for rehabilitation of the NJ Transit owned Wallace Road daily pay lot subject to NJ Transit approval. Commissioner Girandola seconded the motion. The motion was unanimously approved.

Authorization To Contract With ACT Engineers For Consulting Engineering Services For Rehabilitation of The NJ Transit Owned Station Drive Daily Pay Lot Subject to NJ Transit Approval

Mr. Calu requested that the Board move resolution 01.14.15-04 to authorize the Chairman or his designee to contract with ACT Engineers of Robbinsville, NJ to serve as Consulting Engineers for the (NJ Transit-owned) Station Drive Daily Pay Lot Rehabilitation Project in an amount not to exceed \$43,100 in accordance with ACT's proposal letter dated January 7, 2015, plus a contingency of 10 percent to be used, if necessary, to cover unanticipated requirements, all subject to NJ Transit approval. Commissioner Miller moved resolution 01.14.15-04 to contract with ACT Engineers for consulting engineering services for rehabilitation of the NJ Transit owned station drive daily pay lot subject to NJ Transit approval. Commissioner Crane seconded the motion. The motion was unanimously approved.

Authorization to Contract with Leigh Imaging for Development and Production of Digital Mapping and Rollover Customization for Website

Mr. Calu requested that the Board move resolution 01.14.15-05 to authorize the Chairman or his designee to contract with Leigh Imaging of Princeton Junction, NJ in an amount not to exceed \$1,250 for the development and production of digital mapping with rollover customization (in a web-ready file) for the Authority's website. Commissioner Girandola moved resolution 01.14.15-05 to contract with Leigh Imaging for development and production of digital mapping and rollover customization for website. Commissioner Crane seconded the motion. The motion was unanimously approved.

DISCUSSION ITEMS

Artis Senior Living (Terms and Conditions of Grading and Landscaping Easement)

Mr. Henry Kent-Smith, representing Artis Senior Living (ASL), a dementia and memory care center being built at the former Princeton Polychrome site adjacent to WWPA's new south Vaughn lot, joined the meeting to seek final approval of an easement between the two properties. ASL plans to perform landscaping and grading on this easement, a portion of which is on WWPA's property, so that the two appear more integrated. There is a ditch that runs along the common property line of ASL and WWPA's Alexander Road section, and ASL is obtaining a permit to fill that ditch, which will leave a grade differential between the two properties. ASL would like a buffer between the properties and is suggesting that evergreen trees be planted where the ditch has been filled. Mr. Smith presented an Agreement that ensures all issues such as insurances, drainage, landscape maintenance, etc. have been considered and will be managed and paid for by ASL. The Board unanimously approved Mr. Smith's request and agrees that this project is advantageous for WWPA.

Pedestrian Walkway

Mr. Calu informed the Board that ACT finally received a call back after persistently reaching out to NJ Transit. ACT reminded NJ Transit that submission of the pedestrian walkway project was sent to their attorney for licensing sometime in November. Mr. Calu stated that Mr. Korkuch suggested a meeting with NJ Transit to push the approval process, but NJ Transit did not think it was necessary. Mr. Korkuch followed up with the Deputy Attorney General's office and is awaiting a response.

ACT obtained the Delaware River Canal Commission and Sewer Conservation District permit and the Contractor who was a successful bidder has agreed to extend their bids while WWPA works on resolving the NJ Transit issue.

Video Surveillance System

Mr. Calu briefed the Board on the video surveillance system. Subcommittee members, Commissioners Boyle and Girandola, Mr. Calu, and Ms. Watlington met with New Jersey Business Systems (NJBS) today to view examples of camera locations and various kinds of coverage areas. That coverage was accomplished with a total of 25 cameras with a combination of 12 traditional view cameras and 13 panoramic view cameras. NJBS displayed screen shots of what could be seen with those cameras, but they need to provide

a live demo of the system programming that allows focusing in on a screen shot. NJBS plans to provide a live demo before WWPA's next Board meeting with a goal of making a presentation of the entire package that includes a conclusive price.

WWPA Website Advertisements

Mr. Calu provided an example letter touched up by Weblications that will be forwarded to local merchants explaining the opportunity to participate and purchase space on WWPA's website to advertise their business. If a merchant is interested, they will fill out a form and will then need to provide their logo/artwork for Weblications to upload. Mr. Calu needs to negotiate with Weblications what percentage of the annual fee of \$289 is recommended for the services provided.

Food Truck Event

Commissioner Girandola discussed with the Board his recent suggestion of holding a food truck event sometime in the spring or summer of 2015 at the parking facility to bring the community together while generating revenue. Councilwoman Samonte stated that she spoke with Marlena Schmid, Business Administrator, and Councilwoman Linda Gevers about the food truck initiative and received positive feedback. Subcommittee members Commissioners Girandola, Miller, and Crane and Ms. Samonte will arrange a meeting Ms. Schmid to discuss this initiative in detail.

Digital Payment Technologies

Mr. Calu presented sample of pay-by-phone signs to be posted in the Vaughn lots for the Board's approval. A meeting with the equipment and pay-by-phone team is scheduled on January 22, at which time the signs will circulate for approval, which will then be produced for installation at the entrances to the Vaughn lots. Leigh Imagining will provide a quote on the final design, including material and installation fees on temporary signs until it is decided that the information and sign placement is deemed effective before investing in permanent signage.

REPORTS

Police

Chair Lupo stated that ticketing was light this month, which is most likely due to the holidays.

Administration

Ms. Watlington discussed requests from a handful of commuters who were notified in the past that they were eligible for parking at the Alexander lot, but opted to continue parking at the Vaughn lot because of the lower rate, and now want to park at the Alexander lot. The Board agrees that their requests should be granted.

ADJOURNMENT

Chair Lupo moved to adjourn. Commissioner Miller seconded the motion. There being no further business, the meeting was adjourned at 10:20 p.m.

Respectfully,

Elle Magarelli