

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

June 10, 2015

The West Windsor Parking Authority meeting was held on Wednesday, June 10, 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 8:04 p.m. The following individuals attended:

Commissioners

Andy Lupo, Chair
Lyle Girandola, Vice Chair
Thomas 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 Mary Lou Tarr, Police

Comments from Audience

None present

ACTION ITEMS

Approval of Minutes (May 5, 2015)

Commissioner Miller moved to approve the May 5, 2015 minutes. Commissioner Girandola seconded the motion. All Commissioners present voted to approve the minutes.

Approval of Bills (May 2015)

The Board discussed the bills in detail. Commissioner Miller moved resolution 06.10.15-01 to approve the May bills. Commissioner Crane seconded the motion. The motion was unanimously approved.

Mr. Calu discussed the invoice from ACT Engineers (ACT) and stated that the total of the five projects that ACT is actively working on under contract for WWPA amounts to \$33,478.32. Mr. Calu recommended that the Board authorize Chair Lupo to approve payment based on his review of the invoices so that the Board does not have to wait a month to process. Commissioner Miller moved that the Authority pay \$33,478.32 to ACT pending review by Mr. Calu and approval by Chair Lupo. Commissioner Crane seconded the motion. The motion was unanimously approved.

Authorize to Contract With ACT Engineering Services for Rehabilitation of NJ Transit Owned Alexander Permit Lot Subject to NJ Transit Approval

Mr. Calu recommended that the Board authorize to contract with ACT in an amount not to exceed \$69,300.00, plus 10% contingency, for engineering services for rehabilitation of NJ Transit-owned Alexander Permit lot subject to NJ Transit approval. This proposal is identical to the proposal used on the Authority-owned Wallace permit lot and the other two NJ Transit lots, including three phases of work: 1) investigation and design, 2) the actual issuance of the Invitation for Bids and administration of that process, and 3) award and implementation and overseeing the work. Chair Lupo moved to approve Mr. Calu's recommendation as stated. Commissioner Miller seconded the motion. The motion was unanimously approved.

REPORTS

Police

Sgt. Tarr presented the May reports, and the incidents were discussed with the Board. Commissioner Girandola requested that the LPR Statistics be included on the agenda as a "Discussion Item" to keep track of hits and reads.

DISCUSSION ITEMS

Food Truck Initiative

Board members discussed the upcoming Father's Day Food Truck Fête taking place on June 21st in the Vaughn Lot at the Princeton Junction Train Station. Logistics have all been taken care of and the Board anticipates this event to be successful.

Update on NJ Transit “Lease”

Mr. Calu discussed a note that he forwarded to NJ Transit (with copies to all Commissioners) outlining several primary concerns that would have to be addressed before the Authority could address the proposed lease document. NJ Transit agreed with Mr. Calu’s rationale during a teleconference held in June with Mr. Calu and Ms. Watlington. The next course of action is for Mr. Calu to present to NJ Transit a draft “Part 1” document, concerning only the parking campus, defined as the parking lots and everything surrounding them leading up to but not including the ramps and the stairways to the platforms. Mr. Calu stated that he would complete that draft by August 1 and, as and when appropriate, thereafter address Part 2 covering the station complex (ramps and stairways to the platforms and the structures).

Mr. Calu and Ms. Watlington shared in the interpretation that NJ Transit will be is satisfied as long as the Authority is willing to act as a pass-through agent for making payments to vendors out of the funds the Authority collects on behalf of NJ Transit, when so directed by NJ Transit, but not as a party to contracts for repairs and/or improvements to the station complex as defined above.

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

Mr. Calu discussed with the Board their approval on May 5 on the issuance of an Invitation for Bid for NJ Transit’s Wallace Road and Station Drive daily pay lots, subject to NJ Transit’s approval based on the engineering estimates. On May 13, the Authority submitted this document to NJ Transit for approval. On June 5, during a teleconference, NJ Transit acknowledged the urgency needed for their timely approval in order to accomplish the work during this season; however, they are not in a position to approve due to their recognition that NJ Transit’s lots are not in in conformance with the requirements of the Americans with Disabilities Act. This has prompted a meeting request by NJ Transit to discuss reasonable arrangements to be made to improve the accessibility in the lots; at this point, Mr. Calu, Ms. Watlington, and ACT were awaiting suggested dates from NJ Transit.

Planned Installation of New Fee Equipment

Mr. Calu updated the Board on the digital payment technology/pay-by-phone system to be done in two phases. The intended time of installation at the Wallace Road daily pay lot is scheduled for Friday, June 26. Machines will be terminated the morning of and go live that Monday. The Station Drive daily pay lot will follow. Mr. Calu is in the process of working with the vendor on putting together a proposal on staff coverage. The vendor will train members on

how to operate the new equipment, who will then be stationed at the two shelters in the Wallace lot for three days, Monday through Wednesday from 5:00 a.m. to 11:00 a.m. Following will be a repeat for the Station Drive lot. A variety of signs are soon to be ordered that will inform commuters of the new pay-by-plate, versus the former pay-by-space equipment. Space numbers on the blacktop will be spray painted over in black to reduce potential confusion.

Replacement of a Maintenance Vehicle

Mr. Calu discussed the replacement of the maintenance vehicle. At the last Board meeting, members discussed leasing the vehicle, but Mr. Calu discovered that leasing is not an option because the dollar amount goes beyond the threshold for bidding. The only option available is to purchase the only vehicle available for the state contract, a Chevrolet Colorado extended cab.

Snow Removal

Mr. Calu stated that ACT had provided him with the Township's specification for snow removal, which he determined as not applicable to the Authority's requirements. NJ Transit does not have any information to provide on snow removal costs for the Authority. NJ Transit representative had no useful cost information on comparable facilities readily available, but agreed to look into collecting any information that could be helpful to use as a comparison. The Board had a lengthy discussion that resulted in a plan to identify various qualified vendors who would present a bid.

Website Posting

On June 22, a notice will be posted on WWPA's website announcing the Wallace lot rehabilitation project, as well as an email announcement to all Wallace lot permit holders. Signs will be strategically placed in the lots informing commuters about the construction and instructions on where to park, if space is not available.

Rehabilitation of Authority-Owned Wallace Permit Lot

Mr. Korkuch told the Board that video inspection for the Wallace Road and Station Drive daily pay lots was completed and problems were found in both lots. Specifically, deterioration in the joints of the pipes will require additional work, likely increasing the construction price by approximately 10%.

Pedestrian Walkway Trail

Mr. Korkuch informed that Board that a meeting has been set up for the end of the month with the Mayor, NJ Transit and the Department of Environmental Protection (DEP) representatives to find resolution to the issue between NJ Transit and the DEP.

Storage Shed

Ms. Watlington told the Board that the second shed is scheduled to be installed on Monday.

ACTION ITEMS (continued)

2014 Audit Approval With Minor Adjustments

Chair Lupo moved resolution 06.10.15-01 to authorize the Board to certify to the Local Finance Board of the State of New Jersey that each member personally reviewed the annual audit for the fiscal year ended December 2014 and, specifically, has reviewed the sections of the report entitled "General Comments" and "Recommendations." By group affidavit prescribed by the Local Finance Board, the Board members affirmed these actions.

CLOSED SESSION

Commissioner Miller moved that the Board enter into closed session to discuss contract issues. Commissioner Crane seconded the motion. The Board went into closed session at 9:53 p.m.

At 10:01 p.m., Commissioner Miller moved the Board to come out of closed session. Commissioner Crane seconded the motion.

ADJOURNMENT

Chair Lupo moved to adjourn. There being no further business to discuss, the meeting was adjourned at 10:15 p.m.

Respectfully,

Elle Magarelli