

# **WEST WINDSOR PARKING AUTHORITY**

## **Minutes of Meeting**

**March 9, 2016**

---

---

The West Windsor Parking Authority meeting was held on Wednesday, March 9, 2016 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**

Commissioner Lupo called the meeting to order at 8:00 p.m. The following individuals attended:

#### **Commissioners**

Andy Lupo, Chair  
Lyle Girandola, Vice Chair  
Tom Crane, Treasurer  
Pat Boyle, Assistant Treasurer  
Dan Fabrizio, Secretary

#### **Non-Commissioners**

Robert Schwartz, Attorney  
Robert Korkuch, ACT Engineers Inc.  
Sergeant Danny Mohr, West Windsor Police  
Alison Miller, Council Liaison  
Jean Moore, CPA of Klatzkin & Company, LLP  
Marlena Schmid, Business Admin., WW Township

### **Not Present**

Martha Watlington, General Manager  
Tom Calu, Parking Consultant

### **Comments from Audience**

No comments

## **ACTION ITEMS**

**Approval of Minutes (February 10, 2016)**

Chair Lupo moved to approve the February 10, 2016 minutes as amended. Commissioner Girandola seconded the motion. All the Commissioners voted to approve the minutes.

**Approval of Bills (February 2016)**

Bills were not available for the Board’s review, since Ms. Watlington has been out of the office. Ms. Watlington will provide the Board with any bills that require attention upon her return next week. Chair Lupo stated that invoices submitted by Mastroianni Landscaping are not to be paid until after they meet with a member from Mastroianni Landscaping to be scheduled for April’s Board meeting, where they will discuss the invoices in detail. The Board is seeking clarification on the high fees charged for this season’s snow pre-treatment and removal services.

**REPORTS**

**Police**

Sergeant Mohr informed the Board on police activity in February stating that there were 69 police patrols and responses at the station, which he discussed with the Board in detail.

Mr. Korkuch shared with the Board discussions that he and Sergeant Mohr had on his request to obtain reports from the police station’s database on accident statistics in each of the lots to indicate the circumstances of incidents in hopes of reducing them. Sergeant Mohr stated that many incidents are of vehicles being sideswiped while parked because the designated parking spaces are too narrow. Mr. Korkuch said that those incidents could be reduced by widening and/or restriping the parking spaces. Sergeant Mohr stated that pulling detailed reports would be time consuming, but that there is the possibility of utilizing a summer intern who could provide those reports. For now, Sergeant Mohr will provide a basic report to Mr. Korkuch to share with the Board for their review and data selection on what they would like to continually receive.

**ACTION ITEMS (continued)**

**Reorganization of Profit & Loss Statement**

Ms. Moore handed out copies of a revised version of the Profit and Loss Statement for February. The Board worked with Ms. Moore on additional revisions that would provide an even more detailed report. Ms. Moore stated that she would speak with Ms. Watlington on restructuring QuickBooks in order to comply with the Board’s request.

## **DISCUSSION ITEMS**

### **Statement Regarding Enforcement**

The Board had a lengthy discussion on the draft that Mr. Calu created and Mr. Schwartz edited, which is to be posted on WWPA's website under the new "Enforcement" section to clarify ticketing and towing with emphasis on the fact that although WWPA manages the parking lots, the tickets issued are adjudicated by the Township. Mr. Schwartz will make the necessary changes to have posted. Chair Lupo suggested that the Board review the Website periodically for accuracy.

### **Expand Parkmobile Pay-By-Phone to NJ Transit Daily Pay Lots**

Chair Lupo stated that Parkmobile Pay-By-Phone is working well in the Vaughn lots. Commissioner Girandola discussed the LPR stats that have recently been broken down by lot in order to provide accurate data analysis for each, as opposed to them being consolidated. Chair Lupo discussed the series of communications that will be shared with commuters about the new "virtual permits" in the Vaughn lots. The goal is to implement "virtual permits" to the Alexander lot by end of year.

### **Amtrak Construction**

Mr. Korkuch informed the Board of his discussions with Amtrak members about their need to occupy some of the Authority's facilities in order to execute some of their upcoming projects. Mr. Korkuch will meet with Amtrak members to coordinate the logistics of their project.

### **NJ Transit Strike**

Chair Lupo said that he spoke with a member from NJ Transit about a possible strike that would take place this Sunday, displacing approximately 160K commuters with only enough buses to cover approximately 40K commuters. Depending on the duration of the strike, NJ Transit would reimburse commuters on their monthly tickets; therefore, obliging the Authority to provide the same. [Since the date of this meeting, the strike was averted.]

### **Pedestrian Walkway Trail**

Mr. Korkuch shared with the Board quotes from several tree removal contractors to clear the trees for pedestrian walkway trail that is required before moving forward with the bid documents. He requested that the Board award one of the contractors with the bid. Commissioner Girandola moved resolution 03.09.16-01 to accept the bid from Stonaker Tree Service to clear the trees in the Vaughn lot and not to exceed \$6,500.00, with conditions that

the Department of Environmental Services' (DEP) and NJ Transit's crews are lined-up. Commissioner Crane seconded the motion. The motion was unanimously approved.

### **Update on Rehabilitation of NJ Transit Daily Pay Lots**

Mr. Korkuch shared with the Board ACT's evaluation of the Station Drive and Wallace Road Daily Pay Lots' construction layout for pavement rehabilitation.

Mr. Korkuch will request a work session with NJ Transit for them to decide on how to disperse the parking spaces to render them ADA compliant, since the project was designed before the ADA came into effect. Additional rehabilitation requests will be minor corrections to the handicapped spaces and landscaping cleanup and replanting in a few areas. Approval from NJ Transit is needed by the end of April; otherwise, the project will again be delayed another year. Board members stated that the insurance company recommended that repairs be made, and since the Authority manages the NJ Transit lots, they are liable, should an incident occur.

### **Snow Removal Specs**

Commissioner Crane conveyed to the Board his recent conversation with NJ Transit's Station Manager on the Authority's concerns on the high cost of snow pre-treatments and removal services provided by Mastroianni Landscaping. The two main concerns the board discussed were: 1) are the invoices for snow removal consistent with the established specs, and 2) are our snow removal costs comparable to other similar NJ Transit stations. Commissioner Girandola shared a spreadsheet analysis of Mastroianni's charges that illustrated how it compares to expectations established in WWPA's current specifications. While it is consistent with those specs, the analysis shows where the variability to the charges is derived from. In summary, the variability relates to the number of salting/sanding applications, and number of hours for snow removal. The rate per application, and rate per hours worked is consistent with the specs. The Board concluded that more work should be placed on restating the specs for next season's bid process in order to validate the value being provided for this large category of expense. Commissioner Crane stated that NJ Transit's Station Manager has offered to review our specs and provide some guidance on comparability to other stations. It was also agreed by the Board that it is highly important to appeal to a wider contractor community for the next bid process so that we have more competition for this service.

### **West Windsor Township**

Chair Lupu welcomed Ms. Schmid from West Windsor Township and requested her feedback from the Council meeting that he attended where he presented WWPA's annual update. Ms. Schmid responded by thanking the Board for the time that they voluntarily dedicate to West Windsor Parking and stated that Chair Lupu addressed the concerns and issues raised about the admission of the parking authority at the Council meeting.

Ms. Schmid expressed her appreciation on the documents the Authority posted on WWPA's website, which is a requirement of municipalities and also as a governmental entity.

## **CLOSED SESSION**

Chair Lupu moved that the Board enter into closed session to discuss personnel issues. Commissioner Girandola seconded the motion. The Board went into closed session at 10:41 p.m. At 11:19 p.m., Commissioner Girandola 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 11:20 p.m.

Respectfully,

Elle Magarelli