

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

May 11, 2016

The West Windsor Parking Authority meeting was held on Wednesday, May 11, 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

Chair Girandola 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

Martha Watlington, General Manager
Tom Calu, Parking Consultant
Sergeant Danny Mohr, West Windsor Police
Alison Miller, Council Liaison
Robert Schwartz, Attorney
Robert Korkuch, ACT Engineers Inc.

Comments from Audience

No comments

ACTION ITEMS

Approval of Minutes (April 13, 2016)

Commissioner Girandola moved to approve the April 13, 2016 minutes as amended. Commissioner Crane seconded the motion. All the Commissioners voted to approve the minutes.

Approval of Bills (April 2016)

The Board discussed the bills in detail. Commissioner Crane moved resolution 5.11.16-01 to approve the April bills. Commissioner Fabrizio seconded the motion. The motion was unanimously approved.

REPORTS

Police

Sergeant Mohr informed the Board on police activity in April stating that it was a quiet month with only 34 incidents, which he discussed with the Board in detail.

Commissioner Girandola asked Sergeant Mohr to brief the Board on Uber's policy and how enforcement is deterring Uber drivers from picking up commuters at the stations. Uber is a desirable alternative to taxis because of the lower fares that they are able to charge, since they are not subject to the same rules and regulations as licensed taxi drivers. Sergeant Mohr stated that the fees that taxi companies charge are set by ordinance, so an unlicensed company such as Uber can charge a much lower fee, but it is a violation of state laws; therefore, Uber drivers are not permitted to pick up passengers from the stations. Enforcement is selectively looking for Uber vehicles at the stations to ticket.

DISCUSSION ITEMS

Aligning Permit Renewal Quarters in 2017

Ms. Watlington informed the Board of a conference call to be held with members from T2 to discuss adjusting the time frame for quarterly payments in all lots to align for consistency and to lessen confusion. Commissioner Girandola asked if incentives could be offered such as paying a full year in advance. Ms. Watlington will inquire about possible incentive options.

Farewell to Mr. Calu

Mr. Calu bid his farewell to the Board and thanked them for the long-term opportunity to have served as the Authority's Consultant. All agreed that Mr. Calu was leaving the Authority well-equipped and in a good state of practice with technology, as well as customer service, with major objectives satisfied. Mr. Calu stated that, as part of his close-out, he will assemble a list of recommendations for the Board's agenda going forward, including items that were previously discussed, but not initiated due to competing priorities.

Proposed New Guide to Parking at Princeton Junction Station

Mr. Calu displayed for the Board a proposed new Parking Guide of the Princeton Junction Station that could serve multiple purposes. Mr. Calu suggested posting two or more signs at each paystation shelter to communicate mainly to the daily parkers, as well as to use the Guide as advertisement in local papers, municipal buildings, mailers, etc. since not everyone accesses the website. This Guide provides clear and informative parking instructions that would identify any questions that commuters may have. Mr. Calu and Ms. Watlington will continue to work on the proofs for posting and the cost for signs is estimated at \$2,560.00. The proposal was accepted, and a lengthy discussion followed on how to enhance and effectively advertise the Guide, as well updating the website.

Parkmobile Working in NJ Transit Daily Pay Lots (Wallace and Station Drive)

Mr. Calu discussed the recent implementation of Parkmobile for daily parkers in the Station Drive and Wallace Daily Pay lots. Currently, the only communication delivering this information to commuters is on the website, which was explained as just another example of why the Parking Guide was important.

Snow Bid Package

Noting that he would have preferred to complete the revised bid package promised for three months from now, Mr. Calu suggested that the Board request that ACT create a map of the campus with the number of spaces indicated on it for the snow bid package to include the square footage measurements of all the parking lots individually. It should also contain all of the sidewalks carved out and measured with approximate square footage of the sidewalks pertaining to each lot and all of the adjacencies up to but not including stairs to the platforms, as well as the designated areas for snow storage to dictate in advance areas with the maximum height to eliminate blind spots or other problems. Mr. Calu suggested that Mr. Korkuch put a proposal together for the Board to consider and that such proposal should include any wetlands issues in terms of snow dumping.

Vaughn Lot Trail Bidding

Mr. Korkuch updated the Board on the accomplishments finally made with NJ Transit and Department of Environment Protection (DEP) in preparation of going out to bid this summer for construction on the Vaughn Lot Trail.

Mr. Korkuch informed the Board that the project will cost approximately \$150,000 in construction, and NJ Transit requires \$10M worth of insurance. He is concerned that NJ Transit's steep insurance requirement will eliminate minority contractors from bidding, since they may not provide that level of coverage. The Authority; however, has that level of insurance, so if NJ Transit agrees to use the Authority as a secondary insurance to cover the gap, that would be an option.

Mr. Korkuch requested that Chair Lupu sign a letter to be sent to the Commissioner of DEP requesting approval as soon as possible in order to go out to bid in order for construction to take place this summer.

Parking Lot Maintenance Review and Cost Estimates

Mr. Korkuch stated that the bid packages were ready to go out for two NJ Transit lots for repairs to be made this summer, but was thwarted by NJ Transit because their budget will only allow for minimal maintenance. NJ Transit requested that ACT identify and take pictures of all repairs needed and provide them with a list of damages that are mandatory to repair. Mr. Korkuch displayed the pictures for the Board to review and provided an explanation broken down into four categories: 1. Risk Management – Repairs needed to reduce risk of injury to individuals and damage to property (faded or missing pavement markings, indecipherable signs, unlevelled sidewalks, standing water, etc.). 2. Degradation Delay- Limits the ongoing demise of facilities (erosion, cracks and pavement sealing, clogged drainage swells, standing water, etc.). 3. Repaving and Repainting (snow plow damage, faded pavement markings, potholes, curb erosion, cracks, broken asphalt, etc.). 4. Reduction of Risk and Maintenance Cost - Reduce amount of spaces to create more functionality.

One significant constraint to executing improvements that fall into any of the mentioned categories is obtaining authorization from NJ Transit to attend to any of their lots. Discussion was had on what WWPA's obligations are keeping NJ Transit's lots in safe condition if NJ Transit does not provide this authorization. Commissioner Boyle suggested that if our insurance company identifies a particular defect as a liability, then we should proceed with fixes as mandatory. Commissioner Lupu suggested the Mr. Korkuch draft a letter to NJ Transit regarding liability issues as we see them. Mr. Schwartz advised that Mr. Korkuch present formally to NJ Transit for maximum attention to the matter.

The Board also discussed a chronic problem of damaged vehicles related to bad parking habits of some customers. Although we do not enforce certain parking etiquette, it was discussed that WWPA start assessing fees for parking incorrectly within a spot. Further, it was also discussed that certain inconveniences that our enforcement team endures should be subject to inconvenience fees which would be assessed against certain types of infractions, such as parking on a white line, or in a way that makes it hard to see the license plate for LPR purposes.

Snow Plow Damage

John Mastroianni from Mastroianni Landscaping agreed to have damages repaired in the lots caused by his workers from this past winter's snow treatment and removal services, but has yet to begin. Chair Lupo suggested that there be a video inspection of the parking lots before the winter as evidence, should any damages occur again. Commissioner Boyle suggested that the Authority create a punch list of repairs from damages made by Mastroianni and hold their last check until all have been repaired. In the same context, mention was made of damages coming from Amtrak work on and around the premises, to which Mr. Calu explained that ACT was on the matter and had been provided with the necessary document to pursue Amtrak to take corrective action. Mr. Calu stated that he is confident that Amtrak would act accordingly and that he had invited Amtrak to submit a long-term agreement so that access would not be an administrative burden in the future.

Ticket Revenue Sharing

Councilwoman Miller agreed to coordinate a meeting with the Township to update the ordinances. Chair Lupo will provide to Councilwoman Miller all of the codes and numbers for her review and then present to Council President to put it on a work session. Chair Lupo stated that he will reach out to West Windsor Township's CFO, Joanne Louth, but asked Councilwoman Miller to convey that the Authority expects its financial arrangement with the Township for next year to either share ticket revenue, or the preferred option, to have Township cover the cost of Authority's enforcement fees. Since tickets issued are increasing due to the newly implemented LPR system was put in place, higher enforcement revenue for the Township is being generated. The Authority anticipates that the Township will cover their enforcement cost.

Funding for Vaughn Lot

Chair Lupo stated that the Authority has not yet received funds awarded to them for the Vaughn Lot project from DEP's Project Hazardous Discharge Site Remediation Fund (HDRSF) to be sent to the Township on their behalf. He asked Councilwoman Miller to confirm if they have received it with a message that the Authority is pleased that they seem to be on track from getting that money from DEP and are looking forward to reimbursement. (Expected reimbursement is roughly \$300K.)

Credit Card Fees

Commissioner Fabrizio brought to the attention of the Board that the monthly credit card expenses are very large and exceeding the YTD budget and prior year by a significant amount. Commissioner Boyle commented that the monthly amount exceeds the normal 3% credit card bank fee and appears to be way too high. Commissioner Fabrizio recommended that we can change credit card fees from an expense item to a revenue item by simply having permit holders pay online via a link on the WWPA website and charge a processing fee slightly more than to simply eliminate the credit card bank fee charged to the parking authority. This model has the ability to create a small revenue stream and completely eliminate credit card fee expenses. Commuters can still avoid the processing fees by paying for their permits by sending checks or online banking methods. Mr. Ghrist committed to look into the breakdown of the credit card fee line item and will report back to the Board.

Farewell to Commissioner Boyle

The Board offered their farewells to Commissioner Boyle and thanked him for his time and contributions that he has provided to the Authority over the years, as this is his last Board meeting. The search is on for a new member to fill Commissioner Boyle's vacancy.

ADJOURNMENT

Chair Lupo moved to adjourn. There being no further business to discuss, the meeting was adjourned at 10:50 p.m.

Respectfully,

Elle Magarelli