

## **WEST WINDSOR PARKING AUTHORITY**

### **Minutes of Meeting**

**November 10, 2015**

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The West Windsor Parking Authority meeting was held on Tuesday, November 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 Lupu called the meeting to order at 8:00 p.m. The following individuals attended:

#### **Commissioners**

Andy Lupu, Chair  
Pat Boyle, Assistant Treasurer  
Alison Miller, Secretary

#### **Non-Commissioners**

Martha Watlington, General Manager  
Tom Calu, Parking Consultant  
Ron Ghrist, Financial Consultant  
Hemant Marathe, Township Liaison  
Sergeant Danny Mohr, Police

#### **Not Present**

Lyle Girandola, Vice Chair  
Tom Crane, Treasurer

#### **Comments from Audience**

No comments

#### **ACTION ITEMS**

**Approval of Minutes (October 28, 2015)**

Commissioner Miller moved to approve the October 28, 2015 minutes. Commissioner Boyle seconded the motion. All the Commissioners voted to approve the minutes.

**Approval of Bills (October 2015)**

The Board discussed the bills with no concerns. Commissioner Miller moved resolution 11.10.15-01 to approve the October bills. Commissioner Boyle seconded the motion. The motion was unanimously approved.

**REPORTS**

**Police**

Chair Lupo welcomed Sergeant Danny Mohr, Sergeant Tarr's replacement. Sergeant Mohr informed the Board on police activity from the previous month. Chair Lupo requested that Sergeant Mohr provide the Board with a ticket summary of incidents monthly via email. Ms. Watlington will email Sergeant Mohr, the last summary report issued by Sergeant Tarr to use as a template.

**ACTION ITEMS (continued)**

**Adopt 2016 Budget**

Mr. Ghrist reviewed with the Board in detail the updated budget for 2016. Mr. Ghrist informed the Board that since the Authority is 10 days late in submission, they need to adopt the resolution with an explanation why submission is late. Commissioner Miller moved resolution 11.10.15-02 to approve the motion to adopt the resolution with the explanation that submission was late due to having a complete review on the allocations between NJ Transit and WWPA. Commissioner Boyle seconded the motion. In a Roll Call vote, each Board member present approved the motions.

Mr. Ghrist requested a resolution to approve WWPA's 2016 budget; however, changes can be made up until December 31, 2015, when the 2016 budget is adopted. Commissioner Miller moved 11.10.15-03 to approve the resolution. Commissioner Boyle seconded the motion. The motion was unanimously approved.

**DISCUSSION ITEMS**

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

Mr. Calu informed the Board that NJ Transit gave approval in the range of \$4,500 to \$8,000 more for ACT Engineering to do an assessment of ADA space arrangements, lane widths, and parking stall geometry to see how that can be factored into the bid documents for the NJ Transit lots before they decide whether or not to approve the bid packages that ACT Engineering had developed for the Authority several months ago.

**LPR, Enforcement, and Parkmobile Arrangement**

Mr. Calu gave a brief overview of what was recently discussed in detail two weeks ago at the October Board meeting. Mr. Calu plans to go through Jim’s and Hank’s procedures in the coming weeks to have a side by side comparison so that Ms. Watlington and Mr. Calu can then recommend how best to strike a balance between the different approaches to the tasks involved.

At the last Board meeting, Mr. Calu arranged for a presentation by Parkmobile as a potential source for the provision of pay-by-phone services for the collection of daily parking fees along with the recently installed digital pay station, and at the end of the meeting, the Board agreed that the proposed fee structure was the most competitive. Mr. Calu updated the Board on the recent fee change after he and Ms. Watlington shared with Parkmobile the actual activities in the machines and they realized that, with the rates that they had previously proposed, they would experience a loss for every parking customer who would purchase more than two days in a single transaction. They also discovered that they are unable to have a variable fee structure where the rate per fee would graduate slowly with the number of days purchased. Mr. Calu demonstrated the new rate structure proposed that he finds acceptable and recommends and the Board agreed. The rate structure is reflected in the following chart:

Daily Rate	All-in-fee		Regardless of the number of days (1-14) purchased in a single transaction.
	Year	Years (2-5)	
\$10	0.75	0.80	
\$9	0.70	0.75	
\$8	0.65	0.70	
\$7	0.60	0.65	
\$6	0.55	0.60	
\$5	0.50	0.55	

Mr. Calu closed this portion of discussion by indicating that his next step would be to finalize the Parkmobile contract for Chairman Lupo's signature as had previously been authorized by the Authority.

## **REPORTS (continued)**

### **Administration**

Ms. Watlington told the Board about the commuter requesting a permit, who has been on the waiting list for the Wallace Road lot for ten years and next in line for one year to obtain the permit. The Board agreed to grant the commuter's request, and they will re-evaluate the availability of spaces to determine if others on the waitlist can be granted permits, as well.

Chair Lupo discussed possible candidates to take Commissioner Miller's place, since winning the election as Councilwoman for West Windsor Township.

## **ADJOURNMENT**

Chair Lupo moved to adjourn. There being no further business to discuss, the meeting was adjourned at 9:20 p.m.

Respectfully,

Elle Magarelli