

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

August 17, 2016

The West Windsor Parking Authority meeting was held on Wednesday, August 17, 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 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
Dan Fabrizio, Secretary
Vaibhav Sharma, Asst. Treasurer

Non-Commissioners

Scot MacPherson, Director of Operations
Sergeant Danny Mohr, West Windsor Police
Alison Miller, Council Liaison
Robert Schwartz, Attorney
Robert Korkuch, ACT Engineers Inc.
Deidre O'Donnell, CPA of Klatzkin & Company, LLP

Comments from Audience

Mr. Andi Sjamsu, a West Windsor resident and commuter, requested that the Board consider installing electric vehicle charging stations (EVCS) in the lots and supported his request with a comprehensive view on the benefits that would be provided if EVCS was utilized. Chair Lupo explained that the topic of EVCS was previously discussed and deeply considered, but was tabled since there was no demand for it, but will now be resurrected. Commissioner Girandola expressed his appreciation to Mr. Sjamsu on his high level of detail in supporting his case, and Mr. MacPherson stated that he would contact Mr. Sjamsu for further discussion to possibly move forward.

ACTION ITEMS

Approval of Minutes (July 13, 2016)

Commissioner Fabrizio moved to approve the July 13, 2016 minutes. Commissioner Girandola seconded the motion. All the Commissioners voted to approve the minutes.

Approval of Bills (July 2016)

The Board discussed the bills in detail. Commissioner Girandola moved resolution 8.17.16-01 to approve the July bills. Commissioner Crane seconded the motion. The motion was unanimously approved. The Board discussed the bills in detail.

REPORTS

Police

Sergeant Mohr informed the Board on police activity in July stating that there were 64 incidents, which he discussed in detail. The main concern was on the recurring bike thefts, and discussion was had on various strategies on how to deter them.

Approval for Audit

The Board had a lengthy discussion on the reformatted Profit and Loss Statement with Ms. O'Donnell, and although it is still a work in progress, they are pleased with the improvements thus far. Discussion on additional enhancements followed.

Chair Lupu called for a motion to approve resolution 8.17.16-02 to approve the audit since all Board members agreed that the audit was orderly with no deficiencies. In a Roll Call vote by Mr. MacPherson, each Board member present approved the motion to approve the audit.

DISCUSSION ITEMS

Aligning Permit Renewal Quarters in 2017 & Late Fees

Mr. MacPherson discussed his conversations with T2 representatives in regards to adjusting the time frame on quarterly payments to have all commuters on the same billing cycle for consistency. Issues are being worked out on permit renewal price changes. Late fee notifications will be modified to make the grace period the first 15 days of the month. Fees will be assessed after the 15th of the month.

Flooding at Princeton Junction Train Station

Mr. MacPherson discussed the flood damages to the tunnel at the Princeton Junction train station that occurred on July 30 from the torrential rainfall. As the water was being pumped out, it poured back in because of poor drainage. One sump pump was inoperative and the other was not working to its full capacity. Mr. MacPherson will obtain quotes for a service contract for pumps to be serviced more frequently. Also, exacerbating the flood was the clogged drains, which Mr. MacPherson will request that they be cleared more frequently. Mr. MacPherson and a NJ Transit maintenance member examined the tunnel for structural damage and, fortunately, no damage was found to the structure, but replacement of the roof façade is in need. Other main areas in need of replacement or repair are the platform on the New York bound side by the Wallace lot and the stairs on the Philadelphia bound side. Many other flagged areas are currently being repaired or will be repaired promptly.

NJ Transit Lease

The lease is close to completion. Mr. MacPherson will meet with Mike Murphy to go over the preliminary review before presenting to the Board.

Paving Project

Mr. Korkuch and the Board strategized on which areas in need of repaving to work on first, as well as timeframe that would least affect commuters. There are many problematic areas and issues to consider when displacing commuters such as signage, handicapped spaces, etc. The Board agreed that construction should start on a Friday to allow enough time for all to be back in place by Monday. Mr. Korkuch anticipates the project to be awarded sometime in September.

Bike Share

Mr. MacPherson informed the Board that he met with a representative from Zagster, the bike-share provider, to discuss dimensions on placement for the installation of the bikes, as well as view the bikes to be rented. Commissioner Fabrizio suggested adding to the already existing bike rack area which would require minimal construction. Commissioner Girandola suggested that this be viewed as all-inclusive by incorporating the security to deter bike theft into the project. Commissioner Fabrizio displayed pictures of the area and offered suggestions on where security in that area could be installed.

Mr. Korkuch informed the Board that the Township is interested in promoting repair on the bike path that is overgrown with weeds and brush, located in the path running parallel to the Dinky tracks on the Alexander Road side between Vaughn Drive and Route 1. This will benefit bike commuters who want to avoid riding on Alexander Road.

Credit Card Fees and Processing Fees

At last month's Board meeting, Mr. MacPherson's preliminary analysis on credit card fees identified a misclassification of costs associated with the transaction fees for the daily parking pay stations that he believed inflated this expense line versus budget. After further research, he found that to be true, and he will budget accordingly.

Commissioner Fabrizio suggested that the Authority charge a flat convenience fee of \$6.95 to the permit holders who pay by credit card since the credit card expenses that the Authority pays for are high. Commuters may react negatively to the credit card convenience fee, but they have the option of avoiding this fee, if they pay by check. The Board agreed.

Vaughn Lot Trail Bidding Results

Mr. Korkuch informed the Board of the four bids that were presented for the construction on the Vaughn Lot trail. Chair Lupo moved resolution 8.17.16-03 to award to lowest bidder, if they agree to reduce their rate. Commissioner Girandola seconded the motion. The motion was unanimously approved.

Snow Plow Bid Package

Mr. Korkuch reviewed the specifications on the snow removal and ice control services for November 2016 through April 2017 with the Board. After the thorough review and lengthy discussion of what to include in the specs, it was determined that the package was ready to go out for bidding.

The Board expressed their concern over the fact that 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. The Authority will reach out and request that repairs be taken care of immediately.

ADJOURNMENT

Chair Lupo moved to adjourn. There being no further business to discuss, the meeting was adjourned at 11:39 p.m.

Respectfully,

Elle Magarelli