

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

December 14, 2016

The West Windsor Parking Authority meeting was held on Wednesday, December 14, 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
Dan Fabrizio, Secretary
Tom Crane, Treasurer
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.
Jean Moore, CPA of Klatzkin & Company, LLP

Comments from Audience

None present

ACTION ITEMS

Approval of Minutes (October 12, 2016 & November 9, 2016)

Commissioner Fabrizio moved to approve the October 12, 2016 minutes. Commissioner Girandola seconded the motion. All the Commissioners voted to approve the minutes.

Commissioner Girandola moved to approve the November 9, 2016 minutes. Commissioner Crane seconded the motion. All the Commissioners voted to approve the minutes.

Approval of Bills (November 2016)

The Board discussed the bills in detail. Commissioner Crane moved resolution 12.14.16-01 to approve the November bills. Commissioner Fabrizio seconded the motion. The motion was unanimously approved.

REPORTS

Police

Sergeant Mohr informed the Board on police activity in November stating that it was a quiet month with only 29 incidents, which he discussed in detail.

DISCUSSION ITEMS

Aligning Permit Renewal Quarters in 2017

Mr. MacPherson stated that the online transaction fee of \$6.95 went live with only a few complaints about the fee. Commuters were informed of other payment options available to avoid the fee. The full quarter payment alternative will resume on December 27, 2016.

Auto Withdrawal for Bank Accounts and Credit Cards

Mr. MacPherson and the Board discussed the option soon to be offered to commuters about having the ability to schedule recurring payments to be automatically deducted from their bank or credit card account. Chair Lupu suggested that the Authority pay the annual fee associated in this optional benefit to the commuters, and the Board agreed. The automation option will first become available in the Alexander lot and soon after follow in the other lots. Mr. MacPherson stated that the logistics still need to be worked on, but will resemble payment to be automatically withdrawn from the customer's account on the first of the month. If the customer has insufficient funds in their account, notification would be sent to the customer alerting them of the late fee assessed and the date of when the second automatic withdrawal attempt will be made. Commuters will be notified via website, email, and postings on the automation option details sometime soon.

Commissioner Girandola requested that Mr. MacPherson reinstate the late fees for tracking purposes to the Stat report for the Board to review each month.

NJ Transit Lease

Mr. MacPherson informed the Board that he spoke with Mike Murphy to inquire about the status of the lease. Mr. Murphy stated that there are no updates due to the holidays. Mr. MacPherson will continue to follow up. A lengthy discussion followed on what should be included in the new lease.

Snow Removal Update

Mr. MacPherson met with members from Winter Services to inspect the lots in preparation of the anticipated snowfall. Designated areas of where Winter Services' equipment and snow piles would be placed were established.

Mastroianni Invoice Status

Mr. MacPherson stated that payment has not yet received from John Mastroianni from Mastroianni Landscaping for the damages incurred from last winter's snow treatment and removal services.

Adoption of 2017 Budget

Mr. MacPherson shared the 2017 budget for adoption to the Board for their approval. After careful review and a lengthy discussion, the Board agreed to move resolution 12.14.16-02 to accept the 2017 adopted budget. A roll call was held by Chair Lupo and each Board member approved the motion.

Councilwoman Miller inquired on the amount that the Township could expect to receive from the 10% of the Authority's net profits, as well as an additional 5%, should extra funds be available. Chair Lupo said that the amount the Township would receive from net profits cannot yet be determined until the numbers are finalized.

Events Planning

Mr. MacPherson informed the Board of discussions that he had with various event coordinators on ideas for events to be held in the Vaughn lots late summer/early fall of 2017.

Vaughn Lot Trail Status

Mr. Korkuch informed the Board that construction is still pending until West Windsor Township completes their filing on some easements, which needs to be completed before December 22, when the conflict period ends. Once filed and delivered to DEP, construction would begin in January. The cold weather will freeze the wet area making it easier for the

construction crew to work. Mr. Korkuch expects to have a change order for time for the Board members to sign at the next meeting. He stated that after the trail through the woods has been cleared, the lights are installed, and the surface has been graveled, the entrance would need to be blocked off to deter pedestrians from entering since the trail cannot be paved until spring. Mr. MacPherson stated that plans for blocking the entrance have been discussed.

Vaughn Lot Maintenance Status

Mr. Korkuch stated that a maintenance inspection on the new Vaughn lot is being planned for this winter. If determined that repairs are needed, they will be done during the spring. As for the other lots, there are no maintenance manuals yet, but soon will be created for each lot.

Grant Status

Mr. Korkuch discussed the status of the \$299K that was awarded to the Authority from DEP's Project Hazardous Discharge Site Remediation Fund. The Authority and Township have both provided the supporting documentation for reimbursement requested, and now audit can proceed to have funds available during the first quarter of 2017.

REPORTS (continued)

Reformatted Financial Reports

Ms. Moore and the Board reviewed the reports, and Commissioner Girandola exposed areas on the reports where formulas are inaccurate and requested Ms. Moore to correct. Otherwise, the reports looks good and categories are now comprehensible.

Ordinances

Mr. Schwartz stated that the updated ordinances are ready to be adopted by Township's Council. Mr. MacPherson stated that that he met with Gay Huber, Township's Deputy Municipal Clerk, who confirmed that the ordinances are ready. Councilwoman Miller stated that Council will attempt to add it to the agenda sometime in January. To follow would be a Public Hearing, then a signature from the Mayor, and then a wait period of 20 days for it to go into effect, if nobody protests.

Administration

Mr. MacPherson stated that a letter was received from the State requesting that a Public Agency Compliance Officer be assigned to WWPA to enforce Equal Employment Opportunity

rules and regulations. Mr. MacPherson volunteered to add that title to his role, and the Board members approved.

Mr. MacPherson stated that he is in the process of obtaining quotes from various vendors for two infrared heaters and installation to go under the shelter in the Wallace lot to provide warmth to commuters during the cold weather while they wait for their train. The additional power installed for the heaters will also provide power to surveillance cameras that will eventually be installed in various locations in the lots. He is hopeful to have the heaters operating sometime in January. The Board is in favor of the good customer service that this offers to commuters.

Mr. MacPherson stated that he spoke with members from NJ Transit about the Authority's goals for lot repairs as follows: Alexander lot in spring of 2017, Station Drive lot in 2018, Gravel lot and second half of Alexander lot in 2019, and Wallace Daily lot in 2020. A lengthy discussion followed on the various repairs needed.

EXECUTIVE SESSION

Commissioner Girandola moved that the Board enter into executive session. Commissioner Crane seconded the motion. The Board went into executive session at 10:14 p.m. At 11:10 p.m., Commissioner Girandola moved that the Board come out of executive session. Commissioner Fabrizio seconded the motion.

ADJOURNMENT

Chair Lupo moved to adjourn. There being no further business to discuss, the meeting was adjourned at 11:13 p.m.

Respectfully,

Elle Magarelli