

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

January 11, 2017

The West Windsor Parking Authority meeting was held on Wednesday, January 11, 2017 at 7:30 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 7:33 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
Hemant Marathe, Township Liaison
Robert Schwartz, Attorney
Robert Korkuch, ACT Engineers Inc.
James Colitsas, CPA, Princeton Financial Group, LLC
Charles D'Abbraccio, Accountant, Princeton Financial Group, LLC

Comments from Audience

None present

ACTION ITEMS

Reorganization - Election of Officers for 2017

Commissioner Crane moved to reinstate current Board members: Andy Lupo as Chair, Lyle Girandola as Vice Chair, Dan Fabrizio as Secretary, Thomas Crane as Treasurer, and Vaibhav

Sharma as Assistant Treasurer. Commissioner Fabrizio seconded the motion. In a Roll Call vote, each Board member approved the motion.

Professional Services Appointments for 2017

Chair Lupo moved to approve the following professional services appointments for calendar year 2017:

- ACT Engineers, Inc. as Engineers
- Princeton Financial Group, LLC as Accountants
- Frank Gubitose of FJG Enterprises as Investment Consultant
- McManimon, Scotland & Baumann, LLC as Bond Counsel
- Robert M. Schwartz as Attorney
- Suplee, Clooney & Company as Auditors

Commissioner Girandola seconded the motion. In a Roll Call vote, each Board member voted in favor of the motion.

Adoption of Resolutions for 2017

The Parking Authority adopted three Resolutions regarding meetings as follows. Chair Lupo moved resolution 1.11.17-01 to announce Parking Authority meetings in the Trenton Times and The Princeton Packet; to set the fixed price of \$36 for a copy of the minutes; and to establish the monthly meeting date as the second Wednesday at 7:30 p.m. Commissioner Girandola seconded the motion. Chair Lupo called the Roll, and the motion was unanimously approved by all of the Board members.

Approval of Minutes (December 14, 2016)

Commissioner Fabrizio moved to approve the December 14, 2016 minutes. Commissioner Crane seconded the motion. All the Commissioners voted to approve the minutes.

Approval of Bills (December 2016)

The Board discussed the bills in detail. Commissioner Crane moved resolution 1.11.17-02 to approve the December bills. Commissioner Girandola seconded the motion. The motion was unanimously approved.

Mr. MacPherson stated that he is, thus far, satisfied with the new snow removal company, Winter Services. They have been responsive to requests and communicative throughout the past storms.

Tokens are no longer accepted for reimbursement.

DISCUSSION ITEMS

Council Reimbursement on Enforcement Costs

Chair Lupo stated that there is no update on enforcement reimbursement from the Township. All revenue generated from tickets issued by enforcement officers go to the Township, and the Authority has been requesting that they be reimbursed for at least the cost of the enforcement expenses. Chair Lupo reached out to Township members to discuss, and Mr. Marathe stated that he would bring the topic up during the next Township meeting.

REPORTS

Police

Sergeant Mohr informed the Board on police activity in December stating that there were 31 incidents, which he discussed with the Board in detail.

DISCUSSION ITEMS (continued)

Night Court and Prosecutor Meeting

Mr. MacPherson stated that he attended a night court session and helped customers who had obvious license plate entry errors in getting their tickets dismissed. Mr. MacPherson met with a Prosecutor today to discuss altering the dismissal form that will allow the Authority to dismiss tickets on license plate entries that are obvious mistakes starting next week. Repeat offenders, however, will be required to appear in Court.

Events

Mr. MacPherson informed the Board of discussions that he had with a member from Spark Market Solutions, a special events marketing firm, to assist in coordinating the next food truck event anticipated to be held in September in the Vaughn lots. The Board continued the discussion on the logistics of the event.

Web and Email Marketing

Mr. MacPherson stated that he intends to expand WWPA's Facebook page starting with a blast email to all past and present T2 users requesting that they join the group. He would then continually update the page with pertinent information such as permit parking availability in the Vaughn lots, for example.

WWPA Application

As per Commissioner Girandola's request, Mr. MacPherson spoke with a member from Weblications on designing a WWPA Web application (App). The objective of the App is to (1) Daily Parking Alerts; (2) NJ Transit Alerts; (3) Parking Maps; (4) Manage T2 Account; and (5) Links to Other information. Wi-Fi or 3G/4G connection is required to use this App. It could link into Waze, a navigation App with real-time traffic and road information. Cost for this App was estimated at \$6,800.00. Chair Lupo moved resolution 1.11.17-03 to move forward on engaging Weblications to design the WWPA App for \$6,800.00. Commissioner Crane seconded the motion. The motion was unanimously approved.

Unclaimed Property

Mr. MacPherson discussed with the Board the unclaimed deposits from individuals who paid \$65 to be put on the waitlist and that he is working on gathering their contact details to inform them; otherwise, it will be escheated to the government. Mr. MacPherson is working on adding language to the agreement for those applying and putting a deposit down to be placed on the waitlist that states they will forfeit their deposit should they not respond after 30 days of being offered a spot. After the agreement is drafted, Mr. MacPherson will submit to Mr. Schwartz for his review and approval.

Mastroianni Invoice

Mr. MacPherson stated that Mr. Mastroianni from Mastroianni Landscaping refuses to pay for the damages incurred from last winter's snow removal services since it is not included in the contract. Mr. Schwartz stated that there is a provision in the contract that affirms that it is the Contractor's sole responsibility for any damages incurred upon entering the premises of the Authority, which he has mailed to Mr. Mastroianni. No response was received as of yet.

Ordinances

Mr. MacPherson requested that the Board review the updated ordinances that were forwarded from Gay Huber, Township's Deputy Municipal Clerk. The Board stated that they would respond within the week. If all approve, a Public Hearing would follow.

Cameras

Mr. MacPherson requested that the Board approve hiring Technicality for camera system equipment and installation to be placed in the Wallace Daily lot to provide security surveillance of the entire parking lot for approximately \$12K. Chair Lupo asked Mr. MacPherson to find out if webcams could be added to provide snapshots throughout the day for commuters interested in viewing availability of spaces in the lot. Chair Lupo called for a motion to approve resolution 1.11.17-04 to hire Technicality for the camera system equipment and installation in the Wallace Daily lot at the rate of approximately \$12K. Commissioner Girandola seconded the motion. The motion was unanimously approved.

Adoption of 2017 Budget

Mr. MacPherson made minor changes on the 2017 budget and requested approval from the Board members. The Board moved resolution 1.11.17-05 to accept the 2017 adopted budget. A roll call was held by Mr. MacPherson and each Board member approved the motion.

Vaughn Lot Trail Status

Mr. Korkuch informed the Board that the easements have been filed by the Township and were received and accepted by the Department of Environment Protection, which allows for construction on the Vaughn lot trail to begin, most likely next week, weather permitting.

Vaughn Lot Maintenance Status

Mr. Korkuch stated that the maintenance inspection on the new Vaughn lot is still being planned for this winter, and he is receiving quotes on video inspections for the piping, etc. Maintenance manuals for all lots are also being planned.

Alexander Lot Construction Phasing Reports

Mr. Korkuch stated that the most critical areas in need of repair are in the Alexander lot away from the train station, which are estimated at \$300K-\$400K. Repairs to be made are contingent on NJ Transit's approval and the amount of funds that they will provide. The Board is hopeful that the repairs will be made in July, when traffic is lightest.

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. Chair Lupu stated that an email was received from the New Jersey DEP's Grant department stating that all supporting documentation was received, and that the Mayor has signed-off. Chair Lupu anticipates the reimbursement check to arrive by the end of the second quarter.

REPORTS (continued)

Mr. MacPherson discussed the meeting that took place last week to transition accounting services from Klatzkin & Company to Princeton Financial Group. James Colitsas, CPA, and Charles D'Abbraccio, Accountant, from Princeton Financial Group joined today's Board meeting to meet the Board members and to discuss the transition. Mr. Colitsas stated that he would work with members from Klatzkin & Company, if needed.

Financial Reports

The Board had a lengthy discussion on discrepancies found in the Balance Sheet and P&L, which Mr. MacPherson and Mr. Colitsas will analyze and explain.

EXECUTIVE SESSION

Chair Lupu moved that the Board enter into executive session to discuss employee matters. Commissioner Crane seconded the motion. The Board went into executive session at 9:33 p.m. At 10:05 p.m., Commissioner Girandola moved that the Board come out of executive session. Commissioner Fabrizio seconded the motion.

ADJOURNMENT

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

Respectfully,

Elle Magarelli

