

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

June 8, 2016

The West Windsor Parking Authority meeting was held on Wednesday, June 8, 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

Non-Commissioners

Martha Watlington, General Manager
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

Mr. Vaibhav Sharma, recently appointed to the Board as Assistant Treasurer, was not present, but will be at July's Board meeting.

Farewell to Ms. Watlington and Welcome to Scot Macpherson

Chair Lupo acknowledged this Board meeting to be Ms. Watlington's last, as she is retiring after providing WWPA with 40 years of outstanding service effective July 1, 2016. Ms. Watlington is working closely with Mr. Scot MacPherson, newly hired Director of Operations, to familiarize him with the facility and its procedures to ensure a smooth transition.

Comments from Audience

None present.

ACTION ITEMS

Approval of Minutes (May 11, 2016)

Commissioner Crane moved to approve the May 11, 2016 minutes as amended. Commissioner Fabrizio seconded the motion. All the Commissioners voted to approve the minutes.

Approval of Bills (May 2016)

The Board discussed the bills in detail. Commissioner Girandola moved resolution 6.8.16-01 to approve the May bills. Commissioner Fabrizio seconded the motion. The motion was unanimously approved.

DISCUSSION ITEMS

Aligning Permit Renewal Quarters in 2017

The Board discussed adjusting the time frame for quarterly payments in all lots to align for consistency. Chair Lupo stated that the intent is to have commuters on the same cycle for invoicing and permits, as they are for NJ Transit. The inconsistent quarterly payment cycle worked well before automation was implemented, but now the irregular cycle creates confusion and additional work. Mr. MacPherson will work with WWPA's parking management software host, T2, to see if this more simple billing cycle will facilitate lower fees due to less customization for billing needed. Ms. Moore will provide analysis on customer payments to help the transition.

Management Report - Michael Twamley Consulting

Chair Lupo introduced Michael Twamley who was hired to review and analyze the Authority's LPR and Management Reporting processes. Mr. Twamley spent time with the team going over a variety of items that present challenges, specifically LPR. Mr. Twamley shared with the Board two presentations that highlighted key opportunities for the Board to consider. The first presentation on enforcement included parking lot profile, enforcement process, reporting & data analysis, and observations & recommendations for optimizing the LPR enforcement.

The second presentation on financial reporting included general organizational & reporting background, operational reporting structure, financial & management reporting, and summary observations. Included in this discussion was the allocation of costs between West

Windsor and NJ Transit as per the terms of the expired lease with NJ Transit. While renewing the lease is a work-in-process, the Board discussed the importance of recognizing the proper allocation of expenses due to the additional 600 spaces West Windsor now has under management since 2014. Chairman Lupo agreed to seek further progress in getting the lease renewed with NJ Transit.

Mr. Twamley further advised that WWPA conduct some basic marketing to inform commuters that spots are available, since there seems to be a perception that the lots are full after 7:00am.

A discussion on ticket revenue sharing with the Township was addressed, and Chair Lupo stated that the Township agreed to address this issue sometime next year because presently, tickets issued from the Authority's enforcement officers are collected by the Township. Ms. Miller suggested setting up a meeting sometime in the next month with Chair Lupo and Township officials to discuss covering the Authority's enforcement expenses.

REPORTS

Police

Sergeant Mohr informed the Board on police activity in May stating that there were 42 incidents, which he discussed with the Board in detail.

Mr. Schwartz asked for clarification on the proposed amendments to ordinances for the purpose of adding to process efficiencies for lot enforcement. These amendments were submitted by enforcement staff. Mr. Schwartz confirmed with the Board the process for making changes which he will complete and forward to Chair Lupo, Commissioner Girandola, Mr. MacPherson, and Ms. Miller.

DISCUSSION ITEMS (continued)

Vaughn Lot Trail Bid Status

Mr. Korkuch informed the Board that he is waiting for Department of Environment Protection (DEP) commissioner to sign off on the permits and suggested that the Authority go out to bid next week for construction.

Parking Lot Maintenance Report to NJ Transit

Mr. Korkuch created a parking lot maintenance report that included the photos displayed at the last Board meeting to request funding for the repairs urgently needed in the lots. Chair Lupo's concern is that there are liability issues with the deteriorating state of NJ Transit's lots. This may provide WWPA the necessary rationalization to make the improvements needed without waiting for NJ Transit to respond to WWPA's funding requests for remediation.

Snow Management RFP Status

Mr. Korkuch stated that he plans to compile all the data that he has collected from various sources to present at the next Board for their review and approval in order to get bids in for August.

New Vaughn Lot – Environmental Quarterly Reporting Requirement

Mr. Korkuch informed the Board of the Environmental Quarterly Reporting requirements established by the Department of Environmental Protection (DEP), which will be documented for the new Vaughn Lot, since it is built on top of the landfill. DEP must build into the permit process that the lot needs to be monitored on a quarterly basis. Mr. Korkuch will explain costs at the next Board meeting and discuss who will continue funding.

Electronic Sign for Communication

Chair Lupo discussed purchasing a few electronic signs to communicate important announcements to the public. Mr. Korkuch displayed samples of various electronic/LED signs for the Board to decide on style most suitable for WWPA. Further discussions on placement of the signs were had.

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

Chair Lupo stated that the maps and instructions for Parkmobile's Pay-to-Park rollout have been posted; however, Parkmobile has not posted on their end. Mr. Macpherson will reach out to Parkmobile to get a status on when they plan to post. The Board discussed various places to advertise and cost.

Credit Card Fees

An analysis of the relatively high level of credit card fees is being conducted and will be discussed at next month's Board meeting.

REPORTS (continued)

Resolutions

Ms. Watlington requested that the Board pass a resolution for the State Health Benefits Program to adopt the provisions of Chapter 48 (N.J.S.A. 52:14.17.38) under which a public employer may agree to pay for the State Health Benefits Program (SHBP) and/or School Employees' Health Benefits Program (SEHBP) coverage of certain retirees, since the Township only retains the original resolution, and not the resolution that includes dental and prescription.

Chair Lupu recommended that the Board move resolution 6.8.16-02 to change Ms. Watlington's term date from July 1, 2016 to be effective on June 30, 2016, since the pension plan starts on the first of the month. In a Roll Call vote, each Board member approved the motion.

Chair Lupu recommended that the Board move resolution 6.8.16-03 to pay Jack Farrell Associates, the job placement agency used to fill Ms. Watlington's position, \$3K for the candidates presented. In a Roll Call vote, each Board member approved the motion.

Administration

Ms. Watlington stated that she received a request from Greater Mercer TMA that a guest would like to attend July's Board meeting to discuss the bike sharing at the Princeton Junction Station.

Ms. Miller recommended that the Authority hire a particular artist who rents from the Farmers' Market to create a mural on the shed. Chair Lupu requested that the artist be contacted for suggestions and quotes to be discussed at a future Board meeting.

ADJOURNMENT

Chair Lupu moved to adjourn. There being no further business to discuss, the meeting was adjourned at 11:14 p.m.

Respectfully,

Elle Magarelli