

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

November 9, 2016

The West Windsor Parking Authority meeting was held on Wednesday, November 9, 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

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.
Mike Hornsby, WW Environmental Commission

Not Present

Vaibhav Sharma, Asst. Treasurer

Comments from Audience

Mr. Andi Sjamsu, a West Windsor resident and commuter, and Mr. Hornsby, Chief Technology Officer at the State Board of Public Utilities who leads the state's Electric Vehicle Program, attended the meeting to urge the Board to consider installing electrical charging stations on the WWPA campus. Chair Lupo stated that he is hesitant about giving up spots to accommodate only electric vehicles since there have not been any requests for such stations. Commissioner Girandola agreed and added that commuters come to the lots with the sole intention to park, not to charge. A commuter who would charge their vehicle while parked in

the allotted spot would occupy the spot for the entire day, precluding others from using it for charging. This topic has been tabled for future consideration as warranted.

ACTION ITEMS

Approval of Minutes (October 12, 2016)

Chair Lupo stated to move the October 12, 2016 minutes at the next Board meeting since he has not had a chance to review the draft minutes. All Commissioners agreed.

Approval of Bills (October 2016)

The Board discussed the bills in detail. Commissioner Girandola moved resolution 11.09.16-01 to approve the October bills. Commissioner Fabrizio seconded the motion. The motion was unanimously approved.

REPORTS

Police

Sergeant Mohr informed the Board on police activity in October stating that there were 51 incidents, which are higher than usual but inconsequential. He continued to discuss the incidents with the Board in detail.

Mr. MacPherson discussed a recent Star Ledger article that he was quoted in regarding a commuter expressing his frustration on having to make a court appearance instead of simply mailing his dispute for a ticket that he received because he inadvertently entered his license plate number incorrectly at the kiosk at the daily parking lot station. The commuter stated that had the officer looked at the license plate number entered, the officer would have realized that it was an accident and would have avoided issuing a ticket, which would save time and money for the court system. In the article, Mr. MacPherson explains that tickets are generated with a license plate recognition scanner and once the license plate number is entered into the terminal, it instantaneously transmits to the servers.

The Board had a lengthy discussion on the Authority's constraint on dismissing tickets. Mr. Schwartz stated that he confirmed that the Authority can only dismiss tickets caused by an enforcement officer error or equipment malfunction and that for any other purpose the offender would have to dispute the ticket in person where the Prosecutor or Judge may or may not dismiss the ticket. In either case, a court fee of \$33 is obligatory.

Chair Lupo requested that Councilwoman Miller speak with members of the Council to clarify recent comments she had heard from them regarding license plate input error violations. Mr. MacPherson requested that Ms. Miller also speak with Council on informing individuals to not leave stacks of flyers by the bike lockers and racks because Authority members have to pick up and discard those that blow away from wind, which is a daily event. Flyers should be posted on the community bulletin board.

DISCUSSION ITEMS

Aligning Permit Renewal Quarters In 2017

Mr. MacPherson stated that the alignment of accounts in Wallace and Vaughn lots has been completed. Commuters can only pay 2 months in advance until January 1, which is when the full quarter payment option resumes and is when the transaction fee of \$6.95 goes live. Notifications will be circulated via email, as well as posted on Friday.

NJ Transit Lease

Mr. MacPherson informed the Board that the operating agreement was received and the scope is expected soon. An agreement for a \$1.00 daily parking fee increase to \$6.00 is expected to be signed sometime next week.

Mastroianni Damage Closure

Mr. MacPherson requested that the Board approve the invoice of \$2,700 to be sent to Mr. Mastroianni for damages incurred during last winter's snow removal services that he was to repair since the winter. The Board gave their approval.

2017 Budget Discussion

The budget that was due to Department of Community Affairs on November 2 has not yet been completed. Mr. MacPherson stated that a resolution is needed for late submission. He shared with the Board changes/additions made to the budget and discussed what the criteria were for building the budget revenue and expenses. Mr. MacPherson discussed the station maintenance rationale, as well as other line items in budget. The snow removal budget was increased by \$100K to \$1M. The Board is pleased with the changes that Mr. MacPherson has made.

Mr. MacPherson requested that the Board approve resolution for late budget submission. Commissioner Crane moved resolution 11.9.16-02 to approve late budget submission. Commissioner Fabrizio seconded the motion. The motion was unanimously approved.

Events Planning

Mr. MacPherson informed the Board of discussions he has had with various event coordinators for events planned to take place late summer/early fall in the Vaughn lots. He will continue meeting with others to determine what would work best for the whole community, which would be something similar to the Food Truck Fete that was held on Father's Day in 2015.

Vaughn Lot Trail Status

Mr. Korkuch stated that NJ Transit signed the agreement; however, the Township has not. In order to obtain a permit to begin construction, all parties must sign the agreement. The Township is scheduled to have a meeting on Monday that will include on its agenda the Vaughn Lot Trail. 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 allowing construction to begin sometime in December, if all goes accordingly.

NJ Transit Parking Lot Repair Status

Mr. Korkuch stated that concrete repairs have been completed and cost less than what was estimated which allowed for Station Drive's repairs to be extended. Continuation of repairs to Station Drive will be scheduled for next year, as well as Alexander Drive.

Snow Plow Bid Award

Mr. Korkuch stated that he and Mr. MacPherson would soon meet with members from Winter Services, the new snow removal contractor, for pre-season video inspections. Winter Services has already begun placing equipment onsite. Mr. MacPherson explained to the Board where the equipment is and will be placed, which will be designated a parking space. This led to a lengthy discussion on the amount of permits being sold and data cleanup for people who may have moved, and have not notified the Authority. Mr. MacPherson stated that a notice for the price increase would go out both regular mail and email on Friday. The Board suggested to add to the note a response on contact verification prompts a response.

Station Infrastructure Mapping

Mr. Korkuch provided Mr. MacPherson with a mapping/guide that identifies the entire infrastructure available on all lots. Information that is more detailed will be added as it comes in. Mr. Korkuch will begin to develop a lot manual.

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 that was to be remitted to the Township. The Authority is now required to provide supported documentation for reimbursement, which Mr. MacPherson is researching. Chair Lupo will reach out to the appropriate members at the Township who is also required to gather supporting documentation. Once both parties have completed these requests, the audit will proceed and the funds will be released. Mr. Korkuck will monitor the status.

REPORTS (continued)

Administration

Mr. MacPherson stated that he plans to attend the International Parking Institute Conference and Expo in New Orleans on May 20-24, 2017, a networking event for parking and transportation professionals.

EXECUTIVE SESSION

Commissioner Girandola moved that the Board enter into executive session. Commissioner Crane seconded the motion. The Board went into executive session at 11:03 p.m. At 11:20 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 11:25 p.m.

Respectfully,

Elle Magarelli