

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

October 12, 2016

The West Windsor Parking Authority meeting was held on Wednesday, October 12, 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
Vaibhav Sharma, Asst. Treasurer
Dan Fabrizio, Secretary

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
Michael Ciesielka, President of Nexus Parking Systems

Not Present

Tom Crane, Treasurer

Comments from Audience

Ms. Yan Mei Wang, West Windsor resident and commuter, attended the Board meeting to request their consideration in acquiring shuttle service to accommodate those living in or near the various apartment complexes in the community to transport to and from the train stations. Chair Lupo suggested that Ms. Wang speak with Township Council members, such as Councilwoman Miller, with her request since the goal for the West Windsor Parking Authority is to provide parking. The Board suggested that Ms. Wang also reach out to the

Property Managers from the apartment complexes to get a headcount of residents interested in a shuttle service to determine if it is feasible. Ms. Miller will discuss further with Ms. Wang on Monday.

Mr. Sergei Kuharsky, West Windsor resident and commuter, attended the Board meeting to discuss his frustration on the wait time to enter the Wallace lot because of individuals stopping their vehicles to drop off passengers in a no stopping zone blocking those from passing, as well as his concern on potential vehicle and pedestrian accidents because of vehicles trying to pass. Mr. Kuharsky suggested that enforcement officers ticket these offenders, and Chair Lupo stated that enforcement officers are only able to ticket on a no moving violation. Chair Lupo stated that this is a known problematic area where enforcement officers continually approach these offenders to request that they move their vehicles up to the drop off area. Unfortunately, enforcement officers are not able to be on site at all times, so Mr. MacPherson suggested adjusting the hours that enforcement officers patrol the areas of concern, which include the circle that backs up, as well.

Mr. Andi Sjamsu, a West Windsor resident and commuter, stated that there is a high probability that the implementation of installing electric vehicle charging stations would be at a net zero outlay because of the various incentives available, but is awaiting confirmation. Mr. Sjamsu requested that Mr. MacPherson get back to him on if conduit to run the electricity already exists underground. Chair Lupo stated that he had distributed to the Board Mr. Sjamsu's email with details on the topic which they will review.

ACTION ITEMS

Approval of Minutes (September 14, 2016)

Chair Lupo moved to approve the September 14, 2016 minutes. Commissioner Girandola seconded the motion. All the Commissioners voted to approve the minutes.

Approval of Bills (September 2016)

Mr. MacPherson discussed an inquiry from NJ Transit about a past due invoice for the extra 25% of additional revenue from 2015. Mr. MacPherson stated that he was not aware of a past due invoice and immediately forwarded a check to NJ Transit.

Mr. MacPherson stated that NJ Transit paid \$55K for the repairs made to the station in front of the waiting room that includes new gravel resistant to rock salt and is slip resistant.

Mr. MacPherson stated that token refunds have lessened and will no longer be refundable effective January 1, 2017.

The Board continued to discuss the bills in detail. Commissioner Girandola moved resolution 10.12.16-01 to approve the September bills. Commissioner Fabrizio seconded the motion. The motion was unanimously approved.

DISCUSSION ITEMS

Aligning Permit Renewal Quarters In 2017

Mr. MacPherson stated that notification of the new billing cycle will be issued via email to all customers on November 1st. Included will be a statement about NJ Transit approving the transaction fee of \$6.95, and that there continues to be a 15-day grace period with payments due on the 1st of the month and late fees incurred, if not paid by the 16th of the month.

A lengthy discussion was had on the large amount of prepaid transactions and how the fees will be applied.

REPORTS

Police

Sergeant Mohr informed the Board on police activity in September stating that there were 31 incidents, mostly of which were motor vehicle collisions.

Commissioner Girandola requested that Mr. MacPherson re-include the log of the tickets from previous years in the stats to view and compare historical data.

Mr. MacPherson stated that he received a few requests from commuters to dismiss tickets that they were issued due to entering their license plate numbers incorrectly. He replied that he is unable to dismiss tickets once issued and that decision would have to be made by the the Judge.

DISCUSSION ITEMS (continued)

Snow Plow Bid Award

Mr. Korkuch provided the Board with a bid tabulation of the 6 bids that were presented for snow removal services. Supplemental information from the three low bidders was requested and received and was followed by interviews by Messrs. MacPherson, Schwartz, and Korkuch where each vendor provided their history, client base, and approach to snow removal at the stations. Mr. Korkuch introduced Mr. Michael Ciesielka, President of Nexus Parking Systems who has been with Nexus for 30 years and has 11,000+ parking spaces under his management. Mr. Ciesielka was asked to assist in the bid selection process because of his experience and awareness of pointing out the insurance implications of this business and the snow management side of it, his general operations knowledge, and his commentary about the importance in obtaining documentation from any vendor hired because of potential slip and fall, which are only a few of many credentials that he offers. Messrs. Ciesielka, Korkuch, MacPherson, and Schwartz all agreed that the contract should be awarded to Winter Services, the second to lowest bidder at \$452,145.00.

Mr. Schwartz advised the Board to reject the lowest bidder on the legal basis that they did not supply the bid bond, nor did they supply the equipment list. Chair Lupo called for a motion to approve resolution 10.12.16-02 to award the snow bid package to Winter Services for snow removal services at the rate of \$452,145.00. Commissioner Girandola seconded the motion. The motion was unanimously approved.

Lease

Mr. MacPherson updated the Board on his discussions with Mike Murphy in regards to increasing the daily parking fee by a \$1.00. The main concern is the fare loss from commuters. Mr. Murphy believes the increase will be approved on Friday to go into effect on January 1, 2017 making daily parking \$6.00. The Authority would eventually match the fee increase. A lengthy discussion followed on the rest of the lease agreement that included where the responsibilities lie in repairs and maintenance.

Zagster Bikes

Mr. MacPherson stated that he is awaiting additional information and will alert the Board when he hears from them.

2017 Budget Discussion

Ms. Moore stated that an introduced and approved budget is due to Department of Community Affairs 60 days within the start of the new year (November 2). Ms. Moore, however, was not prepared to share a budget recommendation for this meeting, as is the usual process in advance of the November deadline. Mr. MacPherson committed to meeting with Ms. Moore to get the process going so that a budget can be reviewed by the Board for the November meeting.

REPORTS (continued)

Reformatted Financial Reports

Chair Lupo questioned Ms. Moore on the reports that she has been working on to achieve an effective format for budget review purposes. Ms. Moore stated that she is having difficulties in breaking up the P&L into three sections and that she needs to continue working on some balance sheet analysis items with Mr. MacPherson.

Chair Lupo questioned why the pension portion of benefits for Authority employees is not included in the compensation contract that the Authority has with NJ Transit where they currently pay 74% of health benefits, payroll, etc. Ms. Moore said that it was determined in the past with Mr. Ghrist and NJ Transit that the pension portion of compensation was the Authority's liability, but Ms. Moore does not have an explanation and will contact the auditors for clarification.

Commissioner Girandola questioned Ms. Moore on why the NJ Transit bill list, particularly for the \$300K NJ Guarantee, is not reflected on the P&L report which is a roll-up of all bills. Commissioner Girandola pointed out several errors where data on one report was not reflected on the other. Ms. Moore promised to review QuickBooks to determine where the error occurred. Commissioner Girandola further requested that Mr. MacPherson coordinate all reports to reflect a full month's worth of activity to avoid any timing errors. Chair Lupo and Commissioner Girandola further inquired about the inconsistency of the budget reporting and its comparisons to actuals. Ms. Moore and Mr. MacPherson will work together on analyzing the data.

DISCUSSION ITEMS (continued)

Events Planning

Mr. MacPherson discussed with the Board his meetings with various event coordinators for future events to be held in the Vaughn lots, such as another food truck fete, concerts, etc. Because of the sizeable parking areas and convenient bus and train services, event coordinators find hosting events in these parking lots very appealing and a great opportunity for them. The Authority concurs and believe it would be great for the community, while generating revenue. A lengthy discussion followed on the possible family-friendly events that could take place, as well as the logistics involved. Deeper discussions will take place on future events in subsequent meetings. Mr. MacPherson is scheduled to meet again with event coordinators.

Board Positions

Mr. MacPherson stated that Commissioner Sharma will soon have authority to sign checks in the absence of Mr. Crane, Treasurer.

Vaughn Lot Trail

Mr. Korkuch stated that he had a preconstruction meeting with Ireland Construction Group and is waiting for them to execute the project. NJ Transit needs to complete filing on some easements and is working on getting the appropriate members to sign the agreement to begin the construction. DEP requires that the Township, Authority, and NJ Transit all sign the agreement since the trail lies on all three properties. Mr. Korkuch believes that to be an easy process and should be completed within the next few days. He will provide an update during the next meeting.

NJ Transit Parking Lot Repair Contract

Mr. Korkuch stated that concrete repair is scheduled for October 22nd and will be completed in one day. Commissioner Fabrizio asked how commuters will be informed and if the website will be updated. Mr. MacPherson stated that signs will be posted beforehand alerting commuters of where they cannot park during construction and areas will be coned off. The website will be updated tomorrow conveying the same message as the signs.

Station Infrastructure Mapping

Mr. Korkuch stated that he will prepare a set of facility drawings that would be beneficial for contractors to use as a guide.

Commissioner Girandola questioned the action plan for next summer's capital budget, and Chair Lupu stated that the next major project would be possible gravel in the Alexander lot, but there is the challenge of the existing surface. This led to a discussion on other areas in need of repair. Commissioner Girandola requested that the WWPA be proactive in Capital Budget planning so that there is enough lead time for scheduling activities when parking volume is low.

Storm Water System Evaluation

Mr. Korkuch stated he gave Mr. MacPherson a scope of work and budget regarding why the tunnel flooded, which Mr. MacPherson forwarded to NJ Transit.

Electronic Signs

The Board is logging each time an electronic sign would be useful in announcing pertinent information to share with commuters. To date, there were quite a few announcements where electronic signs would have been helpful in alerting commuters.

Councilwoman Miller forwarded the ordinance to Township Attorney, Mike Herbert in regards to granting permission to authorize enforcement officers to ticket those parked at the no stopping/standing locations.

Chair Lupu asked Councilwoman Miller to discuss with Joanne Louth, Chief Financial Officer for Township of West Windsor her plan on reimbursing the Authority for the enforcement cost. This led to a lengthy discussion on receiving revenue sharing.

CLOSED SESSION

Chair Lupu moved that the Board enter into closed session to discuss personnel issues. Commissioner Girandola seconded the motion. The Board went into closed session at 11:40 p.m. At 12:03 a.m., Commissioner Girandola moved the Board to come out of closed session. Commissioner Fabrizio seconded the motion.

ADJOURNMENT

Chair Lupu moved to adjourn. There being no further business to discuss, the meeting was adjourned at 12:05 a.m.

West Windsor Parking Authority

Respectfully,

Elle Magarelli