

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

September 14, 2016

The West Windsor Parking Authority meeting was held on Wednesday, September 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 8:02 p.m. The following individuals attended:

Commissioners

Andy Lupo, Chair
Lyle Girandola, Vice Chair
Dan Fabrizio, Secretary (via phone)
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

Not Present

Tom Crane, Treasurer

Comments from Audience

Andi Sjamsu, West Windsor resident and commuter – Comments below under “Electric Vehicle Charging Stations.”

ACTION ITEMS

Approval of Minutes (August 17, 2016)

Commissioner Girandola moved to approve the August 17, 2016 minutes. Chair Lupu seconded the motion. All the Commissioners voted to approve the minutes.

Approval of Bills (August 2016)

The Board discussed the bills in detail. Commissioner Girandola moved resolution 9.14.16-01 to approve the August bills. Commissioner Fabrizio seconded the motion. The motion was unanimously approved.

Aligning Permit Renewal Quarters In 2017

Mr. MacPherson discussed the challenges that he and the staff are experiencing on adjusting the time frame on quarterly payments to have all commuters on the same billing cycle for consistency. The most accommodating option that allows for minimal website downtime to lessen the inconvenience to commuters would be to hire T2, WWPA's parking management software host, at the rate of \$5,850.00 to perform the system change.

Chair Lupu called for a motion to approve resolution 9.14.15-02 to hire T2 to perform the system change to roll out by January 1, 2017 at the rate of \$5,850.00. Commissioner Girandola seconded the motion. The motion was unanimously approved.

Mr. MacPherson stated that notification of the new billing cycle will be issued via email, as well as regular mail to ensure that all customers are aware. Everyone with a Vaughn or Wallace lot permit will have a one month overlap, but for the quarter that they are going to be billed for January through March, they will only be billed for two months.

Discussion followed on when transaction fees should go into effect. Transaction fees will be applied to every online transaction and that fee is the same whether the customer pay for one quarter or four quarters. To avoid paying a transaction fee, other options of payment are available. The Board is considering sending one notification to commuters on both issues: change in billing cycle and transaction fees for online payments.

Electric Vehicle Charging Stations (EVCS)

Mr. Andi Sjamsu, a West Windsor resident and commuter, attended the Board meeting again to persuade the Authority with his findings to implement installation of EVCS in the lots. Mr. Sjamsu stated that for the past month, he has personally scanned various lots and identified a total of 35 electric vehicles occupying spaces. Mr. Sjamsu spoke with Mike Hornsby, Chair

of the WW Environmental Commission, to get his perspective on the demand of the potential EVCS market in the West Windsor area and estimated there to be 500+ registered electric vehicles in Mercer County. He stated that there are currently 6 chargers in the lots that do not work and that grants are available from the State to offset costs. The discussion continued on the various chargers available on the market and placement of these stations.

The Board's consensus was that they were appreciative of Mr. Sjamsu's thorough research and reasonable recommendations; however, there have not been any other requests from commuters to install EVCS, and it will cost a fair amount and take up spots that are already being occupied. Chair Lupo is scheduled to speak with representatives from NJ Transit on Monday and will add to the agenda EVCS to get their perspective on the topic.

REPORTS

Police

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

The Board reviewed the ticket statistics and questioned what attributed to the spike in July. This prompted a discussion on possible solutions in decreasing tickets issued to visitors.

Mr. MacPherson has been interviewing candidates to replace retired enforcement officer, Hank Hillman, and is considering hiring an additional enforcement officer strictly to patrol and direct vehicles to regulate traffic flow, especially in the Alexander drop off area and the Wallace daily lot where drivers wait for commuters in the no stopping/standing zone. Mr. Schwartz intends to soon forward the ordinance with his suggested updates to Township Attorney, Mike Herbert. Chair Lupo requested that Mr. Schwartz inquire about adding language about granting permission to authorize enforcement officers to ticket those parked at the no stopping/standing locations.

DISCUSSION ITEMS

Parkmobile

Mr. MacPherson reviewed the Stat report with the Board to show the substantial increase in daily parking in the Station Drive and Wallace Daily Pay lots due to the implementation of

Parkmobile's Pay-to-Park, as well as additional lot signage and daily parking booth postings to ensure that all commuters were made aware.

REPORTS (continued)

Reformatted Reports

Chair Lupo expressed his concern that the reports are still not in a workable format for budget review purposes, and Ms. Moore stated that they are still a work in process, but will be completed by the next Board meeting.

DISCUSSION ITEMS (continued)

Reimbursable Parking Permit Waiting List Deposits

The Board discussed what to do with the \$41K unclaimed parking permit waiting list deposits that are being held from those who have paid the Authority \$75 to be placed on the waiting list for permit parking, but have not been responsive when notified of available parking. When a customer requests to be placed on the parking permit waiting list, they are charged \$75.00 as a deposit in which \$65.00 will be applied toward their first month of parking once a permit becomes available, and the remainder is used for administrative fees. Should the customer withdraw from the waiting list, they are entitled to a reimbursement of \$65.00. Currently, there is no set expiration date in holding these deposits and \$41K of unclaimed funds have been held for a long period of time even though numerous notifications have been sent to the customer alerting them of the funds available for them to collect. Commissioner Girandola advised that we consult with government policy for "unclaimed property" before we try to use those funds. Further, he suggested that we look at our published policy on wait-list deposits and put some extra language there about expiration dates for customers who want to reclaim their deposit. We might potentially unencumber those funds with a stated expiration and a reasonable effort to contact the customer for the refund. Mr. MacPherson will speak with Ms. Moore and Mr. Ghrist on how to handle these unclaimed deposits.

Station Flood Repair Update

Mr. MacPherson discussed the repairs made from the flood damages from the torrential rainfall on July 30. He stated that pumps and drains are now fully functioning, light bulbs were replaced with LED bulbs, and other flagged areas have been repaired. However, replacement of the ceiling in the main tunnel is still in need, as well as the platform on the

New York bound side by the Wallace lot and the stairs on the Philadelphia bound side, which will be repaired at a later time, separately from flood damage repairs, as insurance will not cover those items.

Snow Plow Damage

Mr. MacPherson stated that John Mastroianni from Mastroianni Landscaping has still not responded to any of his emails in regards to repairing the remaining damages caused by workers from past snow treatment and removal services. Mr. Korkuch stated that Mr. Mastroianni responded to the bid package recently sent out with his interest in continuing to provide his services. Mr. MacPherson will send Mr. Mastroianni a note with the list of remaining damages to be repaired.

NJ Transit Lease

Chair Lupo stated that exhibits for the lease document were received, but no updates were made. Mr. Schwartz shared a copy of a confirmation email about the changes on the scope of work needed to be made to the exhibit to share with Mike Murphy during their upcoming meeting.

Shed

Mr. MacPherson stated that the shed is to be painted soon by a shed painting philanthropist who is only charging for the cost of the paint.

Councilwoman Miller asked the status on individuals who park overnight in the Farmers' Market lot on Friday nights into Saturday during the market hours. Mr. MacPherson said that the instances have significantly lessened since notifications were sent out and signage was made clearer.

Credit Card Fees and Processing Fees

Mr. MacPherson informed the Board that he renegotiated the credit card processing fees with PNC Bank and they agreed to drop their credit card fee rates, but was unable to drop the debit card rates. That is a reduction of approximately 12-13% in credit card fees.

Vaughn Lot Trail Bidding Results

Mr. Korkuch reminded the Board that the lowest bidder was Ireland Construction Group at \$198,056. He stated that electrical is included in the bid package; however, hookup fees are

not. An electrical contractor from Ireland Construction Group came to the location that was anticipated for the hook up to provide an estimate, but could not access the area because it was full of water. Mr. Korkuch estimated the job at \$7k and Ireland Construction Group agreed with his estimate and stated that they would include the \$7k into their original bid price. Chair Lupo moved resolution 9.14.16-03 to award the bid to Ireland Construction Group at \$198,056. Commissioner Fabrizio seconded the motion. The motion was unanimously approved.

NJ Transit Parking Lot Repairs Bid Award

Mr. Korkuch discussed the 2 bids presented for the parking lot repairs with the Board. Since there is only \$100K available from the contingency fund for major repairs and capital projects, which NJ Transit authorized the Authority to use towards the parking lot repairs, that would allow for only two of the areas in desperate need of repair be done. However, if NJ Transit agrees to an additional \$27K, then a third area, also in desperate need of repair, could be completed. Mr. Korkuch will discuss these options with NJ Transit. Chair Lupo moved resolution 9.14.16-03 to award the low bid based on spending \$100K to repair the two areas with the caveat that if NJ Transit accepts the request to repair all three areas for \$127K, then the Authority would award the lowest bidder on the three projects. Commissioner Girandola seconded the motion. The motion was unanimously approved.

Snow Plow Bid Status

Mr. Korkuch stated that the bid package is out and only one company attended the pre bid meeting (not mandatory); however, quite a few have picked up the bid package, which is available until September 28 when bids are due. The company who attended is a reputable company and was comfortable with all the requirements included in the package. Mr. Korkuch stated that the expectations are to award to the lowest bidder at the next Board meeting.

Recommendation of Inspection and Evaluation of Pedestrian Tunnel Flooding

Mr. Korkuch shared with the Board the mapping of all the piping that runs underneath the tracks and where the water drains. He recommended that the pipes be evaluated (visual and video) for any repairs needed, as well as the storm basins for functionality to ensure that another flood does not happen, especially since it is hurricane season. He also recommended that the Authority request from NJ Transit any inspection records or other as-built mapping around the train station to see if anything is missing from the Authority's inspections. The

storm water system is silted up from the deterioration of the parking lots, the construction from the Amtrak project, and vibrations from the railroad. Cost for these inspections is approximately \$14K. Chair Lupo agrees to discuss with NJ Transit and take the necessary steps to make certain a flood does not happen again.

Electronic Signs

Mr. Korkuch asked the Board their thoughts on installing electronic signs to communicate important announcements to the public. They all like the idea, but the cost for each sign is \$15K. Councilwoman Miller suggested keeping a log of each time the sign would be beneficial for a month or two and then review the log to determine if the signs are worth the cost. The Board agreed.

ADJOURNMENT

Chair Lupo moved to adjourn. There being no further business to discuss, the meeting was adjourned at 11:42 p.m.

Respectfully,

Elle Magarelli