

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

December 10, 2014

The West Windsor Parking Authority held their meeting on Wednesday, December 10, 2014 at 8:00 p.m. in their office at 64 Princeton-Hightstown Road, Suite 24, Princeton Junction, NJ 08550.

The next Board meeting is scheduled on Wednesday, January 14, 2014 at 7:30 p.m.

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

Commissioner Girandola called the meeting to order at 8:04 p.m. The following individuals attended:

Commissioners

Andy Lupo, Chair
Lyle Girandola, Vice Chair
Alison Miller, Secretary
Thomas Crane, Treasurer
Pat Boyle, Assistant Treasurer

Non-Commissioners

Martha Watlington, General Manager
Robert Schwartz, Attorney
Kristina Samonte, Council Liaison
Tom Calu, Parking Consultant
Ron Ghrist, Financial Consultant
Sergeant Mary Lou Tarr, Police
Dan Fabrizio, Permit Holder

Comments from Audience

No Comments

ACTION ITEMS

Approval of Minutes (November 12, 2014)

Commissioner Boyle moved to approve the November 12, 2014 minutes. Commissioner Crane seconded the motion. All Commissioners present voted to approve the minutes.

Approval of Bills (November 2014)

The Board discussed the bills in detail, particularly the charge from Mastroianni Landscaping, WWPA's snow removal contractor. Services provided by Mastroianni Landscaping during the first snowfall of the season were considerable. The large fee for the light November snow storm was a topic of concern and prompted a discussion about the need for further study.

Commissioner Girandola suggested that a committee be assigned in the spring or summer to review alternatives for snow removal since it represents the Authority's largest expense.

Commissioner Miller moved resolution 12.10.14-01 to approve the November bills. Commissioner Crane seconded the motion. The motion was unanimously approved.

REPORTS

Police

Sergeant Tarr discussed the incidents in November's police report with the Board in detail.

Mr. Calu informed the Board that he had written and called the Parking Authority Ticketing System (PATS) several times to inquire about their timeline of when the system would be set up with no response, as of yet. Sergeant Tarr said that PATS upgraded the equipment at the police station, but has no further information.

ACTION ITEMS (continued)

Award 2015 Towing and Station Maintenance/Custodial Services

Mr. Schwartz requested that the Board vote on approving the only bid provided by Al's Sunoco for towing at the rate of \$65 to tow and \$30 a day for storage.

Commissioner Miller moved resolution 12.10.14-02 to approve the contract. Commissioner Crane seconded the motion. The motion was unanimously approved.

Mr. Schwartz requested that the Board award the station maintenance bid to WWPA's current vendor, Inarvy Lebasi Services, LLC (Inarvy). The Board members are satisfied with the services currently provided by Inarvy and have no reason to use another vendor, especially since Inarvy presented the lowest bid of four vendors.

Commissioner Girandola motioned resolution 12.10.14-03 to approve the bid on Inarvy for station maintenance as low bid. Commissioner Miller seconded the motion. The motion was unanimously approved.

DISCUSSION ITEMS

Pedestrian Walkway

Mr. Calu informed the Board that it is unlikely that construction on the pedestrian walkway will commence this year. NJ Transit has not yet issued the access permit and ACT has advised that it is with the attorneys at NJ Transit with no explanation yet. On the positive side, the original electrical estimate of \$20K to \$25K has decreased to \$8K to \$10K after discussions on the project between PSE&G and Cifelli Electrical, Inc.

There is an easement for wetlands preservation and solar conservation on the property owned by NJ Transit, which was never properly finalized and shows the filing as a deed restriction, so until that is resolved, DEP will not issue a permit for the project. ACT will contact the contractor for further information.

Mr. Calu told the Board about another obstacle that WWPA faces is the annual deadline to clear trees because of the Indiana Bat Migration Treaty. Every year, in 18 states, trees of a certain dimension cannot be cleared depending on the activities of these endangered bats, usually after April. Whether WWPA is able to award or not, clearing of trees should be done before April, if permission is granted; otherwise, it may not be able to be done until the following year.

ACTION ITEMS (continued)

Adoption of 2015 Budget

Mr. Ghrist announced that the resolution adopted was approved and no changes were made since the last Board meeting.

Mr. Ghrist informed the Board that a representative from the Division of Local Government emailed him yesterday evening, December 9, 2014, requesting that the WWPA compile a list of all vendors that were paid over \$17,500 in 2013 and post on the WWPA website before the adopted budget for 2014 is submitted.

Commission Crane moved resolution 12.10.14-04 to accept the 2015 adopted budget as of December 10, 2014. Commissioner Miller seconded the motion. A roll call was held by Ms. Watlington and each Board member approved the motion.

DISCUSSION ITEMS

Video Surveillance System

The meeting that was scheduled for December 3, 2014 between New Jersey Business Systems (NJBS), the vendor for the proposed Video Surveillance System, and WWPA's subcommittee was postponed into the new year due to a preparation delay from the vendor. NJBS needs more time to collect information on order of magnitude cost estimates on electrical equipment to provide a more informed estimate. A demo is planned for the next Board meeting to evaluate video system features.

New Pay Stations and mPay2Park

Mr. Calu and Ms. Watlington met with the Digital Payment Technologies (DPT) team and the mPay2Park team on November 13, 2014 to discuss the new pay stations in NJ Transit's daily pay lots, in addition to how mPay2Park would work in NJ Transit's daily pay lots and Vaughn Permit lots. Mr. Calu and Ms. Watlington discovered after filling out the multipage survey for data needed to program the equipment that they were given the wrong survey and will have to fill out the recently updated survey, which will be provided soon.

DPT and mPay2Park have been working with Genetec to push their data through Genetec's system for it to recognize license plates from DPT stations and mPay2Park. This has been facilitated with Genetec because DPT has recently been acquired by T2 Systems. WWPA will consider purchasing LPR from DPT, but are not going to make that decision any time soon.

Paving Rehabilitation Project for WWPA's Wallace Lot

Mr. Calu reminded the Board that by the next Board meeting on January 14, 2015, approval will be needed to contract for engineering services for the Wallace lot rehabilitation project in order for it to be completed in July.

Resurrecting Bylaws

Mr. Calu suggested that the Board review the outdated bylaws and think about how it could be made into a useful document. Mr. Schwartz stated that he has been reviewing them and will forward to Board members with his comments.

Concrete Repairs on NJ Transit Ramps

Mr. Calu informed the Board that although concrete repair is desperately needed on NJ Transit's ramp on the Philadelphia-bound side of the tracks because of a leak in the wall that causes water to accumulate on the ramp, it is highly unlikely that repairs will be done this year. NJ Transit agreed to handle the design, oversee the work, and plan the scheduling, since they need to decide on when to close the only platform that is handicap accessible during that time.

WWPA received NJ Transit's specifications on November 17 and has gone over them in detail. Finding a contractor who is willing to take on this job will be a challenge, since the work to be done has been estimated at only \$5,100, which \$1,000 of it goes to concrete testing and lab inspection, as well as a 92-page specification sheet.

NJ Transit Lease

Mr. Calu and Ms. Watlington met with Mike Murphy, Director of Property Development at NJ Transit on November 17, 2014. It has been decided that an exhibit is not possible to include on one page, so the campus will be divided into three sections: parking facilities, pedestrian walkways, and the buildings.

It was decided that if the Board wants to do something that requires bidding, they will have to obtain an Engineer's Order of Magnitude estimate on what the project might cost before getting NJ Transit's approval to spend funds on the engineering to get a final price estimate, which is understood by Mr. Murphy.

Mr. Calu stated that WWPA cannot take on the responsibility of facilities that is stated in NJ Transit's document, since WWPA does not "manage" the station; therefore, the name on the document will need to be changed. The document states that WWPA would be responsible for all liabilities and risks caused other than trains. The document needs to acknowledge that WWPA is an administrative organization that operates five days a week and is not available on premise 24-hours a day. It needs to also acknowledge that NJ

Transit's properties on the campus are not in compliance with the Americans with Disability Act.

Website Marketing Initiative

Commissioner Girandola and Mr. Calu elaborated to the Board the email and website marketing initiative being planned. The mechanics of how revenue would be derived from this plan was presented as well as where professional advice may be recruited when needed. Plans will be further developed over the next few weeks for implementation in 2015.

Food Truck Event

Commissioner Girandola suggested the idea of hosting a Food Truck event for leveraging unused space on weekends for community enrichment. The Board agreed to consider further researching the feasibility, and some members offered to be part of a subcommittee to work on it.

Ms. Samonte said that she would arrange a meeting between Commissioner Girandola and Ken Jacobs, Manager of Recreation & Parks at West Windsor Township to discuss the idea for feedback on the event.

Commissioner Miller suggested adding to the WWPA website a friendly message about not idling vehicle engines, which Ms. Watlington will have added.

Ordinances

Mr. Schwartz discussed with the Board Hank's conversation with him about his concern on an ordinance that does not reflect how to properly hang a vehicle pass. Mr. Schwartz said that he would correspond with Mike Herbert. Chair Lupo suggested that Mr. Schwartz meet with the Judge for clarification.

CLOSED SESSION

Commissioner Girandola moved that the Board enter into closed session to discuss various contract issues. Commissioner Miller seconded the motion. The Board went into closed session at 9:44 p.m. At 9:53 p.m. Commissioner Girandola moved for the Board to come out of closed session. Commissioner Miller seconded the motion.

ADJOURNMENT

Chair Lupo moved to adjourn. Commissioner Miller seconded the motion. There being no further business, the meeting was adjourned at 9:58 p.m.

Respectfully,

Elle Magarelli