

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

November 12, 2014

The West Windsor Parking Authority held their meeting on Wednesday, November 12, 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, December 10, 2014.

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 8:01 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
Ron Rumack, Advisor

Comments from Audience

No Comments

ACTION ITEMS

Approval of Minutes (October 15, 2014)

Commissioner Miller moved to approve the October 15, 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. Commissioner Miller moved resolution 11.12.14-01 to approve the October bills. Commissioner Boyle seconded the motion. The motion was unanimously approved.

Construction of Pedestrian Walkway

Mr. Calu discussed with the Board that ACT had received three bids that were presented for construction of the pedestrian walkway. The lowest of the three bids presented is \$158,500, which Mr. Calu recommends awarding. He also recommends that WWPA seek a contract administrator to oversee the construction; ACT Engineers would be a candidate. It has also been suggested that additional work is needed to enhance the electrical supply for the walkway, and ACT is pursuing estimates for this. NJ Transit has also questioned part of the pavement design; ACT has responded to the questions and is awaiting a response. NJ Transit's approval will allow WWPA to proceed with permitting.

Mr. Calu cautioned that unless ACT can obtain a Soil and Water Conservation District (SWCD) permit soon, the project would not start until sometime in early 2015. This leaves three options: re-bid, award and start, or award and delay. All agreed with Mr. Calu's recommendation that rebidding was not appropriate.

Commissioner Miller moved resolution 11.13.2014-02 to authorize Chair Lupo to make the decision of awarding and commencing the project or awarding and delaying the project. Latitude is provided so that this decision can be made if SWCD permits are awarded before the December meeting. Urgency is necessary due to the coming winter weather which might hamper the start date and require a re-bid event. Commissioner Crane seconded motion. The motion was unanimously approved.

REPORTS

Police

Sergeant Tarr discussed with the Board complaints from taxi services about various transportation services such as Uber. Uber is a company that uses a smartphone application to connect passengers with drivers of vehicles for hire. The Township has

an ordinance that a transportation service cannot be operated unless licensed in the Township. The ordinance has a limit on the amount of transportation licenses permissible in the Township, which is already at the maximum limit. Uber and similar transportation services are allowed to drop passengers off at the train station, but are not permitted to pick passengers up without a license from the Township.

Sergeant Tarr presented October's reports and discussed in detail with the Board.

DISCUSSION ITEMS

Rehabilitation of Dilapidated Storage Trailer

Ms. Watlington informed the Board of two proposals presented on repairing the storage trailer on the Alexander lot. The Board agrees that the proposals quoted are too high to accept and will continue the search for a contractor with a reasonable offer.

Commissioner Boyle wants to get a price on purchasing a new shed to make a comparison so see which option is more feasible: repairing the trailer or purchasing a new shed.

Discontinuation of Non-resident Discounted Rate

Commissioner Boyle discussed with the Board the budget's expenses and the need to discontinue the discounted rate of \$40 for non-resident parkers and revert to \$65, which is consistent with NJ Transit's rate; the same as the Alexander Road lot.

Discontinuation of the discounted rate goes into effect on February 1, 2015.

Commissioner Miller moved resolution 11.12.14-03 to approve the discontinuation of the discounted non-resident rate of \$40 and revert to its original rate of \$65. Commissioner Girandola seconded the motion. The motion was unanimously approved.

REPORTS (continued)

2015 Budget

Mr. Ghrist informed the Board that the 2015 budget will be adopted next month, so if any changes need to be made, they must be done within the next few weeks.

Administration

Commissioner Miller discussed with the Board that Council voted yes on resolution to request that the Township apply for a grant to move the bus stop located at Vaughn Drive and Alexander Road back 526 feet to accommodate commuters and provide space for an extra lane. Currently, the bus stop at the corner eliminates the use of the right turn lane when buses are present.

DISCUSSION ITEMS (continued)

Concrete Repairs on NJ Transit Walkways

Mr. Calu informed the Board that the concrete repairs on the walkways have been completed. Ms. Watlington shared with the Board a thank you letter from a satisfied commuter.

Concrete Repairs on NJ Transit Ramps

Mr. Calu informed the Board that the impending NJ Transit designs are not forthcoming, and will take this item off of the list for now.

Exterior Signs at Windsor Plaza

Mr. Calu informed the Board that the Landlord refused WWPA's request to use full signs rather than the half signs at the Plaza's entrances. Chair Lupo asked Mr. Calu to request that the landscapers cut down the overgrown brush around the signs for full view.

Website Marketing Initiative

Mr. Calu said that he would put a draft together for Commissioner Girandola to pitch to the Board at the December Board meeting as to how they propose to move ahead.

NJ Transit Lease

Mr. Calu and Ms. Watlington started their review and decided that they would not be able to review the lease until they obtain an exhibit. A meeting is scheduled for Monday, November 17 with Mr. Calu, Ms. Watlington, and Mr. Murphy, Director of Property Development at NJ Transit, at which time it is expected the parties will finalize the draft agreement.

Resurrecting Bylaws

Mr. Calu recommended that the WWPA revise the outdated bylaws. Ms. Watlington forwarded the current bylaws to Mr. Schwartz for his review.

Video Surveillance System

Mr. Calu discussed the meeting that was held regarding the video surveillance system that included subcommittee members Commissioner Girandola, Commissioner Boyle, Ms. Watlington, Mr. Calu, and the video system's vendor, New Jersey Business Systems, Inc. (NJBS). Another meeting will be held on December 3 with NJBS that will include a presentation on some real time examples of what will be expected from the monitor, such as resolution, focus, enlargement, etc. During this meeting, WWPA should receive the final proposal. The subcommittee members asked NJBS to subcontract with the engineering consultant who was brought on for the preliminary work. The electrical engineering firm has just about completed their survey and provided an exhibit to NJBS who isolated all the exact locations of the cameras and defined those that require electricity and those that need power requirements.

Paving Rehab Project for WWPA's Wallace Lot

Construction work on the repairs to WWPA's Wallace lot is scheduled for July 2015. There is no work required at the Wallace Lot to secure the physical plant that is going to make any difference between now and winter setting in. The pavement may continue to erode and there could be issues with the storm drain, but there is no evidence of repair required before July. Mr. Calu's concern is that WWPA launch the engineering effort for rehab of the Wallace Lot in time to ensure that bids can be solicited in order for construction to start in July.

New Fee Collection Equipment and Shelters for the NJ Transit's Daily Pay Lots

Mr. Calu informed the Board of an upcoming meeting with two outside companies who will work on distinguishing what the fees should be between mPay2Park and the digital payment technologies deal for the pay stations. They can assist with the confusion between WWPA and NJ Transit on the most efficient and effective way of programming

the 24-hour clock. These two companies include implementation representatives who will lay out all the details so that WWPA will be able to finish the multipage survey of data that is needed to program the equipment. NJ Transit does not think it is realistic to expect that the equipment will be installed in time to operate in January because of the concrete and electrical work that needs to be completed, which may require permits.

The pay-by-phone equipment can be installed prior to them being finished because the plan is not contingent upon equipment. There are no transaction fees applicable to cash transactions at the pay stations, but there will be credit card fees. The fees are unknown in advance because fees vary between banks, fees vary depending on how many days in advance a commuter will purchase, and fees are subject to change.

Temporary pay-by-phone signs will be installed until WWPA is confident that information posted on these signs is effective before having permanent signs made.

CLOSED SESSION

Commissioner Miller moved that the Board enter into closed session to discuss potential contract issues. Commissioner Boyle seconded the motion. The Board went into closed session at 10:03 p.m. At 10:24 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 10:28 p.m.

Respectfully,

Elle Magarelli