

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

October 15, 2014

The West Windsor Parking Authority held their meeting on Wednesday, October 15, 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, November 12, 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 8:09 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
Dan Fabrizio, Permit Holder

Not Present

Sergeant Mary Lou Tarr, Police

Comments from Audience

No Comments

ACTION ITEMS

Approval of Minutes (September 10, 2014)

Commissioner Boyle moved to approve the September 10, 2014 minutes. Commissioner Miller seconded the motion. All Commissioners present voted to approve the minutes.

Approval of Bills (October 2014)

Commissioner Miller stated that Attorney, Mr. Schwartz, is listed under the category of Consultants; however, most of the work that was performed was tied to the new lot. Ms. Watlington stated that Mr. Ghrist suggested that the attorney fees be placed under Professional and not under the new lot. Commissioner Miller suggested that a complete record be kept of what WWPA pays for this new lot including attorney's fees, and to pay the bills as is this month, but going forward, they should be split. Also, split these bills so that retroactively WWPA has a complete record.

Commissioner Girandola would like the reports that are created in QuickBooks to be updated for clarity and format. Ms. Watlington agreed to take this action item to be completed for the next meeting.

Commissioner Miller moved resolution 10.15.14-01 to approve the October bills. Commissioner Boyle seconded the motion. The motion was unanimously approved.

Resolution Authorizing Advertisement of Solicitation of Bids for Vaughn Lot Pedestrian Walkway Project

Mr. Calu requested that the Board move resolution 10.15.14-02 to authorize advertisement for solicitation for the Vaughn Lot pedestrian walkway project. The funds for that project have been reserved based on the engineers estimate. ACT has prepared the bid package and an advertisement has been placed in the interest of timing in hopes that work on the project can commence before the end of the year. It was decided to advertise and seek a confirming resolution from the Board because the Board's authority is needed in order to advertise for bids; otherwise, it will be canceled.

Commissioner Miller moved resolution 10.15.14-02 to approve advertisement of solicitation of bids for the Vaughn Lot pedestrian walkway project. Commissioner Crane seconded motion. The motion was unanimously approved.

DISCUSSION ITEMS

Mini Rehab of Dilapidated Storage Trailer

Mr. Calu said that detailed pricing from contractors has not yet been obtained, and it is probably because it is such a small job, but Ms. Watlington indicated that she will continue pushing for a quote. Mr. Calu believes that it would be more cost effective to

rehabilitate the dilapidated storage trailer than purchasing new and incurring a disposal fee, but this decision remains pending.

Concrete Repairs on NJ Transit Walkways and Ramps

Mr. Calu discussed the concrete repairs needed on the areas between the dinky and main platforms and on the single ramp that leads down from the grade level on the same side of the track. The second area that needs repair is more complicated because the walls are out of sync with the ADA requirements. NJ Transit is aware and agrees that WWPA is not liable for this area's repair and take full responsibility on the new design and in overseeing the work. WWPA's only responsibility is to get prices and notification of when NJ Transit approves the contract. Preliminary designs have not yet been given, which means the repairs will most likely not be done this year. Therefore, WWPA will need to be extra vigilant during another winter of scraping the ice and patching areas to protect the welfare of commuters from the slippery areas caused by the poor design and the concrete failure. Repairs on the dinky area were postponed until the weekend of October 24, 2014, weather permitting.

Electric Vehicle Charging Stations

Discussion has been tabled.

NJ Transit Lease

Members of the Board are in the process of reviewing the NJ Transit lease, but have yet to receive all of the exhibits. Mr. Calu recommends that within the next several weeks, Board members need to agree and gather their comments in response. NJ Transit is preparing an exhibit which is going to be an aerial photograph of a large area focusing on the Transit property with property lines superimposed; however, property lines are not going to provide an accurate exhibit. Mr. Calu wants to hash mark the areas designating WWPA's responsibilities, making a distinction between parking and non-parking areas.

Exterior signs at Windsor Plaza

The Board is waiting for a response from Windsor Plaza's Landlord's to their request to use full signs rather than the half signs at the Plaza's entrances.

Resurrecting Bylaws

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

Video Surveillance System

Mr. Calu stated that as of today, 10/15/14, the electrical engineer has provided all of the information that the video system vendor of the state contract requires and vice versa. They have completed the field surveys and will be ready by the end of next week.

A meeting will be scheduled for the following week with the video surveillance system subcommittee members, Mr. Girandola, Mr. Boyle, Ms. Watlington, and Mr. Calu, along with the vendor and engineer to discuss their options and findings and to pinpoint any decisions that need to be made about the various components of the camera systems so that they get a formal final proposal to put before the Board.

Website Marketing Initiative

Mr. Calu stated that he will give Mr. Girandola a draft by mid-November so that he and Mr. Girandola can make a pitch to the Board at the December meeting as to how they propose to move ahead.

New Fee Collection Equipment of NJ Transit's Daily Pay Lots

Mr. Calu stated that it was discovered, inadvertently, that the coin acceptance feature in the pay stations was included in one of the fine lines of the vendor's proposal. Mr. Calu had discussions with Ms. Watlington, Mr. Lupo, and NJ Transit to delete that line from the proposal. The coin acceptance feature is obsolete in the parking industry for off-street parking, and instead offers customers the option to use cash, credit cards, or pay-by-phone. The goal remains to have everything installed by the end of this year. The vendor has placed the order with the manufacturer and with the manufacturers of the shelters that go with the installation. Within the next few weeks, Ms. Watlington and Mr. Calu will meet with vendors, including the pay-by-phone representatives, to walk through all the elements of a customer transaction for each mode of payment so that the machinery can be programmed to perform efficiently. Once the performance criteria are plugged in and the machines are programmed, that will dictate the standard signs that are printed on the machine to give customers step-by-step instructions.

Items that remain to be done, in addition to the programming of performance requirements, are to design point of sale signs. A draft of customer communications will include an introduction to the new equipment and its features, especially emphasizing that it is now going to be pay-by-plate rather than pay-by-space. Communication will

also include instructions about the disposition of pre-paid cards and tokens that may still be held by customers.

Pay-by-Phone for the Vaughn Lots

Mr. Calu discussed the installation of pay-by-phone by January 1 in the Vaughn lots. This will be announced in a comprehensive manner that minimizes confusion for Wallace lot and NJ Transit lot parkers. A series of pay-by-phone signs will be created that clarifies and instructs both daily and permit parkers using the same lots. Mr. Calu advised that WWPA may need between 30 to 70 signs for thorough communication campus wide. Mr. Calu is working on a comprehensive launch plan that he expects to present to the Board at the November meeting. The Board discussed what time would be most accommodating to commuters to program the 24-hour parking machines, and Mr. Calu suggested starting the time an hour after the last train arrives at the station, approximately 5:00 a.m. If a commuter needs to extend parking, they can do so by phone.

It was stressed by various Board members that since LPR is now stabilized and working well in Wallace lot, that expanding its use in the rest of the lot is a priority. Integrating Pay-by-Phone properly with our systems is a necessity for ability to use LPR campus-wide.

ACTION ITEMS (continued)

2015 Budget Approval

Mr. Ghrist presented the annual and capital budget for the WWPA for the fiscal year beginning January 1, 2015 and ending December 31, 2015 for approval.

Annual Budget

Total Revenues:	\$1,147,610
Total Appropriations:	\$1,079,941
Total Unrestricted Net Position:	\$42,206

Capital Budget

Total Capital Appropriations:	\$896,000
Total Unrestricted Net Position:	\$696,000

Mr. Ghrist requested a resolution to approve WWPA's 2015 budget; however, changes can be made up until December 31, 2014, when the 2015 budget is adopted.

Commissioner Boyle moved 10.15.14-03 to approve the resolution. Commissioner Miller seconded the motion. The motion was unanimously approved.

REPORTS

Administration

Commissioner Lupo briefed the Board on a commuter's complaint of drivers making illegal turns off of Alexander Road into the Vaughn lot, which Commissioner Lupo reported to Sergeant Tarr. Since the last Board meeting, a double yellow line was painted between the opposing sides of the exit/entrance road to alert drivers that this is a two-way road, and although these illegal turns have lessened because of the lines, it continues to be a problem.

Howard Hughes Property

Town Councilwoman, Kristina Samonte, informed the Board that a representative from the Howard Hughes Property made a very brief presentation, which can be found on the Township's website, about having West Windsor designate their property as an Area in Need of Redevelopment. Commissioner Boyle said that if this project happens, it would be a 20-30 year build-out, which Ms. Samonte agreed stating that basically there is no plan set yet and the presentation only displays the process of acquiring the designation.

DISCUSSION ITEMS (continued)

Survey to Commuters

Commissioner Girandola discussed using Survey Monkey, an electronic survey application that would be utilized to poll commuters to gain insight on what is important to them. Sample questions were shared and agreed to by the Board.

Commissioner Miller suggested that the survey be kept short in order not to lose the audience's interest in answering. Ms. Watlington recommended using Great Mercer TMA, another survey provider, and will do a comparison of which of the two provides the most efficient features.

Parking Fee Increase

Commissioner Boyle discussed with the Board the funding and balances of WWPA's 2015 budget. Under review is the possibility of discontinuing the discounted parking fees to non-residents, but no decisions have been made. The Board plans to review the budget figures for WWPA in the context of a potential pricing adjustment for non-residents. This will be further discussed in November and Council will be consulted when a recommendation is ready.

2015 Budget

A discussion was had about the budgeted fee sharing structure between WWPA and the Town. Because our financial reports co-mingle the rates payable to the town, Commissioner Miller suggested dis-aggregating between the 5%, which is voluntary, and the 10% of net revenue which is not voluntary. WWPA did not pay the voluntary rate this year because of unexpected expenses. Commissioner Boyle observed that the report displays the budgeted contribution to the township, compared to no actual pay. Ms. Watlington will follow up with Mr. Ghrist about providing more details about the contribution rates shown in the report.

CLOSED SESSION

Commissioner Girandola moved that the Board enter into closed session for legal discussion. Commissioner Miller seconded the motion. The Board went into closed session at 10:16 p.m. At 10:54 p.m. Commissioner Crane 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 11:06 p.m.

Respectfully,

Elle Magarelli