

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

July 15, 2015

The West Windsor Parking Authority meeting was held on Wednesday, July 15, 2015 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

Commissioner Girandola called the meeting to order at 8:09 p.m. The following individuals attended:

Commissioners

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

Non-Commissioners

Martha Watlington, General Manager
Tom Calu, Parking Consultant
Ron Ghrist, Financial Consultant
Robert Schwartz, Attorney
Mike Hornsby, WW Environmental Commission
Sergeant Mary Lou Tarr, Police
Hank Hillman, Enforcement Officer
Eric Rosina, ACT Engineers Inc.
Hemant Marathe, Township Liaison

Not Present

Pat Boyle, Assistant Treasurer

Comments from Audience

Mr. Hornsby shared with the Board his perspective on why the Authority and commuters would benefit from having electrical vehicle charging stations (EVCS) installed at the lots. Mr. Hillman said that he has noticed an increase in electric vehicles parked in the lots; however,

Chair Lupo stated that there have not been any inquiries from commuters about installation of EVCS. The Board agrees that from an environmental standpoint, it is a good concept, but there does not appear to be much visible demand for it. The Board requested that a formal presentation be added to the agenda. After reminding all concerned about previous discussions on the topic, Mr. Calu offered to work with Mr. Hornsby so that an eventual presentation would take into account both the environmental and operational considerations.

The Board welcomed Mr. Marathe, newly appointed member to Township Council.

ACTION ITEMS

Approval of Minutes (June 10, 2015)

Commissioner Miller moved to approve the amended June 10, 2014 minutes. Commissioner Crane seconded the motion. All the Commissioners present voted to approve the minutes.

Approval of Bills (June 2015)

The Board discussed the bills in detail with the main focus on the monthly contract landscaping charges from Inarvy Labasi Services. Commissioner Miller moved resolution 07.15.15-01 to approve the June bills. Commissioner Crane seconded the motion. The motion was unanimously approved.

REPORTS

Police

Sgt. Tarr presented the June reports, and the incidents were discussed with the Board. Sgt. Tarr expressed her concern on the increase of incidents due to the rise of large SUVs being parked in the substandard parking spaces. Chair Lupo suggested that the Authority make a recommendation to NJ Transit to widen the spacing when the lots are resurfaced next year. The board recognized that this will, unfortunately, reduce the amount of parking spaces available to commuters.

There have been numerous bicycle thefts which have ceased since surveillance was set up and an arrest was made of the perpetrator involved in the thefts.

Commissioner Girandola questioned what attributed to the spike in ticket statistics for 2015, with a record high in June. This prompted a discussion on how some commuters share the

misconception that tickets issued from enforcement officers generate revenue for WWPA, but in actuality, ticket revenue is collected by the Township. Chair Lupo would like to discuss with Township Council ticket revenue sharing since WWPA pays for enforcement officers. Credit to WWPA may prevent a parking permit increase for commuters.

Mr. Hillman discussed with the Board the challenges he is experiencing on the lots: 1) LPR system is not deciphering the print on some license plates, 2) software is not integrating with the hardware properly which negatively impacts monitoring, and 3) unable to capture all vehicles that park in the lots because of the increase in vehicles. It is no longer a one-person-job. The Board decided that further discussions are needed and will consider hiring additional assistance.

DISCUSSION ITEMS

Food Truck Initiative

Board members recapped the Father's Day Food Truck Fête that took place on June 21 in the Vaughn Lot at the Princeton Junction Train Station. The buzz on the event was favorable and pulled in a crowd of approximately 2,500 to 3,000 people. This was the first event hosted by WWPA, so now that the Authority has had this learning experience, improvements can be made to ensure that the next event will be even more successful.

Update on NJ Transit Approvals for Rehabilitation of NJ Transit Daily Lots

Mr. Calu stated that no progress has been made since the last Board meeting. NJ Transit has still not offered a date to meet. At this point, if NJ Transit gives approval to repair the lots, there will not be enough time to implement this year. Assuming approval is received, WWPA will issue the Invitation for Bid for NJ Transit's Wallace Road and Station Drive daily pay lots and, possibly, the Alexander permit lot, as well as the Station circle in the spring so that construction could commence next summer on a staggered schedule to cope with the displacement of parkers at the optimal time of the year.

Update on NJ Transit "Lease"

Mr. Calu reiterated his comments from the last Board meeting which was that he will provide NJ Transit with a first draft "Part 1" document on the conceptually agreed upon approach to the long-expired lease, concerning only the parking campus, defined as the parking lots and everything surrounding them leading up to but not including the ramps and the stairways to

the platforms by August 1 and, as and when appropriate, thereafter address Part 2 covering the station complex (ramps and stairways to the platforms and the structures).

Update on Planned Installation of New Fee Equipment

Mr. Calu updated the Board that WWPA is scheduled to go live Monday (weather permitting) at all pay stations and shelters at both the Wallace and Station Drive lots. Support will be provided by agents from 5:00 a.m. to 11:00 a.m., three consecutive days to assist commuters with any issues on the equipment, to avoid backups, etc. The logistics are in order, but Mr. Calu is apprehensive about the timing going as planned because of the nuances with various contractors involved.

Update on Pay-by-Phone System

Mr. Calu informed the Board that the mPay2Park system has not been certified to work with the Genetec license plate recognition system and the T2 database, and the digital payment technology machines that are being installed this week. A commitment was received today that they will be ready by September 1. Mr. Calu suggested that if they are ready by September 1, the Authority should assume that they would launch on October 1. Mr. Calu will redistribute the contract to the Board members for their review and prepare the notice package, including the website announcement and press release.

Website Update

Mr. Calu is working on some adjustments to the website about the pay by plate machines that will launch the day of installation.

Parking Ordinance

Mr. Calu prepared the initial draft of the parking ordinance. Mr. Schwartz suggested that Mr. Calu forward it to the Council, to which Mr. Calu responded by suggesting that it would be prudent to first determine that the proposed revisions are “enforceable,” and then to have an Authority resolution.

Snow Removal

Mr. Calu discussed with the Board his research on identifying additional snow removal contractors to pursue competitive prices. By the next Board meeting, Mr. Calu will provide Ms. Watlington with a list of approximately 12 contractors to give an Invitation for Bid.

Rehabilitation of Authority-Owned Wallace Permit Lot

Mr. Rosina from ACT Engineers informed the Board that rehabilitation is going well. Curb replacement began last week and pavement preparation will start this weekend. Construction is scheduled to be completed by end of the month. Ms. Watlington said that an email was sent to permit holders alerting them of the lot's closure on Saturday July 11 and July 18.

Storage Shed

Mr. Rosina said that the second shed was installed.

Wallace Road Landscaping and Signage

Mr. Rosina requested that the Board approve and not exceed the budget for \$5,000 to prepare specifications for landscaping and signage on the Wallace lot. This work was deferred from the current repaving since it could not have been done until the fall. Once ACT receives approval, they can solicit quotes from landscaping contractors for fall construction. Additional sign is being designed that highlights no stopping at crosswalk.

Commissioner Miller moved to approve and not exceed the budget for \$5,000 to prepare specifications for landscaping and signage on the Wallace lot. Commissioner Crane seconded the motion. The motion was unanimously approved.

Pedestrian Walkway Trail

Mr. Rosina informed the Board that he met with members from Department of Environmental Protection (DEP) and NJ Transit. The permit for the trail is being held up because NJ Transit has an unfulfilled wetland transition area compensation for their extension of the Alexander lot. There are solutions; one being to find alternate land to deed restrict that is in the same watershed of Little Bear Brook. Most expeditious land would be to find some privately or publically-owned piece of property that would qualify. There needs to be 6,500 square feet of land that is adjacent to a wetland. Mr. Rosina will work on finding this land. There is a public meeting process that has to happen because DEP is altering NJ Transit's permit when they built this lot. DEP has been sued and lost in court because they did not go through a public meeting process when they did that lifting. That process is going to take 60-90 days. They are also researching how they can issue a permit for this trail pending the results of a hearing. The project can be salvaged for 2015, if Mr. Rosina receives answers from them within 2-3 weeks. Chair Lupo asked Mr. Rosina to elaborate on possible competitive grant funding. Mr. Rosina said that the applications for that funding go out sometime in April and announced right before Election day.

Bicycle Racks

Commissioner Miller discussed possible areas for bicycle rack installation.

Budget

Mr. Ghrist requested that the Board begin preliminary work with the costs to date, especially in the operating side and followed by a meeting with the subcommittee to discuss the capital plan. The budget process will begin in the next 90 days.

ADJOURNMENT

Chair Lupu moved to adjourn. There being no further business to discuss, the meeting was adjourned at 11:14 p.m.

Respectfully,

Elle Magarelli