

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

October 28, 2015

The West Windsor Parking Authority meeting was held on Wednesday, October 28, 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

Chair Lupo called the meeting to order at 8:08 p.m. The following individuals attended:

Commissioners

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

Non-Commissioners

Martha Watlington, General Manager
Tom Calu, Parking Consultant
Ron Ghrist, Financial Consultant
Robert Schwartz, Attorney
Robert Korkuch, ACT Engineers Inc.
Henry Savelli, Henry Savelli & Associates
Charley Debow, Vice President of Parkmobile (dialed-in)
Dan Fabrizio, Permit Holder

Not Present

Hemant Marathe, Township Liaison

Comments from Audience

No comments

ACTION ITEMS

Approval of Minutes (September 9, 2015)

Commissioner Miller moved to approve the September 9, 2015 minutes. Commissioner Crane seconded the motion. All the Commissioners voted to approve the minutes.

Approval of Bills (September 2015)

The Board discussed the bills in detail with the main items of discussion being snow removal and the large amount of token refunds.

Commissioner Crane moved resolution 10.28.15-01 to approve the September bills. Commissioner Miller seconded the motion. The motion was unanimously approved.

Award Snow Removal Bid (2015 - 2016)

After some discussion regarding the receipt of only one bid despite what was unanimously acknowledged to have been an all-out effort to attract competition, the Board agreed to accept the snow removal services bid from WWPA's current contractor, Mastroianni Landscaping. Commissioner Miller moved resolution 10.28.15-02 to accept the bid from Mastroianni Landscaping. Commissioner Crane seconded the motion. The motion was unanimously approved.

DISCUSSION ITEMS

Presentation by Parkmobile

Following up on the Board's request from the September meeting, Mr. Calu arranged for a presentation by Parkmobile as a potential source for the provision of pay-by-phone services for the collection of daily parking fees along with the recently installed digital pay stations. Parkmobile was represented by Messrs. Henry Savelli of Henry Savelli Associates and Charley Debow, Vice President of Parkmobile. A presentation was made and distributed to emphasize the breadth of Parkmobile's operation and its experience at 11 other transit stations in New Jersey, and its preferred status as a proven coordinator with T2 and Genetec LPR Systems, as well as proven experience in working with the Authority's recently installed digital pay stations. Messrs. Savelli and Debow left the meeting after the presentation and wrap up discussion, at which time Mr. Calu walked the Board through the differences in fee structures proposed by mPay2Park and Parkmobile, recommending that the Board authorize selection of Parkmobile subject to acceptance of a form of agreement that had not yet been provided. The Board concluded that the services to be provided by Parkmobile were satisfactory and that its proposed fee structure was the most competitive.

Commissioner Miller moved resolution 10.28.15-03 to authorize Chair Lupo to execute a contract with Parkmobile for pay-by-phone services subject to Mr. Schwartz's approval based on any input that anybody has to the contract once it is sent out for review. Commissioner Crane seconded the motion. The motion was unanimously approved.

Pedestrian Walkway Trail

Mr. Korkuch told the Board that members from ACT Engineers have been in contact with NJ Transit and the Department of Environmental Protection (DEP) and that matters seem to be moving forward. Presuming success, Mr. Korkuch will be coming back to the Board with a clearing contract because of the Indiana Bats Migration Treaty. Mr. Korkuch believes the project should be able to start late this year or early next year.

Wallace Road Permit Lot Signage and Landscaping

Mr. Korkuch told the Board about some landscaping and signage issues that are a follow-up from the work done over the summer. As far as the signage goes, Mr. Korkuch said that ACT has consulted with Leigh Imaging and expects to have information from them on Monday when they meet. Mr. Calu announced that the new sign at the Wallace lot entrance was installed. Mr. Korkuch received quotes from contractors for the landscaping bid with estimates relatively higher than what he thinks they should be. Since it is getting late in the year, he suggested that the landscaping portion be postponed until spring, but to consider having the trees near the lights trimmed, and in conjunction with trimming, fill around the curb with gravel, which was roughly estimated at \$10,000-\$12,000. Those improvements can be done at any time. The estimate for infill planting is high because of prevailing wage circumstance.

Mr. Korkuch and Commissioner Miller discussed with the Board complaints received from some West Windsor residents who live along Wallace Road on the other side of the permit lot their annoyance from vehicle headlights passing through the bare trees and onto their properties. Mr. Korkuch projected pictures of the bare area for the Board to view. This will be resolved by planting additional evergreens in those bare areas in the spring. Bianco Landscaping proposed a reasonable quote for the pruning and stone work at just under \$9,000. Chair Lupo requested that Mr. Korkuch move forward and obtain a contract from Bianco Landscaping to perform the work.

Wallace Road "Circle" Traffic

The Board shared ideas on possible solutions to better traffic flow during rush hour at the "circle" between the station and Wallace Road. Further discussion is needed, and it was

determined that in order to find a solution, it would most likely need to involve the Authority, Township, and NJ Transit.

Enforcement Meeting

Mr. Calu briefly discussed the enforcement meeting he attended on October 7 along with Mr. Schwartz, Ms. Watlington, Mr. Hillman, and Township representatives to discuss the problem of customer input license plate number error entries. The meeting closed with an understanding that the Authority would continue to enforce against input errors

Pay Station and Shelter

Mr. Calu told the Board that one new paystation, shelter, lighting retrofit for the sensors and the booths and the light dial that goes over the keypads are all in stock and will be installed at the vendor's expense, hopefully in a week or so, but subject to the availability of both the vendor and the electrical contractor at the same time.

2016 Budget Discussion

Following a presentation by Mr. Ghrist, Mr. Calu recommended that the Board contemplate some probability that there will be a recalculation of NJ Transit's share by reason of an increase in the overall space count coming from the recent expansion of the Vaughn lot. Mr. Calu noted that this has been alluded to in discussions with NJ Transit concerning the allocations of ADA spaces among the various lots, i.e., to examine the number of ADA spaces on the campus to ensure that allocations are credited accurately. Commissioner Boyle stated that the Authority pays for numerous expenses for NJ Transit that is not brought to their attention and that we could suggest providing the numbers to go along with the updated lease that has not been updated in over 15 years. Mr. Calu believes that the Authority has recently sharpened its focus on identifying all of the costs that could be attributed to NJ Transit in anticipation that the percentage could change.

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

Mr. Calu discussed the two paving projects at the Station Drive and Wallace Road daily pay lots. As discussed during July's Board meeting, NJ Transit was to assign an engineer to work with ACT Engineers to redesign the lots to provide maximum ADA compliance, proper turning radii, proper space width, and uniformity and design so that WWPA can continue to manage these lots without being hampered by a substandard design. Mr. Calu said that NJ Transit has still not assigned an engineer for these projects, so to move this along, Mr. Calu recently wrote to NJ Transit offering ACT Engineers to prepare a preliminary design for ADA improvements, and that it has been estimated in the range of \$5,000 to \$7,500. This will

allow the Authority to get back on track so that there will be something to present to NJ Transit's engineers and ADA representatives so that there is a greater chance of going out to bid in the spring for implementation in the summer. NJ Transit responded by requesting a meeting with Mr. Calu and Mr. Korkuch and what approach to take. Mr. Calu is hopeful to receive approval at this meeting and that it will produce some ideas and preliminary designs on how ADA can be better accommodated on the NJ Transit pay lots. NJ Transit said that the lots are accessible, but not compliant.

REPORTS

Police

Chair Lupo discussed Sergeant Mary Lou Tarr's last police report with the Board. Sergeant Tarr retired from the police force effective November 1, and the Board does not yet know who will be replacing her.

DISCUSSION ITEMS (continued)

Budget

Mr. Ghrist discussed with the Board details on the meeting he had with Chair Lupo and Commissioner Girandola on adjusting the allocations for the 2016 budget. A lengthy discussion on additional changes with the Board followed.

ADJOURNMENT

Chair Lupo moved to adjourn. There being no further business to discuss, the meeting was adjourned at 10:43 p.m.

Respectfully,

Elle Magarelli