

# **WEST WINDSOR PARKING AUTHORITY**

## **Minutes of Meeting**

**September 9, 2015**

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The West Windsor Parking Authority meeting was held on Wednesday, September 9, 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 8:11 p.m. The following individuals attended:

#### **Commissioners**

Andy Lupo, 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 Korchuch, ACT Engineers Inc.

#### **Not Present**

Lyle Girandola, Vice Chair  
Hemant Marathe, Township Liaison

#### **Comments from Audience**

No comments

### **ACTION ITEMS**

#### **Approval of Minutes (August 19, 2015)**

Commissioner Miller moved to approve the August 19, 2015 minutes. Commissioner Crane seconded the motion. All the Commissioners present voted to approve the minutes.

### **Approval of Bills (August 2015)**

The Board discussed the bills in detail with the focus on token refunds. Commissioner Miller moved resolution 09.09.15-01 to approve the August bills. Commissioner Crane seconded the motion. The motion was unanimously approved.

### **DISCUSSION ITEMS**

#### **Update on New Fee Equipment**

Mr. Calu informed the Board that the vendor installed motion sensors on the new machines instead of light sensors, which is what was originally quoted, to meet the scheduled delivery date. The vendor wants to correct the issue and will work with Mr. Calu to get it resolved.

NJ Transit has not yet made a decision on if they will charge commuters who use credit/debit cards when purchasing tickets a \$0.30 credit card transaction fee. The Authority expressed their preference of not charging the fee at all, but the decision is up NJ Transit, since they are currently paying that fee.

#### **Pay Station and Shelter**

Mr. Calu told the Board that one additional pay station and shelter were approved by NJ Transit and are on order to be installed on the Station Drive side.

#### **Wallace Road Permit Lot Sign**

The Board discussed changing the existing Wallace permit lot entrance sign to include that parking is free for all West Windsor residents on Saturdays and Sundays and to exclude the NJ Transit logo. Mr. Calu advised that the new sign with text approved by Chair Lupu had been ordered

#### **Update on Pay-by-Phone System**

Mr. Calu informed the Board that the contract he received from mPay2Park, just a few hours before the meeting, reflected a \$0.35 per transaction fee and not the originally agreed upon \$0.30 per transaction fee and that mPay2Park had reneged on their original proposal because their standard \$25.00 "electronic wallet" and \$15.00 replenishment threshold utilized at all other NJ Transit stations would present a financial loss for mPay2Park on every transaction at Princeton Junction because of credit card transaction fees associated with the higher price for parking (at Princeton Junction, as compared to other stations). The wallet cannot be

increased because it needs to be with the other lots. Mr. Calu said that mPay2Park is working on a new fee structure covering 1 to 14 days of parking at various prices that might occur over a five-year contract term. The Board expressed their displeasure about the surprise tactic on the part of mPay2Park and requested that Mr. Calu simultaneously reach out to ParkMobile, the service provider that Mr. Calu had originally recommended up until the pay-by-phone initiative had been suspended because of concerns about the now-resolved problems previously experienced with LPR.

### **Revisions to Ordinance**

Chair Lupo had a lengthy discussion about the tickets issued over the past month. Ms. Watlington stated that 10 out of 31 tickets issued just today were because of two reasons: 1) commuters paid to park in a daily lot, but instead parked in a permit lot and 2) commuters incorrectly entered their license plate number. The Court may dismiss a ticket if a number/letter was transposed. Ms. Watlington said that some commuters do not realize that numbers/letters from specialty license plates (e.g. Conquer Cancer, where the CC is printed vertically or as stacked characters) need to be included. It is expected that commuters will become familiar and adapt to the new system over time.

### **Paint Striping of NJ Transit Pay Lots**

Chair Lupo stated that the two NJ Transit pay lots will be repaved in July 2016, at the earliest, but are in dire need of paint striping now. Ms. Watlington said that she received an estimate of \$5,700.00 to paint stripe both NJ Transit pay lots and is waiting to get NJ Transit's approval, but worry that they may not approve this expense because the lots will be repaved next year.

### **Wallace Road Permit Lot Signage and Landscaping**

Mr. Calu told the Board that the problem of people stopping at the wrong location in the Wallace permit lot was not resolved by the new arrangement that was recently installed. In a continuing effort to make instructions clearer for commuters, ACT Engineering put together a couple of designs that show how that area could be restriped, blackout the ground markings that are currently located in two different areas and replace it them with a hash marks, and add or change some signs to be larger and bolder that will direct traffic to the drop-off area. The Board discussed the design and placement of the signs. This would complete the improvements in the Wallace permit lot.

Mr. Korchuch discussed the landscaping plans for the Wallace permit lot and informed the Board that local public contracts has recently increased the bid threshold from \$17,500 to \$18,800. Mr. Korchuch is working on getting quotes from contractors for the landscaping bid to stay below the threshold and then he will present a proposal to the Authority.

**Pedestrian Walkway Trail**

Mr. Korchuch told the Board that he had a productive meeting with members from the Department of Environmental Protection (DEP) in the past that included viable solutions to all issues raised, but was recently questioned why the project is needed by the Case Manager who attended that meeting. Mr. Korchuch sent the Case Manager a letter reiterating what was discussed and to be reevaluated. Chair Lupo and Commissioner Miller suggested involving Mayor Shing-Fu Hsueh, who is an advocate of this project. Mr. Korchuch wants to first wait for the Case Manager's response before reaching out to the Mayor. Mr. Korchuch is looking into possible grant money being offered for this project.

**Snow Removal**

The Board discussed pursuing competitive prices from snow removal contractors. At the last Board meeting, Mr. Calu provided a list of 11 snow removal contractors with significant qualifications that he identified through the Snow and Ice Management Association and state contacts. Ms. Watlington will forward an email drafted by Mr. Calu those potential bidders alerting them when the IFB is about to be advertised.

**Budget**

Mr. Ghrist had a lengthy discussion with the Board on the preparation of the 2016 budget.

**Administration**

Ms. Watlington updated the Board with minor issues.

Due to the lack of quorum for the next scheduled Board meeting on October 14, the Board has decided to change the meeting to Wednesday, October 28. Since the Board meeting has been delayed by two weeks, the September bills will need approval beforehand. Commissioner Miller moved resolution 09.09.15-02 to authorize the Chairman or the Chairman's designee to approve payments for September bills as a result of the delayed meeting. Commissioner Crane seconded the motion. The motion was unanimously approved.

**ADJOURNMENT**

West Windsor Parking Authority

Chair Lupo moved to adjourn. There being no further business to discuss, the meeting was adjourned at 10:53 p.m.

Respectfully,

Elle Magarelli