

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

April 13, 2016

The West Windsor Parking Authority meeting was held on Wednesday, April 13, 2016 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 Lupo called the meeting to order at 8:00 p.m. The following individuals attended:

Commissioners

Andy Lupo, Chair
Tom Crane, Treasurer
Pat Boyle, Assistant Treasurer
Dan Fabrizio, Secretary (**via phone**)

Non-Commissioners

Martha Watlington, General Manager
Tom Calu, Parking Consultant
Sergeant Danny Mohr, West Windsor Police
Alison Miller, Council Liaison
Robert Schwartz, Attorney
Robert Korkuch, ACT Engineers Inc.
John Mastroianni, Mastroianni Landscaping

Not Present

Lyle Girandola, Vice Chair
Jean Moore, CPA of Klatzkin & Company, LLP

Comments from Audience

No comments

ACTION ITEMS

Approval of Minutes (March 9, 2016)

Chair Lupo moved to approve the March 9, 2016 minutes as amended. Commissioner Crane seconded the motion. All the Commissioners voted to approve the minutes.

Approval of Bills (March 2016)

The Board discussed the bills in detail. Commissioner Crane moved resolution 4.13.16-01 to approve the March bills. Commissioner Boyle seconded the motion. The motion was unanimously approved.

DISCUSSION ITEMS

Mastroianni Landscaping (Snow Removal)

Per the Board's request, John Mastroianni from Mastroianni Landscaping attended the Board meeting to provide an explanation on the considerable fees he charges monthly for snow pre-treatments and removal services. It was a lengthy discussion, and the Board hoped to find solutions on how to reduce the snow removal costs, but none was found. However, the Board was enlightened with Mr. Mastroianni's explanation and now have a better understanding of what is involved in the snow removal process and why his services are so expensive.

REPORTS

Police

Sergeant Mohr informed the Board on police activity in March stating that there were 46 police patrols and responses at the station, which he discussed with the Board in detail.

DISCUSSION ITEMS

Amtrak Construction

Mr. Calu discussed Amtrak's request to gain access to the furthest end of the Wallace Permit lot in order to execute their upcoming project of high-speed rail platform extensions. Amtrak provided to the Authority a Temporary Access agreement, which Mr. Schwartz approved. During the construction, Amtrak will take up approximately 10 parking spaces in the Wallace lots, which will shift as they move down the platform. ACT Engineers has assigned a member

to safeguard the property during the construction, projected to be completed by September 2016. WWPA alerted the Township of activity and provided Amtrak with the Township's contact information so that updates can be provided directly.

Website

Mr. Calu discussed the website tune-up and requested that the Board email him ideas on how to refresh the FAQs section before the next Board meeting so that he can prepare for discussion.

Mr. Calu discussed the announcement to be included on the website's homepage informing commuters about the Vaughn Lot permit hang tags to be replaced with "virtual" permits, effective May 1. Mr. Calu anticipates the Alexander Lot, the last hang tag lot, to follow in July 2016.

Adding Parkmobile to NJ Transit Daily Pay Lots (Wallace and Station Drive)

Mr. Calu discussed ideas on how to launch clear communication to commuters about adding Parkmobile to the Wallace and Station Drive lots and will work on a draft to share with the Board for their approval. Mr. Calu stated that he would speak with members from Parkmobile to instruct them to correct their app to correspond with WWPA's needs and not their standards, which should not be an issue.

Existing signs need to be updated to reflect new payment instructions. Mr. Calu said that NJ Transit does not object to the Authority handling the fee for transactions, just as it is being handled in the Vaughn lot to be consistent. Communication on the app's convenience transaction fee of \$0.50 will be added to the WWPA's homepage, as well as other pertinent information about parking in the designated paid zone.

Status of Pedestrian Trail Project

Mr. Korkuch said that there is an expectation that the site will be inspected with some regularity to ensure that particulars related to the landfill permit cover and capping, etc. stay intact and are monitored. Mr. Korkuch will be preparing a scope and a budget for the Authority to review.

Status of Pending Approvals From NJ Transit for Paving Projects (Wallace Daily, Wallace Circle, Station Drive Daily Including Roadway, Alexander Permit Lot)

Mr. Korkuch will provide an assessment to the Board to review on each lot and will revise budget numbers. Commissioner Boyle said that the Authority should focus on the areas where we have potential liability issues. Mr. Korkuch stated that we should prepare a recommendation of what needs to be done most within the next couple of weeks. Chair Lupo stated that it is critical to get the repairs done in July/August.

Proposal for Vaughn Lot Remediation Monitoring, Management, and Reporting

Mr. Korkuch said that there is some expectation that with some regularity that the site has to be inspected and make sure that particularly what is related to the landfill permit cover and capping, etc. stays intact and be monitored. Mr. Korkuch will be preparing a scope and a budget for the Authority to review.

Wallace Permit Lot Landscaping

Mr. Korkuch informed the Board that two quotes for landscaping was received, but will wait for a few more before making a decision.

Funding for Vaughn Lot

An opportunity was brought to ACT's attention that New Jersey Alliance for Action was entertaining awards for public projects and the new Vaughn lot fit that criterion. Mr. Korkuch and Chair Lupo wrote a brief write-up and sent it in to determine if the Authority would be awarded. The Department of Environmental Protection informed Mr. Korkuch that the Project Hazardous Discharge Site Remediation Fund (HDRSF) is awarding the Authority funds for the Vaughn lot project and that \$299K is reimbursable. Once the paperwork is processed, a check will be sent to West Windsor Township. Ms. Miller will be sure to deliver the check to the Authority once received.

New Jersey Asphalt Pavement Association Award

Chair Lupo informed the Board of the award that the Authority has received from the New Jersey Asphalt Pavement Association for the work done in the Wallace Permit Lot. To honor the Authority, they are hosting an Asphalt Hall of Fame Recognition dinner on May 19.

Snow Plow Damage Repairs at Wallace and Vaughn Lots.

Mr. Korkuch told the Board that he inspected the lots and identified items damaged for Mastroianni Landscaping to repair and suggested that the Board consider replacing landscaping in other areas where it would not be damaged from snow removal again.

Mr. Calu requested that Mr. Korkuch investigate the current DEP regulations for disposal of snow with regard to proximity to wetlands and possibly tell us the sections that cannot be used for snow storage.

Mr. Calu brought up the conversation that he and Mr. Korkuch discussed on the opportunity of looking at what could be done with the gravel lot; possible paving. Mr. Korkuch will look into it.

Ms. Miller informed the Board about the public hearing for the budget taking place on Monday. Council has contracted for the roadway behind Marketfair to be paved sometime this summer.

ADJOURNMENT

Chair Lupu moved to adjourn. There being no further business to discuss, the meeting was adjourned at 10:36 p.m.

Respectfully,

Elle Magarelli