

# **WEST WINDSOR PARKING AUTHORITY**

## **Minutes of Meeting**

**July 13, 2016**

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

#### **Commissioners**

Andy Lupo, Chair  
Lyle Girandola, Vice Chair  
Tom Crane, Treasurer  
Dan Fabrizio, Secretary  
Vaibhav Sharma, Asst. Treasurer

#### **Non-Commissioners**

Scot MacPherson, Director of Operations  
Sergeant Danny Mohr, West Windsor Police  
Alison Miller, Council Liaison  
Robert Schwartz, Attorney  
Robert Korkuch, ACT Engineers Inc.  
Jean Moore, CPA of Klatzkin & Company, LLP  
Ron Ghrist, Financial Consultant  
Robert Butvilla, Auditor, Suplee, Clooney and  
Company  
Kim Jackson, Director, Transportation and Parking  
Services, Princeton University  
Kristin Appelget, Director of Community and Regional  
Affairs, Princeton University  
Cheryl Kastrenakes, Executive Director, Greater  
Mercer Transportation Management Association

Commissioner Sharma was welcomed as the newest member to the Board.

**Comments from Audience**

None present.

**ACTION ITEMS**

**Approval of Minutes (June 8, 2016)**

Commissioner Crane moved to approve the June 8, 2016 minutes as amended. Commissioner Fabrizio seconded the motion. All the Commissioners voted to approve the minutes.

**Approval of Bills (June 2016)**

The Board discussed the bills in detail. Commissioner Girandola moved resolution 7.13.16-01 to approve the June bills. Commissioner Fabrizio seconded the motion. The motion was unanimously approved.

**DISCUSSION ITEMS**

**Bike Share**

Mses. Jackson, Appelget, and Kastrenakes were present to request the Authority's consideration in participating in a bike-share program as a sustainable and convenient transportation option that would benefit many commuters. Ms. Kastrenakes began the discussion by promoting Zagster as the bike-share provider, which is being used in and around Princeton University's campus. Bike share locations are being installed throughout the community making it easier to pick up and drop off bikes, since bikes rented can be left at any official station.

Ms. Jackson explained that the installation does not require special infrastructure, making it affordable and scalable. She discussed the design of the bikes, cost for installation, equipment, and signage, and possible sponsorship opportunities. Ms. Jackson stated that a representative from the West Windsor Bicycle and Pedestrian Alliance said that they may be willing to sponsor a bike. Mr. Schwartz will discuss liability issues with the insurance company and report back to the Board on his findings for them to come to a consensus. In the meantime, dimensions of the station will be forwarded to Mr. MacPherson to determine placement.

**Approval for Audit**

Mr. Butvilla discussed the Authority's audit report, specifically the new accounting pronouncement of the unfunded pension liability that is now required to be reflected in the financial statement. The Board will review the report and work with Mr. Butvilla in preparation of passing the resolution at the next Board meeting.

## **REPORTS**

### **Police**

Sergeant Mohr informed the Board on police activity in June stating that there were 35 incidents, which he discussed with the Board in detail.

Mr. MacPherson stated that he intends to order clothing with the WWPA logo to identify those working in the lots as Authority members. The Board agreed.

## **DISCUSSION ITEMS (continued)**

### **Credit Card Fees**

Ms. Moore informed the Board that the reports are still a work in process and once completed, she will present to the Board. Ms. Moore is not yet able to provide full clarification on credit card fees; however, she and Mr. MacPherson have found various items that are impacting the numbers, which will be discussed with the Board once the details have been sorted. Mr. MacPherson's preliminary analysis on credit card fees identified a misclassification of costs associated with the transaction fees for the daily parking pay stations, which may be inflating this expense line versus budget. He intends to provide further analysis in the August meeting.

Mr. MacPherson is working with vendors/contractors on providing invoices in a timely manner to provide a more accurate report.

### **Aligning Permit Renewal Quarters in 2017 & Late Fees**

Mr. MacPherson received a quote of \$5,600 from WWPA's parking management software host, T2, to adjust the time frame on quarterly payments to have all commuters on the same billing cycle for consistency. The Board was hopeful that the fee would decrease since the Authority is reverting to the original billing cycle before it was customized, but that is not the case, according to Mr. MacPherson's discussion with T2 representatives on rates. As a possible alternative to avoiding this expense from T2, Commissioner Girandola suggested that the

required work to modify the Wallace Lot billing cycle be done through normal configuration. This was followed by a more detailed discussion, but Mr. MacPherson was optimistic that it could work.

Mr. MacPherson stated that temporary help may be required for a few days to assist with processing payments once the billing cycle is concurrent for all customers.

Chair Lupo had a lengthy discussion with the Board on the late fee and permit suspension policy for possible modifications, but it was determined that the policy will remain the same with some minor edits to the phrasing on the website for clarity.

Mr. MacPherson stated that he plans to create a due to/due from account in Quickbooks to transfer funds, instead of having to print and send checks to customers relocating to a different permit lot. This would reduce the refund section on the Balance Sheet and makes for a more effective and trackable process. The Board agreed.

### **Vaughn Lot Trail Bidding Results**

Mr. Korkuch informed the Board that Department of Environment Protection (DEP) Commissioner signed off on the permits enabling the Authority to go out to bid for construction on the Vaughn Lot trail. Only one bid from a qualified company has come in, and the reason believed to be for the lack of bidders is because of the substantial insurance requirement from NJ Transit. Mr. Korkuch is working on providing an alternative insurance option for NJ Transit to review where the Authority acts as the primary insured, and the contractor would be named as additionally insured, which would lower the insurance requirement. If NJ Transit accepts this option, Mr. Korkuch suggests that the Authority reject the one bid and rebid with new insurance requirement. The Authority may be able award the bid at the next Board meeting or at September's Board meeting, the latest. The Board agreed.

### **Parking Lot Maintenance Plan**

Mr. MacPherson informed the Board of his meeting with a member from NJ Transit to present the parking lot maintenance report on the repairs needed in the lots, and the member agreed that the repairs should be done, but their budget does not allow for it. Mr. MacPherson informed the member that there is \$100K from the contingency fund available from NJ Transit for major repairs and capital projects, but needs NJ Transit's approval to go ahead and use it. The member stated that approval would be granted, and once the Authority

decides on the areas of repair, they will share that with NJ Transit for their approval and go forward with issuing a bid package.

**Snow Plow Bid Package**

Mr. Korkuch discussed the 2016-2017 Snow Management RFP Outline that he created by gathering data from various sources for the Board to review and modify in preparation of going out to bid for snow removal contractors. After the Board's lengthy discussion and complete review of the Outline, Mr. Korkuch stated that he and Mr. MacPherson would work together in putting the package together to send out for bidding.

**Environmental Survey for Vaughn Lot**

Mr. Korkuch stated that the Township has been paying approximately \$40,000-\$50,000 annually for the surveying of the Vaughn lot. Councilwoman Miller stated that she is attending a Town Council meeting and will inquire if the Township will continue to pay the annual surveying fee, as well as the status of the \$299K that was awarded to the Authority from DEP's Project Hazardous Discharge Site Remediation Fund that was to be remitted to the Township.

**Amtrak Construction Side Walk Repair**

Mr. Korkuch informed the Board that Amtrak plans to repair the sidewalk in the Wallace circle during evening hours by the end of the month.

**Landscape FRP**

Mr. Korkuch reminded the Board about the postponement of landscaping that was to be done in the Wallace lot last year and shared the projected planting plan, which was quoted at approximately \$20,000. The Board suggested areas of landscaping to omit to reduce cost. Mr. MacPherson suggested utilizing a summer intern, perhaps from Princeton's Landscape Architecture program and Chair Lupo suggested an Eagle Scout. Mr. Korkuch will make the landscape changes and submit the bid to obtain new quotes, as well as look into intern and volunteer services.

**Electronic Sign for Communication**

Mr. Korkuch discussed with the Board styles and location of where to strategically place an electronic message sign. The intent is to communicate information to the public such as spots available, etc. The price ranges from \$5,000 - \$10,000. Mr. MacPherson will determine location and discuss with the Board at the next meeting.

## **REPORTS (continued)**

### **Administration**

Mr. MacPherson discussed the recent parking management software upgrade by T2 that corrected a bug that was precluding the detection of permits being used more than once in a single lot. This also improved the scanning logic but generated a lot more errors for correction mostly because license plates were registered incorrectly by the customers. Because tickets were so high, a notification was sent to commuters about reviewing their information.

Mr. MacPherson stated that he was informed by individuals that not all commuters who park in the Station Drive Daily Pay lot, but would rather park in the Vaughn lot, are aware of the availability in the Vaughn lot. To create awareness, handouts will be made and placed in the kiosk areas of the Station Drive lot, which will not only please those commuters desiring a spot in Vaughn lot, but to free up space in the Station Drive lot.

Chair Lupo stated that alternative health insurance plans (medical, dental, vision, etc.) are being researched for the betterment of the Authority employees. Mr. MacPherson plans to speak with the Township's healthcare insurance agent to compare the Authority's current plan and then will discuss with the Board to settle of the most beneficial option.

Ms. Miller stated she needs a council-ready ordinance which would be used for review and approval by Council. This is an item for follow up by Mr. MacPherson.

Ms. Miller requested that the Authority inform those individuals who park overnight in the Farmers' Market lot on Friday nights to park elsewhere since the center aisle of the lot is only open to pedestrians during the morning hours on Saturday for during the market hours. Mr. MacPherson requested that those from the Farmers' Market forward the license plate numbers for Mr. MacPherson to look up in the system to send notification.

Chair Lupo informed the Board that Hank Hillman, the Authority's full-time enforcement officer, is retiring in September.

## **ADJOURNMENT**

Chair Lupo moved to adjourn. There being no further business to discuss, the meeting was adjourned at 11:48 p.m.

Respectfully,

Elle Magarelli