

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

May 10, 2017

The West Windsor Parking Authority meeting was held on Wednesday, May 10, 2017 at 7:30 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 7:30 p.m. The following individuals attended:

Commissioners

Andy Lupo, Chair
Lyle Girandola, Vice Chair
Dan Fabrizio, Secretary
Tom Crane, Treasurer

Non-Commissioners

Scot MacPherson, Director of Operations
Robert Schwartz, Attorney
Robert Korkuch, ACT Engineers Inc.
Sergeant Danny Mohr, West Windsor Police
James Colitsas, CPA, Princeton Financial Group, LLC
Charles D'Abbraccio, Accountant, PFG, LLC

Chair Lupo stated that Commissioner Vaibhav Sharma resigned his position on the Board of WWPA, as his other commitments consume all of his time. Chair Lupo will inform the Council President to begin the search for candidates to fill the available position as Assistant Treasurer.

Comments from Audience

None present.

ACTION ITEMS

Approval of Minutes (April 12, 2017)

Commissioner Girandola moved to approve the April 12, 2017 minutes. Commissioner Crane seconded the motion. All the Commissioners voted to approve the minutes.

Approval of Bills (April 2017)

The Board discussed the bills in detail. Mr. MacPherson stated that two surveillance cameras would be installed late May to capture full view of the Wallace Daily lot and drop off area to provide additional security for commuters. Cameras will not capture tracks and platforms to comply with Homeland Security.

Commissioner Fabrizio moved resolution 5.10.17-01 to approve the April bills. Commissioner Crane seconded the motion. The motion was unanimously approved.

REPORTS

Police

Sergeant Mohr informed the Board on police activity in April stating that there were 41 incidents, which he discussed in detail.

DISCUSSION ITEMS

Events

Mr. MacPherson said that he spoke with members from Spark Market Solutions on effective advertising strategies for the September 17 food truck event, as well as the logistics of the beer stand. They have secured 20 food truck vendors.

Amtrak & NJ Transit Senate Legislative Oversight Meeting

Mr. MacPherson attended the Amtrak & NJ Transit Senate Legislative Oversight meeting held in Trenton that focused on recent breakdowns, NY Penn Station repairs, and contingency plans to handle commuter crisis. Mr. MacPherson stated that Penn Station is running three times the capacity that it was designed for and in need of major repairs. NJ Transit and Amtrak agreed to a summer repair schedule that will start after July 4 and last for approximately 44 days, where the trains will run on a holiday schedule.

The Board discussed the timeframe of the rate increase in the daily and permit parking lots, which is mandatory in order to continue with the progress of the capital management needs. Mr. MacPherson will compile a list of all maintenance and repairs that were done, as well as

those that are anticipated to occur for the Board's review at the next meeting where they will then be able to determine the new rate and start date.

Mr. MacPherson will speak with Mike Murphy regarding the lease, which he expects to be available for signature at the next Board meeting.

Deposition Report

Mr. MacPherson discussed his appearance in court for a "slip and fall" deposition regarding an electrician who was injured while working for NJ Transit back in February 2015.

Mr. MacPherson discussed minor changes the he added to the lease such as excluding the Authority from being liable for the rails and the clause for rolling over the 10% of gross revenues at the end of each year. The Authority will be responsible for the maintenance, but anything structural would be NJ Transit's responsibility.

Mastroianni Invoice Update

Mr. Schwartz stated that Mr. Mastroianni was served with the complaint after disregarding numerous attempts to collect a debt in the amount of \$2,700.00 for the damages incurred by his snow removal services last winter. Mr. Mastroianni has not yet responded. Mr. Schwartz discussed with the Board the next course of action.

WWPA Application

Mr. MacPherson informed the Board of the slow progress on the development of the WWPA Web application. T2 is not set up for mobile and has not adapted to the user yet; however the application is able to forward notifications to users, which is to launch in July.

Station Drainage

Mr. MacPherson stated that he spoke with members from NJ Transit about various repairs needed in both the small and large tunnels. The gutter will soon be replaced and the new landscaping company, Custom Care Services, is scheduled to repair the poor drainage areas, which is creating water leakage to seep through the concrete in the small tunnel. Lights in the tunnels will also be replaced. Repairs for the big tunnel are on hold until NJ Transit gives their consent. Plans to close the small tunnel for repairs will take place during a weekend so that weekday commuters are not affected.

Vaughn Lot Trail Status

Mr. Korkuch stated that Ireland Construction’s progress on the Vaughn lot trail is slow because of the persistent rainfall, but continue to work when they are able. He shared images of the section where the stone and textile fabric for the trail was installed exhibiting that it is binding nicely.

Grant Status

Mr. Korkuch stated that the status of the \$299K that was awarded to the Township for the Authority’s benefit from DEP’s Project Hazardous Discharge Site Remediation Fund has still not been received by the Township. He will continue to check in with the Economic Development Authority, who is issuing the check.

Chair Lupo said that the Authority has been funding ACT Engineers for their work on the grant application process and for collecting all of the supporting documentation required from both the Authority and Township; therefore, expect to be reimbursed from the Township their portion. ACT Engineers will compile what they charged the Authority to date to share with the Township.

Alexander Lot Paving Project

Mr. Korkuch informed the Board of a pre-construction meeting to take place before the end of the month to kick-off the project. He presented a video captured by a camera tractor that traveled inside the Alexander lot piping and explained in detail the areas in need of repair. He displayed a PDF of the construction plan and stated that he would provide a cost assessment of the repairs, which are needed to be made before laying down the asphalt.

New Vaughn Lot Inspection

Mr. Korkuch presented another video inside the pipes in the Vaughn lot and pointed out the areas where there is leakage. He stated that further evaluation is needed to determine how the damages were made and the severity of them and will soon provide his recommendations.

Wallace Permit Walkway Deck

Mr. Korkuch said that he would provide recommendations on the Wallace permit walkway deck at the next Board meeting.

DEP Storm Drain Permits

Mr. Korkuch suggested that the Board apply for permits to allow for maintenance on all of the storm water basins, which are in need of cleaning. These standard permits are required and will be valid for five years. Mr. MacPherson stated that basin maintenance is required as part of the lease agreement to operate the station.

Gravel Lot Paving Potential

Mr. Korkuch displayed images of the gravel lot from previous years to determine the amount of vehicles the new paved lot should accommodate. He stated that a constraints map would be needed to determine any hindrances to the pavement project. One regulated feature from the State mapping is that there is a floodplain associated with the tributary that runs along the lot making it subject to flooding. There is a riparian zone related to waterways and the State requires a buffer, the width of which is to be determined. In addition, there is a wetlands line and required buffer, both of which will be considered by environmental agencies. Capability for water quality treatment of storm water runoff will need to be provided, and discussions with the Delaware & Raritan Canal Commission and NJDEP are necessary. Mr. Korkuch stated that he would have a better understanding of all that is involved and an approximation of cost to conclude if this project is feasible by the next Board meeting.

Ordinances

Mr. Schwartz stated that the updated ordinances are still with Council for their review.

REPORTS

Financial Reports

The Board reviewed the financial reports in detail that Messrs. Colitis and D'Abbraccio have modified, and although they have made a lot of progress, there are still more adjustments that need to be made. A lengthy discussion on the changes needed followed.

Chair Lupo inquired about the credit card processing fees, and Mr. MacPherson stated that Visa, MasterCard, American Express, and Discover are all accepted with Discover being the least used and charging the highest processing fee. Chair Lupo requested that the Authority terminate the usage of Discover credit card. Commissioner Fabrizio motioned to approve resolution 5.10.17-02 to discontinue the use of Discover credit card. Commissioner Girandola seconded the motion. The motion was unanimously approved.

Administration

Mr. MacPherson informed the Board of Winter Service requesting to attend a Board meeting to get feedback on the services that they provided this past winter, as they are interested in renewing for the upcoming winter. The last ice storm was difficult to manage, but overall the Board thinks that their performance was good and appreciates their responsiveness and initiative that they took in immediately repairing the minimal damages that they made. Mr. MacPherson will arrange for them to attend a future Board meeting.

Mr. MacPherson stated that NJ Transit's contract with Woodwinds for the station maintenance has lapsed five years ago and not renewed. NJ Transit requested that WWPA renew and maintain the contract following the same regulations they have where they would be dispatched by NJ Transit dispatch and follow all of their safety regulations guidelines.

ADJOURNMENT

Chair Lupo moved to adjourn. There being no further business to discuss, the meeting was adjourned at 11:05 p.m.

Respectfully,

Elle Magarelli