

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

July 12, 2017

The West Windsor Parking Authority meeting was held on Wednesday, July 12, 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
John Taylor, ACT Engineers Inc.
Frank Bal, Officer, West Windsor Police
Hemant Marathe, Township Liaison
James Colitsas, CPA, Princeton Financial Group, LLC
Charles D'Abbraccio, Accountant, PFG, LLC

Chair Lupo introduced Larry Katz, who is interested in the open Board position.

Comments from Audience

None present.

REPORTS

Police

Officer Frank Bal discussed in detail the incidents that occurred at the stations during the month of June.

DISCUSSION ITEMS

Taxi Meeting

Officer Bal provided an update on the recent Taxi meeting held at the Township building that he and Mr. MacPherson attended to discuss with Taxi drivers complaints received from commuters regarding negative behavior from some of the drivers. Both parties discussed their issues and came to an agreement that they would remain at their current designated waiting areas for commuter pickup, as long as all drivers comply with the rules.

Taxi drivers expressed their grievances against ride-sharing companies, such as Uber; however, there are no restrictions on where ride-sharing companies can operate. Chair Lupu stated that the same rules/restrictions that apply to Taxi drivers also pertain to ridesharing drivers. It is difficult to distinguish ridesharing companies since their cars are unmarked, but enforcement is familiar and able to recognize the distinction. Mr. MacPherson stated that a mobile device pick-up area would be designated.

ACTION ITEMS

Approval of Minutes (June 14, 2017)

Commissioner Crane moved to approve the June 14, 2017 minutes. Commissioner Girandola seconded the motion. All the Commissioners voted to approve the minutes.

Approval of Bills (June 2017)

The Board discussed the bills in detail.

Commissioner Crane moved resolution 7.12.17-01 to approve the June bills. Commissioner Girandola seconded the motion. The motion was unanimously approved.

DISCUSSION ITEMS (continued)

Cash Flow Process

Members of the Board had a lengthy discussion on the cash flow forecast analysis. Mr. MacPherson displayed the current year projections with current pricing and future year projections with rate increases and discussed methods on how to generate revenue by utilizing existing tools and implementing plans in an effort to cause minimal rate increases that are necessary to fund a long list of repairs and maintenance needed in the lots.

Some tools and plans discussed were: (1) utilizing cameras in the lots to reveal space availability that could be communicated to those searching for a spot to ease their frustration and fill a spot, (2) phasing out the ridesharing program in order to sell additional parking permits that are in demand, and 3) overselling permits based on the new lease agreement's allotment and based on statistics of parking spots available throughout the day.

Mr. MacPherson stated that since the recent terms of the ridesharing program hours changed from 6:00am-10:00am to 6:00am-8:00am, 15 individuals withdrew from the program and 26 permits were added. Elimination of the program is anticipated by 2020.

Mr. MacPherson stated that the approximate wait time for a Wallace Road lot permit was reduced from 12 years to 9 years, Alexander Road lot was reduced to 2½ years, and Vaughn Drive lot remains the same at 2-4 weeks.

The Board members reviewed operating expenses and the monthly cash balance, which led to a lengthy discussion on the expenses of the current projects. Commission Girandola suggested that the Authority open a line of credit in case of an emergency and members agreed.

Mr. MacPherson stated that he received 371 responses from the 1,500 notices sent on the automation option that allows commuters to have the ability to schedule recurring payments to be automatically deducted from their bank or credit card accounts.

Commissioner Fabrizio brought up the issue of ticket revenue sharing stating that the Authority pays enforcement \$100K a year, but all ticket revenue goes to the Township. Commissioner Girandola stated that the Authority also funded the equipment/technology for enforcement to ticket more efficiently. All members agreed that it would be fair for the Township to split the revenue, or at least, cover the cost of the enforcement expenses, which could then be applied to the repairs needed in the lots to provide safety and reduce the cost of the upcoming rate increases. The Board suggested that Chair Lupu request Township Administration, Marlena Schmid and Joanne Louth, to attend the next Board meeting to present the capital improvements needed to support a revenue or cost share arrangement.

Board members discussed rate increases and plan to advertise the rates determined in October to go into effect January 2018, pending the outcome of the revenue or cost share presentation with the Township.

REPORTS

Financial Reports

The Board reviewed the financial reports in detail with Messrs. Colitsas and D'Abbraccio. Chair Lupo stated his satisfaction on the consistent progress of the reports. All members agreed.

DISCUSSION ITEMS (continued)

Vaughn Lot Trail Status

Mr. Taylor informed the Board that progress on the trail has been slow due to the wet weather and displayed pictures of the development made so far by Ireland Construction. He explained how the contractors had to pitch and elevate the path in order to create natural water flow towards the detention basin. He expects completion by the end of July; however, he recommended that the Board approve a contract extension for Ireland Construction to be able to continue work to the end of August. Commissioner Girandola motioned to approved resolution 7.12.17-02 to approve contract modification #3 for the extension of Ireland Construction to continue construction through the end of August. Commissioner Fabrizio seconded the motion. The motion was unanimously approved.

Alexander Lot Paving Project

Mr. Taylor discussed the paving preparation work performed in the Alexander lot that is currently on track to be completed by the end of July. Construction and storm piping replacement and repair are scheduled to be completed this week, curb reconstruction will follow, and paving is tentatively scheduled for July 27-29. Displaced commuters will be directed to parking areas nearby in the gravel lot. He discussed the materials being used and applied in detail. Chair Lupo requested that Mr. Taylor confirm that double striping will be applied to be consistent with the Wallace lot.

Mr. Taylor displayed photos of the piping that was replaced, as well as an exhibit of the Vaughn and gravel lots to illustrate the close proximity of the two lots to the station. Mr.

Taylor will share the exhibit with Mr. MacPherson to have printed and displayed as a reference for commuters to show how close these lots are to the station.

Gravel Lot Paving Potential

Chair Lupo requested that Mr. Taylor ensure that there will be 360 spaces created in the gravel lot, which is what NJ Transit included in the new lease. Mr. Taylor met with members from Delaware & Raritan Canal Commission (DRCC) and is now waiting for their requirements. Mr. Taylor is looking into the permits required from DRCC, Mercer County Sewer Conservation District, and the Township. DRCC will need confirmation that the lot is impervious to rain to eliminate additional storm water management. The riparian zone related to waterways and the State requires a buffer, which was determined a width of 50 feet. He described the long list of items needed to be completed, the areas to be paved and considered, which is tentative until requirements for wetlands is determined, and ACT's strategies on the most effective and efficient approach to these repairs.

DEP Storm Drain Permits

Mr. Taylor provided an update on DEP permitting for basin maintenance. There are different basins around the campus that need maintenance, and ACT is waiting for DEP to confirm the permits required. He expects to submit four permits next week, which would allow for a 90-day wait period for rough specs and planning for maintenance to begin in the fall.

Mr. Taylor stated that the Township is working on retiming the traffic signal at the Vaughn Drive intersection. Township wants to dedicate a right turn lane at the Maneely Tract intersection across from Alexander Road based on the traffic volume. The Township offered to stripe the right turn lane, if WWPA paves the lane. Once the work to be done is inspected and determined, a quote will be forwarded to Chair Lupo.

Mr. Taylor stated that NJ Transit approached the Township about relocating the bus stop to an area closer to the train station, which has been discussed in the past. A crosswalk will need to be added since sidewalks do not exist in that area.

Events

Mr. MacPherson's meeting with members from Spark Market Solutions to begin mapping out placement of the food and beverage trucks, vendors, entertainment, tents, etc. was postponed and to be rescheduled soon. Mr. MacPherson discussed rates and options for rentals,

equipment, food trucks, enforcement, and entertainment with the Board. There will be no charge for admission.

Cameras & Infrared Heater

Mr. MacPherson anticipates camera installation for the waiting room in the Wallace permit lot to take place on July 18. Electric is on pace for August, and two infrared heaters to be installed in October.

Lease Update

Mr. MacPherson stated that NJ Transit has the new lease and will sign it dated July 1, which is when it went into effect. The new split is 64% NJ Transit/36% WWPA as opposed to 76% NJ Transit/24% WWPA.

REPORTS (continued)

Administration

Chair Lupo stated that Council is currently seeking Mr. Vaibhav Sharma's replacement as Board member. Mr. Katz sat in on the meeting to gain an understanding of what the meetings entail. The Board will suggest their recommendation to the Township.

Chair Lupo changed next month's Board meeting from August 9 to August 16 since not all members are available.

ADJOURNMENT

Chair Lupo moved to adjourn. There being no further business to discuss, the meeting was adjourned at 11:10 p.m.

Respectfully,

Elle Magarelli