

# **WEST WINDSOR PARKING AUTHORITY**

## **Minutes of Meeting**

**October 11, 2017**

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The West Windsor Parking Authority meeting was held on Wednesday, October 11, 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  
Larry Katz, Asst. Treasurer

#### **Non-Commissioners**

Scot MacPherson, Director of Operations  
Robert Korkuch, ACT Engineers Inc.  
Frank Bal, Officer, West Windsor Police  
James Colitsas, CPA, Princeton Fin. Group, LLC  
Phil Mosca, CPA, Princeton Fin. Group, LLC  
Hemant Marathe, Township Liaison

### **Comments from Audience**

Mr. Vivek Oka, a West Windsor resident, joined the meeting to offer suggestions that he believes would help those new to the lots navigate easier. He suggested to correct the legend on the maps displayed on the website and on the postings throughout the lots to illustrate the railroad tracks with a dotted line instead of a solid line. This would make it easier to distinguish where commuters should park. Mr. Oka's next suggestion was to correct the text printed on tickets that are not in Station Drive to print the actual station of their location. Mr. Oka shared a ticket printed from the Alexander lot booth; however, the ticket stated Station Drive, which is misleading, especially to those new to the lots, as well as the directions to the train platform.

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Mr. MacPherson will look into Mr. Oka's suggestions. Chair Lupo requested that Mr. MacPherson provide additional signage in the lots to identify their direction with arrows to eliminate any confusion to commuters searching for a specific lot, as well as the directions to the train platform.

## **ACTION ITEMS**

### **Approval of Minutes (September 13, 2017)**

Commissioner Crane moved to approve the September 13, 2017 minutes. Commissioner Fabrizio seconded the motion. All the Commissioners voted to approve the minutes.

### **Approval of Bills (September 2017)**

The Board discussed the bills in detail. Commissioner Katz moved resolution 10.11.17-01 to approve the September bills. Commissioner Fabrizio seconded the motion. The motion was unanimously approved.

## **REPORTS**

### **Police**

Officer Frank Bal informed the Board on police activity in October, which he discussed in detail.

Officer Bal stated that he spoke with the Township Engineer about extending the left lane traffic light at the Vaughn Drive and Alexander Road intersection because the short duration of when the traffic light is green during rush hour frustrates commuters and leads some to cross over Alexander Road onto Bear Brook where they make an illegal u-turn at Essex Court, a residential area. The Township Engineer agreed to extend the duration of the green light during the weekday hours of 4:00pm to 7:00pm to alleviate the heavy volume.

## **DISCUSSION ITEMS**

### **In-house Ticketing/Shared Services Agreement**

Mr. Marathe stated that he met with Township Council members to discuss the fees that are to be reflected in the Shared Services Agreement, but was unable to determine the percentage to be split because the revenue generated from tickets issued that Township receives from the Court is not categorized; therefore, Township cannot distinguish if the tickets issued are an

Authority or Township ticket. Mr. Marathe will meet with Township Council members again to find a solution that will satisfy both Township and Authority entities.

Mr. MacPherson will extract detailed reports from the PATS system on all Authority issued tickets starting from 2006.

### **Budget**

Mr. MacPherson stated that he will begin to work on the budget and requested to hire CPAs from Suplee, Clooney and Company to provide the submittals for a fee of \$1,200.00, as they are aware of the procedures that are often updated. Chair Lupo agreed and requested that Mr. MacPherson create a calendar of all due dates.

### **Profit and Loss Statements (P&L)**

The Board reviewed the P&L with Messrs. Colitsas and Mosca and had a lengthy discussion on the updates and changes that have been made.

Mr. Colitsas stated that he found an online article that he will forward to the Board members in regards to the state and local government pension plans that discusses the required allocations that are required to be supplied to the local government. New Jersey's funded pension liability poses a potentially large crisis and wants to ensure that full disclosure is posted. Mr. Colitsas will look into finding an actuary to determine liability needed for Authority employees.

### **Employee Manual**

Mr. MacPherson stated both Mr. Schwartz and Mr. Colitsas provided him with employee manual templates that he will customize for WWPA employees, which will reflect the latest federal and state workplace compliance guidelines.

### **Food Trucks P&L**

Mr. MacPherson shared with the Board the P&L on the food truck event to show the breakdown of various costs. The Authority did not expect to profit from the event, but are happy that it generated a profit of \$478.00. The biggest loss was on the beer trucks; however, they are what may have drawn in a large portion of the crowd. Mr. MacPherson said that the tents rented were expensive, so perhaps next year, if the Board agrees to another event, the tents can be sponsored. The Board said that the buzz on the event was positive for both adults and children. The food, games, and music was fantastic and enjoyed by all, and they

agreed to host another event next year. Discussion continued on how to tweak the event for next year to make it an even more positive experience for the community.

### **Platform Snow Removal Bids**

Mr. Korkuch stated that two bids were received to provide snow removal services on the platforms and they were from Winter Services and Woodwinds Associates. Winter Services was the lowest bidder and should be awarded; however, they do not have the safety training contractually required by NJ Transit to perform work on the platforms, but Woodwinds Associates does.

Chair Lupo called for a motion to approve resolution 10.11.17-02 to award the bid for snow removal services on the platforms to Woodwinds Associates at the rate of \$120,100.00 upon Mr. Schwartz's confirmation that Winter Services does not meet the requirements for the contract. Commissioner Girandola seconded the motion. The motion was unanimously approved.

### **Pedestrian Walkway**

Mr. MacPherson stated that the walkway is close to completion. The paving has been completed, permits are in, and drilling will take place this week to run power to the lights. Once final inspection is done, the Mayor can cut the ribbon for the grand opening.

### **Wallace Lot Infrared Heaters**

Mr. MacPherson stated that the infrared heaters in the shelters in the Wallace permit lot are in place, and PSE&G will activate the line sometime this week. The timer will be set to go on from 5:00 a.m. until 8:00 a.m. Commissioner Girandola inquired if there is a thermostat control to turn on the heat once it hits a certain temperature, and Mr. MacPherson said no, but will look into adding a sensor.

### **Cameras**

Mr. MacPherson stated that Board members and police now have the ability to download the application to allow them to remotely view the cameras in the Wallace daily lot.

### **Alexander Lot Drainage Repairs**

Mr. MacPherson submitted applications to the State for the repairs needed in the two areas where the basin needs to be replaced and the ditch excavated. Mr. Korkuch anticipates that construction will begin soon.

### **Solar Panel Options**

Mr. Korkuch shared pictures of potential locations in the new Vaughn and Wallace lots for solar canopies to be installed. Mr. Korkuch stated that adding solar would reduce utility cost, has environmental benefits, and would require less snow maintenance. He will speak with representatives from Winter Services for their thoughts. Another option would be to convert lights to LED, which is more energy efficient and permits are not required. LED lighting could decrease utility cost significantly, which would make going solar impractical. Mr. Korkuch will continue to explore these options, their benefits, and cost.

### **Basin and Landscaping Maintenance Recommendations**

Mr. Korkuch stated that an investigation of all the basins and landscaping was performed, and the information will be compiled and presented to Mr. MacPherson in approximately two weeks.

### **Completed Paving Projects Cost Analysis and Future Project Cost Estimates**

Mr. Korkuch shared with the Board a cost analysis document of the three paving projects that were completed to use as a guideline for budgeting future paving projects. The lots in need of major repair are all three NJ Transit owned lots and the Authority will need to find out how much NJ Transit has available to put towards these repairs. Discussions on the types of repairs needed and cost estimates of each lot followed. Messrs. MacPherson and Colitsas will work on the budget to determine the funds available and then present to the Board to strategize on what lot is most critical to repair first.

Chair Lupo inquired about the product that NJ Transit plans to apply to the floor of one of the stations that would be useful, if it works, to apply to the surface in the large tunnel. The rainfall creates puddles that collect in the middle of the floor because the pitch that once directed the rainfall to the drains no longer exists. Mr. MacPherson stated that the product was not yet applied. Mr. MacPherson stated that, as per the maintenance contract, the French drains are cleaned monthly, and new lights were installed by the platform entrance.

Chair Lupo, Commissioner Girandola, and Mr. MacPherson attended the National Parking Association Conference and Exposition in Palm Springs, CA in the beginning of October. Chair Lupo discussed one of the sessions on the automotive application of fully autonomous driverless vehicle technology and how it could negatively affect the stability of parking demand, but not anytime soon.

**ADJOURNMENT**

Chair Lupo moved to adjourn. There being no further business to discuss, the meeting was adjourned at 10:40 p.m.

Respectfully,

Elle Magarelli