

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

November 8, 2017

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

Commissioner Girandola 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 LaTorre, Officer, West Windsor Police
James Colitsas, CPA, Princeton Fin. Group, LLC
Phil Mosca, CPA, Princeton Fin. Group, LLC
Hemant Marathe, Township Liaison
Robert Butvilla, Partner, Suplee, Clooney & Company

Comments from Audience

None present.

Board members congratulated West Windsor Councilman, Hemant Marathe, on his electoral win as Mayor-elect for West Windsor. Mr. Marathe will be sworn in as Mayor in January 2018, replacing retiring Mayor Shing-Fu Hsueh.

ACTION ITEMS

Approval of Minutes (October 11, 2017)

Commissioner Crane moved to approve the October 11, 2017 minutes. Commissioner Fabrizio seconded the motion. All the Commissioners voted to approve the minutes.

Approval of Bills (October 2017)

The Board discussed the bills in detail. Commissioner Katz moved resolution 11.8.17-01 to approve the October bills. Commissioner Fabrizio seconded the motion. The motion was unanimously approved.

REPORTS

Police

Officer LaTorre informed the Board on police activity in October, which he discussed in detail. He stated that he frequently receives calls for vehicles parked in the lot that seem suspicious because of the long duration that they are parked, which, most of the time, are ridesharing vehicles (Lyft/Uber) that park for a long while before the next train is to arrive at the station in order to be toward the front of the line for passenger pick-up. Officer LaTorre said that there is a local ordinance that permits only licensed cab drivers for passenger pick-up on the Station Drive side. Mr. MacPherson stated that he is working on designating a location specifically for ridesharing vehicles to park and wait for passenger pick-up. Commissioner Girandola asked if the new video equipment is able to capture incidents and suspicious activity, and Mr. MacPherson replied that activity is captured and recorded. Commissioners Girandola and Fabrizio suggested that Mr. MacPherson add signage in the lots informing individuals of the security surveillance, which will help deter incidents, as well as create a stronger sense of security for commuters.

DISCUSSION ITEMS

Audit

Mr. Butvilla, Accountant from Suplee, Clooney & Company, presented and discussed the Authority's audit report in detail. He also demonstrated how the previous year's results generated enough net profit to trigger contractual profit sharing to the Township. At its discretion, the Authority is also able to issue an additional 5% profit sharing to the Township should extra funds be available, per the current contract.

As a result, Mr. MacPherson stated that the Authority will issue a check to the Township in the amount of \$10,750.90, which is 10% of the Authority's net profit as agreed to and stated in the lease. Chair Lupo stated that the voluntary rate of an additional 5% to the Township needs further discussions to determine if the Authority is in a financial position to grant this additional payment to the Township. At issue is the Township's hesitation to discuss the Authority's long-standing request that they be reimbursed for a portion of their annual enforcement fees. Further impeding this voluntary payment is the Township's hesitation in reimbursing the WWPA for their portion of the fees paid to ACT Engineering (\$14,079.81) for preparing the DEP grant application for the pedestrian trail. This application resulted in a successful award from the DEP's Project Hazardous Discharge Site Remediation Fund for the pedestrian trail.

Regarding the Board's desire for clarifying the Authority's pension liability, Commissioner Girandola inquired about the need to hire an actuary. Mr. Butvilla replied that since the State of New Jersey already hired an actuary to calculate the unfunded pension liability for every entity in the pension system, the Authority would only need to make a notation on the report.

Chair Lupo called for a motion to approve resolution 11.8.17-02 to approve the audited financials as is. In a Roll Call vote by Mr. MacPherson, each Board member present approved the motion to approve the audited financials.

The Board continued discussions on the voluntary 5% payment to the Township. All Board members, and Councilman Marathe, concluded that the Authority will submit to the Township 5% from their net profit minus the amount that the Authority paid ACT Engineering for the preparation of the DEP grant.

Chair Lupo called for a motion to approve resolution 11.8.17-03 to pay the Township 5% from net profit, minus the fees paid for by the Authority to ACT Engineering for the preparation of the application for the grant reimbursement on the pedestrian trail (\$14,079.80). Commissioner Girandola seconded the motion. The motion was unanimously approved.

Pedestrian Walkway Ribbon Cutting Ceremony

Mr. MacPherson stated that the pedestrian walkway trail is officially opened. There will be a Grand Opening Ribbon Cutting Ceremony on Monday, November 13. Mayor Shing-Fu Hsueh is expected to speak at the event.

Solar Power Generation Application

Mr. Korkuch provided a brief overview of his findings and discussions that he had with representatives from two companies on the most cost-effective and efficient options for generating energy in the new Vaughn and Wallace Permit lots. He displayed images of various solar canopies and explained the numerous benefits, but high cost of this option. Another option, at a much lower cost, would be to install ground solar fields that would generate more power than is needed, so the prospect of selling power back would be expected. The third and cheapest option would be to eliminate the idea of solar and install LED lights. Mr. Korkuch will continue to explore the solar programs available and provide more detail and a better estimate in pricing at the next Board meeting.

Wallace Lot Infrared Heaters

Mr. MacPherson stated that the infrared heaters are active and turn on once the thermostat registers 55 degrees.

Budget

Mr. Macpherson discussed the budget estimates for 2018 with the Board. Mr. MacPherson stated that he would like to turn the gravel lot into a mixed-use lot for both daily and permit parkers beginning in March. Chair Lupo approved. Board members were satisfied with the budget numbers and requested only minor changes to be made. Chair Lupo suggested that snow removal's projected spend be increased, and Commissioner Girandola recommended setting up a reserve account for snow removal services, which would roll over each year. All Board members agreed to set a reserve account for \$100K a month. Mr. MacPherson will share the updated budget for adoption to the Board for their approval at next Board meeting.

Chair Lupo inquired about capital projects in need, and Mr. MacPherson stated that the largest capital project is NJ Transit's Station Drive lot for approximately \$250K.

Platform Snow Removal Contract

At the October 11, 2017 Board meeting, members of the Board made 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. Mr. Schwartz stated that Winter Services proved to meet the safety certification requirements needed for the contract, and since they presented the lowest bid, the Authority is obligated to award the contract to them. Chair Lupo called for a motion to approve resolution 11.8.17-04 to rescind last month's motion (10.11.17-02) to award the bid for snow removal services on the platforms to

Woodwinds Associates. Commissioner Katz seconded the motion. In a Roll Call vote, the motion passed.

Chair Lupo called for a motion to approve resolution 11.8.17-05 to award the bid for snow removal services on the platforms to Winter Services at the rate of \$116,920. Commissioner Crane seconded the motion. In a Roll Call Vote, the motion passed.

Mr. MacPherson stated that going forward, RFPs will have a clause added that all requirements of the contract must be met at the time of awarding the contract. Board members agreed.

Alexander Lot Drainage Repairs

Mr. Korkuch stated that the two areas in need of repair where the outfall into the basin needs to be replaced and the ditch excavated would be completed before winter. Some of the items completed in need of preparation for the repair thus far were flagging the wetlands that were located by surveyors, researching the neighboring property to locate the property boundary line, digging test pits, and preparing permits.

Maintenance Plan Update

Mr. Korkuch discussed the maintenance plan that was prepared for each of the lots and reviewed the checklists included of items that need to be inspected periodically, such as storm water drains, lighting, asphalt paving and pavement markings, landscaping, etc. Mr. Korkuch stated that debris builds quickly near the drainage swales, storm inlets, and storm water piping openings, and suggested incorporating these areas of concern into the landscape contract for them to routinely inspect and clear on a regular basis to prevent damage and flooding. Mr. Korkuch displayed images from past pipe video inspections from inside the pipes in the new Vaughn lot illustrating natural water flow, and areas of misshapen pipe; probably due from the heavy load of the construction trucks during the paving project. There is no need to repair, but suggested to periodically inspect these pipes as precaution.

REPORTS (continued)

Mr. Mosca went over the financial reports with the Board, and all members were satisfied with their usability and accuracy.

DISCUSSION ITEMS (continued)

Permit Rates & In-house Ticketing

At the September meeting, members of the Board tabled the discussion on rate increase in the daily and permit parking lots to a later date. Chair Lupo suggested opening up the topic for discussion, as expenses have significantly risen and the continuation of the capital management needs has become necessary. The rate increase amount was not determined, but will be less than what was originally discussed. Chair Lupo stated that a conclusion on the permit rate increase would be made at the next Board meeting.

A lengthy discussion followed on in-house ticketing and the benefits and challenges that it could present. Commissioner Girandola and Mr. MacPherson plan to prepare a proposal that the Board will present to Town Council and the Mayor to establish if the Authority should implement in-house ticketing to go into effect in March 2018.

EXECUTIVE SESSION

Commissioner Girandola moved that the Board enter into executive session to discuss a personnel matter. Commissioner Crane seconded the motion. The Board went into executive session at 11:17 p.m. At 11:35 p.m., Commissioner Girandola moved that the Board come out of executive session. Commissioner Fabrizio seconded the motion.

ADJOURNMENT

Chair Lupo moved to adjourn. There being no further business to discuss, the meeting was adjourned at 11:37 p.m.

Respectfully,

Elle Magarelli