

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

December 14, 2017

The West Windsor Parking Authority meeting was held on Thursday, December 14, 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
John Taylor, ACT Engineers Inc.
Patrolman Frank Sabatino
James Colitsas, CPA, Princeton Fin. Group, LLC
Phil Mosca, CPA, Princeton Fin. Group, LLC
Hemant Marathe, Township Liaison

Absent

Larry Katz, Asst. Treasurer

Comments from Audience

None present.

ACTION ITEMS

Approval of Minutes (November 8, 2017)

Commissioner Crane moved to approve the November 8, 2017 minutes. Commissioner Fabrizio seconded the motion. All the Commissioners voted to approve the minutes.

Approval of Bills (November 2017)

The Board discussed the bills in detail. Commissioner Girandola requested that Mr. MacPherson include an additional report to display only vendor spending. Commissioner Crane moved resolution 12.14.17-01 to approve the November bills. Commissioner Fabrizio seconded the motion. The motion was unanimously approved.

DISCUSSION ITEMS

Connect 2017 - In-house Ticketing

Julio Irizarry, WWPA Parking Enforcement Officer, attended the meeting to provide an overview of the sessions he attended at the T2 Systems' Annual Connect Conference in Indianapolis, IN, in November, as well as to discuss municipal versus in-house ticketing.

Mr. Irizarry stated that one of the sessions he attended at the Connect Conference was by Genetec on the Genetec Patroller System, currently utilized by the Authority. This session was beneficial in providing insight on the various features that this system offers, including how to reconfigure and customize the application to accommodate the needs of the Authority. As of now, only basic features are being utilized on the Genetec Patroller System, and Mr. Irizarry is enthusiastic on optimizing its capabilities.

Mr. Irizarry stated that he recently participated in a T2 Webinar hands-on training for in-house ticketing via mobile device and took advantage of joining the T2 Web Community where others are able to relate and provide guidance because of similar tools used. Mr. Irizarry attended a training session on the License Plate Recognition Technology System (LPR), already implemented by the Authority, where he gained knowledge on the all this system offers.

Chair Lupu discussed statistics on tickets issued over the past several years revealing a significant increase in tickets issued because of the team's efforts and LPR. Mr. Irizarry stated that LPR proves to be 98% accurate. Chair Lupu stressed the fact that the Authority does not have to meet a quota for tickets issued and that the revenue generated from tickets issued is paid to the Township. Enforcement officers provide warning notices on vehicles before issuing tickets as a courtesy, if possible.

Mr. Irizarry continued his presentation and discussed his long list of facts on why in-house ticketing is advantageous over the currently antiquated municipal ticketing process. Board members concurred with the details supplied by Mr. Irizarry proving that in-house ticketing would be more effective and efficient for Authority employees, customers, and court members. Chair Lupu stated that discussions will be had with Township Council and the Mayor on this topic.

Approval for Audit

Mr. MacPherson provided audit reports for 2016 to the Board members and requested that a roll call vote to adopt the audit be made.

Chair Lupu called for a motion to approve resolution 12.14.17-02 to approve the audit. In a Roll Call vote by Mr. MacPherson, each Board member present approved the motion to approve the audit.

Budget for 2018

Mr. MacPherson shared the 2018 budget to be adopted on 1/10/18 to the Board for their approval. After careful review, Chair Lupu agreed to move resolution 12.14.17-03 to bring the budget to the table as been prepared. A roll call was held by Mr. MacPherson and each Board member present approved the motion.

REPORTS

Police

Patrolman Frank Sabatino informed the Board on police activity in November stating that it was a quiet month with minimal incidents.

Accounting

Mr. Colitsas stated that he attempted to automate the reports out of QuickBooks and will continue on that course. He provided financial booklets to each member and asked that they insert their comments and return for his review to discuss at the next Board meeting.

Mr. Colitsas stated that he would share at the next Board meeting a forecasting software program that his firm uses for other clients that the Authority may find valuable. The program exports data from QuickBooks to create a series of Excel files that can be modified to produce forecasted numbers.

Mr. Colitsas reviewed the financial reports, and the Board was satisfied with only a few minor changes to be made.

DISCUSSION ITEMS (continued)

Snow Removal Services

Mr. MacPherson shared his dissatisfaction with the snow removal services on the platforms provided by Winter Services. Only two individuals arrived to shovel the platforms until Mr. MacPherson requested additional workers who eventually arrived, but without all safety equipment required by NJ Transit. Because this is a violation, they were not permitted on the platform and had to wait while a WWPA employee purchased the necessary equipment required. Mr. MacPherson was notified by NJ Transit that there were two slip and fall incidents on the platform, but have not been notified of any claims, as of yet. Mr. Schwartz requested that Mr. MacPherson draft a letter of warning to Winter Services notifying them that should any incidents occur again, the Authority will have no choice but to rescind their platform contract and award it to the next bidder.

WWPA Website Application

Mr. MacPherson stated that he is making progress with the app and will work with T2 on combining the app with the webpage to render it mobile-friendly. Transition is projected end of January. Cameras will tie into the app to provide views of the lots.

Cameras

Mr. MacPherson illustrated the bike areas where two additional cameras will be installed sometime in January. Cameras are not intended to monitor activity, but to provide playback footage of incidents, should any occur. Mr. MacPherson complained that the mobile app for remote view was down again, and although footage is still being recorded, activity cannot be viewed remotely while the app is unavailable. He does not know how often the app is unavailable since the only way of detecting its unavailability is when the mobile app is opened. Mr. Schwartz stated that an alert system should be in place to notify users when the app is down. Chair Lupu suggested that Mr. MacPherson look into having this feature added, if available.

Gravel Lot Conversion

Mr. MacPherson stated that because the Vaughn lot is filling up to full capacity, he would like to convert the gravel lot into a mixed-use lot for both daily and permit parkers beginning January instead of March, as stated at last month's Board meeting. Board members agreed. Parkmobile is preparing the signage to be posted.

Ridesharing Passenger Drop-off Area

Mr. MacPherson stated that the designated passenger pick-up location for ridesharing vehicles (Uber/Lyft) will be across from the dinky in Station Drive lot. Signs will soon be posted.

Pedestrian Walkway Ribbon Cutting Ceremony

Mr. MacPherson stated that Grand Opening Ribbon Cutting Ceremony for the pedestrian walkway took place on Monday, November 13 with a good show of participants.

ACT ENGINEERING

Alexander Lot Drainage Repair

Mr. Taylor said that ACT received the permit for the headwall and requested that the Board decide on which contractor to use for this project. The contract from last week's paving project cannot be closed until they receive the laboratory report confirming that the asphalt is acceptable.

Mr. Taylor stated that the artwork to be installed on the interpretative sign panel located in the middle of the pedestrian trail path was approved and ordered. Once the artwork is installed, the project can then be closed and final recommendation on payment can be made. Board members affirmed their satisfaction on the construction of the trail.

Mr. Taylor advised the Board to get additional video inspection to complete the campus-wide inspection in preparation for ACT to perform drainage repairs, if needed. Past pipe inspections revealed the need for the repairs made in the Alexander lot. Mr. Taylor displayed before and after images of the ditch that was excavated from years of silt and sediment build-up. He suggested routine maintenance to eliminate the need of excavation. He recommended that the Board consider obtaining a permit as part of a larger campus-wide project for ditch/stream cleaning, rather than individual permits that would end up being more costly.

Basin Repairs

Mr. Taylor displayed a map that identified areas in need of repair and included maintenance notes and cost estimates for those hired to perform the repairs. Chair Lupu inquired about repairs and cleanup in the Wallace circle pond area. Mr. Taylor explained that basic cleanup (removal of fallen trees, debris, etc.) can be done without obtaining a permit, but permits would be needed for structural repair. Chair Lupu stated that since the pond is a focal point, it should be, at least, cleaned for now. Mr. MacPherson will be sure to incorporate into the landscape contract routine inspection and clearing on a regular basis as a preventative. Mr. Taylor continued to discuss areas in need of repair and those requiring maintenance. ACT will be aggressive on those areas that do not need permits.

Solar Power Evaluations

Mr. Taylor said that Mr. Korkuch would speak on this topic at the next Board meeting. Chair Lupu believes that the best option is to eliminate the idea of solar and install LED lights. Mr. MacPherson stated that they do not qualify for any solar programs through the State because there are not enough motors operating to drive up the power bills.

2018 Paving Projects

Mr. Taylor recommended that the balance of video inspection for storm piping be done for completion. He also recommended core testing the undone areas to determine the pavement repairs needed and to provide a more accurate estimate. Mr. MacPherson agreed. Mr. Taylor will prepare the package of suggested areas and obtain estimates from coring contractors.

Maintenance Plan Update

Mr. Taylor stated that striping and lighting (since transitioning to LED) was added to the maintenance plan that was prepared for each of the lots that include a checklist of items in need of inspection periodically.

Commissioner Fabrizio asked if the gravel lot is still being considered for paving, and if it will be cleaned up to be consistent with the other side of the gravel lot. Mr. MacPherson stated that parking spaces would be reduced if paved, so it will remain gravel, and cleanup is planned for some time in the spring. The Board agreed with this plan.

Reports (continued)

Administration

Mr. MacPherson stated that he would like to change the Authority's current payroll vendor to ADP because of the lower rate and better options offered that would benefit the Authority and its employees. Board members agreed.

EXECUTIVE SESSION

Commissioner Girandola moved that the Board enter into executive session to discuss employee compensation. Commissioner Crane seconded the motion. The Board went into executive session at 11:03 p.m. At 11:20 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 11:22 p.m.

Respectfully,

Elle Magarelli