

# **WEST WINDSOR PARKING AUTHORITY**

## **Minutes of Meeting**

**February 8, 2017**

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The West Windsor Parking Authority meeting was held on Wednesday, February 8, 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 7:35 p.m. The following individuals attended:

#### **Commissioners**

Andy Lupo, Chair  
Lyle Girandola, Vice Chair  
Dan Fabrizio, Secretary  
Vaibhav Sharma, Asst. Treasurer

#### **Non-Commissioners**

Scot MacPherson, Director of Operations  
Hemant Marathe, Township Liaison  
Robert Schwartz, Attorney  
Robert Korkuch, ACT Engineers Inc.  
James Colitsas, CPA, Princeton Financial Group, LLC  
Charles D'Abbraccio, Accountant, Princeton Financial  
Group, LLC  
Patti Baxter, Owner, Spark Market Solutions  
Jonathan Panossian, Event Manager, Spark Market  
Solutions

#### **Not Present**

Tom Crane, Treasurer  
Sergeant Danny Mohr, West Windsor Police

#### **Comments from Audience**

Eric Gordon, a West Windsor resident and commuter, stated that when he applied for a Wallace lot parking permit in 2011, he was placed on a 6-8 year waitlist. Recently, Mr. Gordon inquired on the status of his wait time and was dismayed to hear that it had been extended to 12 years. This led to a lengthy discussion on “permit hoarding” where individuals no longer commute regularly, but hold on to their permits to secure their spot should they need it in the future. Mr. Gordon requested that the Board consider a new procedure that would foster turnover to lessen the wait time.

## **ACTION ITEMS**

### **Approval of Minutes (January 11, 2017)**

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

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

Commissioner Fabrizio questioned two West Windsor Towing invoices (\$8,300.00 and \$8,437.25), and Mr. MacPherson explained that the charges were for towing bid advertisements. The Authority is having difficulty in obtaining bids because vehicles are rarely towed, making it unfeasible for towing companies since the cost for them to put a bid package together is substantial.

Commissioner Girandola questioned the unusually high amount of refunds for parking permits, and Mr. MacPherson stated that the refunds were attributed due to the changeover for West Windsor residents who did not contact the Authority in time. Some of those individuals responded that they were just late and others were found to have moved, creating open spaces for those on the waitlist. Commissioner Girandola asked if the Authority regularly audits for valid registrations for permit parking, and Mr. MacPherson replied that an audit is now performed monthly and notices will be sent annually via regular mail for address verification.

Commissioner Girandola moved resolution 2.8.17-01 to approve the January bills. Commissioner Fabrizio seconded the motion. The motion was unanimously approved.

## **DISCUSSION ITEMS**

**Events**

Patti Baxter, Owner of Spark Market Solutions, attended the meeting to discuss the services that her company can provide to ensure that the food truck event anticipated to take place in September will be a fun, safe, and successful affair for the community. Ms. Baxter spoke of the relationships that she has established throughout her years of coordinating similar events with various vendors and crafters and her experience in gathering sponsors and advertising effectively.

Chair Lupo called for a motion to approve resolution 2.8.17-02 to hire Spark Market Solutions to coordinate the event. Commissioner Fabrizio seconded the motion. The motion was unanimously approved. Mr. MacPherson will work with Ms. Baxter on securing a date within the next few weeks and place a deposit of \$3,500.

Discussion on logistics followed. Mr. MacPherson spoke with a member from Cifelli Electrical to repair the electric that will be needed for vendors to access power for the event. Mr. MacPherson stated that they would also repair and replace the ballast, wiring, and bulbs in the small tunnel.

**Township Enforcement Reimbursement**

Chair Lupo stated that he will be addressing Town Council to present the annual “State of the Parking Authority” on March 6, and will include in his agenda the issue of ticket revenue sharing with the Township. Council members are aware that all revenue generated from tickets issued by enforcement officers go to the Township, and of the Authority’s repetitive request to be reimbursed for, at least, the cost of the enforcement expenses that they have been paying for since the inception of the Authority. Chair Lupo recently met with Township members Marlena Schmid and Joanne Louth on the topic and they requested confirmation on the number of tickets that were issued for 2016. Chair Lupo stated that it has been confirmed by the Court that there were approximately 6,700 tickets issued by the Authority in 2016 of which 675 were dismissed (92% of the revenue goes to Township and the remainder goes to the State), and requested that Mr. Marathe relay those details to Ms. Schmid and Louth.

**In-house Ticketing**

Mr. MacPherson informed the Board of an option that T2 has available for enforcement that includes equipment and an App that integrates with printers, Genetec (our camera scanning devices), and T2 (our Parking Management hosted software). The configuration of this new

equipment will allow those who were issued a ticket to conveniently pay or appeal their fine by clicking on the link found on the website, or by scanning the QR code located at the bottom of the summons. If they are a permit holder, they would also be able to access it by logging into their account. The initial first year cost is approximately \$30K to implement.

Under a proposed policy, Mr. MacPherson stated that there would be a two-week window to pay or appeal the ticket before it transfers to the Courts as a State ticket. Mr. Schwartz suggested that the Authority research resolutions from 20-25 years to find the premise of why the Authority opted to allow Township to collect all enforcement revenue. He surmised that it might have been for the purpose of using Township enforcement to perform the ticketing, which is now no longer needed. Chair Lupo stated that he would continue to work with the Township on a solution that would be fair for both Township and Authority. The rationale for this revenue sharing proposal is primarily due to the Authority's investment in the installation and maintenance costs of the LPR scanning equipment and personnel. Further, recent enhancements in process and compliance scanning have yielded a 71% increase in tickets issued from 2015 to 2016, which has dramatically increased the Township revenue. Commissioner Girandola suggested that the model be changed to instead allow the Authority to collect and pay the Township their portion of ticket revenue.

### **Auto Withdrawal for Bank Accounts and Credit Cards**

Mr. MacPherson stated that he would meet with bank members on Tuesday to finalize documentation for the automation option that will allow commuters to have the ability to schedule recurring payments to be automatically deducted from their bank or credit card account for a \$0.35 per transaction fee. This option will begin with the Alexander lot followed by Wallace then Vaughn lots. Commuters will be notified via website, email, and postings on how to register.

### **WWPA Application**

Mr. MacPherson stated that he submitted to Weblications the email addresses of those Authority members who have offered to test and provide feedback on the development of the WWPA Web application to begin in the next few weeks.

### **Fire Update**

Mr. MacPherson is waiting to receive video from Homeland Security to confirm suspicion that a cigarette thrown into a recyclable container is what started the fire that destroyed two trash

containers, two ticketing machines, and damage to the booth. NJ Transit has replaced the ticketing machines, and the insurance company will come and assess the damages. Three bomb-proof trash containers, required by Homeland Security, will be purchased for \$900 each.

**Landscape, Station Maintenance, and Towing Bids**

Mr. MacPherson stated that there were nine landscape, thirteen station maintenance and zero towing companies that requested the bid package, which opens on February 17 for bidding.

**Mastroianni Invoice Update**

There have been numerous attempts to collect a debt from John Mastroianni from Mastroianni Landscaping for the damages incurred by his snow removal services last winter. Mr. Schwartz stated that he sent another letter to Mr. Mastroianni requesting that he respond before today's Board meeting, but has not received a response. Chair Lupo requested that Mr. Schwartz make one more attempt and include that if no response is made, a civil suit will be filed.

**Vaughn Lot Trail Status**

Mr. Korkuch informed the Board that the some of the clearing has been done and materials were brought on site. Construction permits were submitted to the Township by the contractor. Mr. Korkuch recommended change order for an extension to April 1 for the commencement of the construction. Chair Lupo granted permission for the change order.

**Grant Status**

Mr. Korkuch stated that the status of the \$299K that was awarded to the Authority from DEP's Project Hazardous Discharge Site Remediation Fund is expected to be received by the end of the first quarter. These funds are expected to be received by the Township and should be remitted to the Authority.

**Alexander Lot Construction Phasing Reports**

Mr. MacPherson stated that NJ Transit approved \$500K for repairs to be made on the Alexander lot. Mr. Korkuch stated that he would work with Mr. MacPherson in strategizing the various options of repairs available to ensure that it fits within the budget. Bids should go out late March to allow construction to start in July.

Mr. Korkuch stated that two years ago, when NJ Transit authorized the Authority to prepare a bid package for the Station Drive and Wallace Permit lot repaving, the Authority had aerial topography flown, which had coverage overlap of the Alexander lot area. The Alexander Lot topography was not needed at that time so it was not mapped. The Authority is now in a position to have the topography produced, and Mr. Korkuch advised the Board to authorize the aerial company to produce the mapping for \$1,500. Mr. Korkuch also advised the Board to authorize a TV and video inspection on the storm sewer piping within the Alexander Road parking lot to ensure that there aren't any underground piping deficiencies, which should be repaired with the repaving project. The few quotes received for video inspection ranged from \$5-\$6K. He suggested that if any future projects are being considered which require electrical service within the parking lot such as new lighting, that conduits should be installed as part of the project before repaving.

Mr. MacPherson said that he spoke with Mike Murphy from NJ Transit in regards to raising the daily parking rate that is pending NJ Transit's approval. If the rate increase is approved, Mr. MacPherson suggested that the revenue go toward repairs on the endcap and on Station Drive. Mr. MacPherson asked if the gravel lot could be paved, and Mr. Korkuch responded that he was unsure why it was not initially paved, but will find out from either NJ Transit or DEP the purpose of gravel instead of asphalt.

Commissioner Girandola called for a motion to approve resolution 2.8.17-03 for the aerial company to produce the aerial topographic mapping not to exceed \$1,500. Commissioner Fabrizio seconded the motion. The motion was unanimously approved.

Commissioner Girandola called for a motion to approve resolution 2.8.17-04 to authorize a pipe video inspection not to exceed \$6,000. Commissioner Fabrizio seconded the motion. The motion was unanimously approved.

Commissioner Girandola asked for a capital planning session at a future meeting for the purpose of projecting cash management needs for the operations over the next few years. There are a number of projects that need to be addressed.

Mr. MacPherson asked if the Board wants to look into resurfacing the lower Vaughn lot.

Mr. Korkuch requested the Board's approval for maintenance inspection on the new Vaughn lot that should be inspected every two years. Quotes received for video inspections were estimated at \$3,500-\$4,000. Chair Lupu called for a motion to approve resolution 2.8.17-05 for video inspection not to exceed \$4,000. Commissioner Girandola seconded the motion. The motion was unanimously approved.

Chair Lupu stated that the updated ordinances were forwarded to the Township, but has not heard anything, as of yet.

Mr. MacPherson stated that he would be attending the IPI Conference and Expo in May.

## **REPORTS**

### **Financial Reports**

A review of the financial reports was performed between Board members and the new financial reporting representatives, James Colitsas, CPA, Princeton Financial Group, LLC, and Charles D'Abbraccio, Accountant, Princeton Financial Group, LLC. There were open items identified both on substance of the reports and on format and accuracy. Mr. Colitsas acknowledged the discrepancies and committed to increasing the quality and coverage of all reports in the next meeting.

Upcoming expenditures anticipated are surveillance camera placement for the waiting room and some infrared heaters for the Wallace permit lot waiting area shelter.

Mr. MacPherson spoke with Frank Gubitose, Investment Consultant, about creating a money market account to receive a higher rate than the current regular account offers. The intent is to have monies received to go directly into a money market account where it would accrue a higher interest rate and when it is time to pay bills, move funds into the regular account. How the money is managed between accounts and on whose authority will be discussed at the March meeting.

## **ADJOURNMENT**

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

West Windsor Parking Authority

Respectfully,

Elle Magarelli