

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

January 10, 2018

The West Windsor Parking Authority meeting was held on Wednesday, January 10, 2018 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 Schwartz, Attorney
Robert Korkuch, ACT Engineers Inc.
Frank Bal, Officer, West Windsor Police
James Colitsas, CPA, Princeton Financial Group, LLC
Phil Mosca, CPA, Princeton Financial Group, LLC
Jyotika Bahree, Township Liaison

Comments from Audience

A West Windsor resident and commuter attended the meeting to request that the Board reinstate his parking permit and waive the late fee and municipal parking tickets issued to him. He stated that WageWorks, his commuter parking account through his employer, failed to render his quarterly parking permit payment on time, which caused suspension of his parking permit and a late fee. Unaware of the suspended permit and late fee, he continued to park in the lot and incurred three municipal parking tickets. He paid the late fee and asked that the Authority consider waiving the tickets issue and to release his parking permit suspension. Mr. MacPherson stated that there have been issues with Wageworks and third-party banking vendors causing late payment submissions and suggested that he contact the bank because they may pay the penalty fees, if their error. Mr. MacPherson and the Board

agreed to waive the second and third municipal parking tickets, as he made an effort to contact the Authority after the first ticket was issued and will release suspension of his parking permit.

ACTION ITEMS

Reorganization - Election of Officers for 2018

Commissioner Crane moved to reinstate current Board members: Andy Lupo as Chair, Lyle Girandola as Vice Chair, Dan Fabrizio as Secretary, Thomas Crane as Treasurer, and Larry Katz as Assistant Treasurer. Commissioner Fabrizio seconded the motion. In a Roll Call vote, each Board member approved the motion.

Approval of Minutes (December 14, 2017)

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

Approval of Bills (December 2017)

The Board discussed the bills in detail. Commissioner Crane moved resolution 1.10.18-01 to approve the December bills. Commissioner Fabrizio seconded the motion. The motion was unanimously approved.

Professional Services Appointments for 2018

Chair Lupo moved to approve the following professional services appointments for calendar year 2018:

- ACT Engineers, Inc. as Engineers
- Princeton Financial Group, LLC as Accountants
- Frank Gubitose of FJG Enterprises as Investment Consultant
- McManimon, Scotland & Baumann, LLC as Bond Counsel
- Robert M. Schwartz as Attorney
- Suplee, Clooney & Company as Auditors

Commissioner Girandola seconded the motion. In a Roll Call vote, each Board member voted in favor of the motion.

Adoption of Resolutions for 2018

The Parking Authority adopted three Resolutions regarding meetings as follows. Chair Lupo moved resolution 1.10.18-02 to announce Parking Authority meetings in the Trenton Times and The Princeton Packet; to set the fixed price of \$36 for a copy of the minutes; and to establish the monthly meeting date as the second Wednesday at 7:30 p.m. Commissioner Girandola seconded the motion. Mr. MacPherson called the Roll, and the motion was unanimously approved by all of the Board members.

Chair Lupo moved to approve the renewal of Princeton Financial Group's contract for 2018. Commissioner Girandola seconded the motion. In a Roll Call vote, each Board member voted in favor of the motion.

DISCUSSION ITEMS

New Township Liaison

The Board welcomed Ms. Bahree, newly appointed member to Township Council. Chair Lupo provided Ms. Bahree with a brief overview of the Authority's current activities. Mr. MacPherson suggested that Ms. Bahree visit the site during operational hours for a tour of the Authority's processes and procedures.

Snow Removal Update

Mr. MacPherson stated that since the last Board meeting, there have been a few snowfalls, and continues to be dissatisfied with the snow removal services provided by Winter Services. Mr. MacPherson supervised Winter Services' workers on the lots and platform during the past few storms to ensure that the job was being performed accordingly. Mr. MacPherson stated that Winter Services was short-staffed and transferred some lot workers to the platform, which hindered the lot's maintenance and progress. Mr. MacPherson had to remove one of the workers from the platform after discovering that the worker was not safety certified to operate on the platform, as required by NJ Transit. Mr. MacPherson stated that there were snow piles left in various areas of the lots, one area being a handicap spot. Clearing from Thursday's storm was not completed until Tuesday, which is not acceptable. The Board agreed that the lot and platform are two separate contracts and the work performed should be treated as such. Commissioner Fabrizio stated that Mr. MacPherson should not have to supervisor what Winter Services was paid to do, as agreed to in the contracts. Mr. Schwartz will prepare to forward a second notification to Winter Services.

Chair Lupo requested that Mr. MacPherson and Mr. Schwartz meet with Winter Services to discuss how they plan to resolve all issues before the next Board meeting.

WWPA Website Application

Mr. MacPherson stated that progress continues with T2 on combining the app with the webpage to render it mobile-friendly. Recently added features are maps of the lots, Facebook updates, and NJ Transit alerts. More features to soon follow and testing phase may be completed next month.

Temporary Staff

Mr. MacPherson stated that a temporary office staff member was hired to assume the role of an employee out on disability.

T2 Update - Newsletter

Mr. MacPherson plans to start testing the T2 system upgrade sometime in April. He anticipates challenges since the version will go from 7.1 to 15.4, however, but will result in faster processing and improved security.

Mr. MacPherson plans to kick-off WWPA's first quarterly newsletter to include special announcements, upcoming events in the area, projects, advertisements from local merchants, etc., sometime this quarter.

Budget

Mr. MacPherson stated that the DCA has given the Authority approval to adopt the budget for 2018. After careful review, the Board agreed to move resolution 01.10.18-03 to accept the 2018 adopted budget. A Roll Call was held by Mr. MacPherson and each Board member approved the motion.

Mr. MacPherson requested that the Board approve resolution for late budget submission. The Board agreed to move resolution 01.10.18-04 to approve late budget submission. A Roll Call was held by Mr. MacPherson and each Board member approved the motion.

ACT ENGINEERING

Maintenance Manual

Mr. Korkuch thoroughly reviewed with the Board the completed maintenance plan manuals for each of the lots, which mostly contains preventative maintenance tasks, inspection checklists, and policies and procedures. Messrs. MacPherson, Schwartz, and Korkuch will collaborate on adding a clause to the landscape contract to include a periodical checklist of areas to inspect and keep clear from debris for drainage purposes.

2018 Paving Projects

Mr. Korkuch shared with the Board the parking lot paving maintenance history of paving projects completed since 2014. Mr. Korkuch stated that he and Mr. MacPherson analyzed the campus' unfinished lots and determined that the repairs need to be made in 2018 should be the unfinished section of Station Drive and its inner loop area, as well as Vaughn Drive. Mr. Korkuch will prepare a bid package for NJ Transit to approve, roughly estimated at \$450K-\$500K. If approved, repairs would occur in July.

Parking Lot Light Efficiency

Mr. Korkuch stated that he is looking into parking lot lighting efficiency options to determine the best economical solution. Mr. Korkuch is waiting on a response from PSE&G on if there are any programs or grants available.

Vaughn Drive Turning Lane

Mr. Korkuch stated that the Township received a grant to relocate the bus stop on Vaughn Drive, and in conjunction, a turning lane will be added in its place.

Wallace Circle Clean-up and Enhancement

Mr. Korkuch suggested including into the landscape contract clearing and maintaining the grates near the pond to eliminate blockage, which is the pond's current condition.

Mr. Korkuch provided Mr. MacPherson with a set of the infrastructure mapping that was created last year that includes details on the electrical and stormwater systems, all the utilities and where they lead and connect, paving and maintenance projects completed over the last couple of years, checklist of video inspections of the stormwater piping systems that have been completed and what remains to be completed, etc. Mr. Korkuch will continue to modify and catalog all work performed as a reference.

Mr. Korkuch provided an update on the new Vaughn lot's environmental status of the contaminated landfill (municipal waste) under the lot. The landfill's contaminants are

naturally degrading and decaying due to biological and chemical action, and the State regularly tests and monitors the ground water to certify that it is not hazardous. Mr. Korkuch shared images of the various venting systems installed that allow gases to emit safely from under the asphalt.

REPORTS

Police

Officer Frank Bal informed the Board on police activity in January stating that there were 46 incidents, which he discussed in detail.

Accounting

The Board had a lengthy discussion on minor modifications that need to be made on the financial reports provided by Messrs. Colitsas and Mosco, specifically on the shared expenses with WWPA and NJ Transit. Commissioner Girandola will meet with the accountants to assist them with these adjustments to present at the next Board meeting.

EXECUTIVE SESSION

Chair Lupo moved that the Board enter into executive session to discuss personnel issues. Commissioner Girandola seconded the motion. The Board went into executive session at 10:45 p.m. At 11:10 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 11:12 p.m.

Respectfully,

Elle Magarelli