

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

February 13, 2018

The West Windsor Parking Authority meeting was held on Tuesday, February 13, 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
Jyotika Bahree, Township Liaison
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

Comments from Audience

None present.

ACTION ITEMS

Approval of Minutes (January 10, 2018)

Commissioner Girandola moved to approve the January 10, 2018 minutes. Commissioner Crane seconded the motion. All the Commissioners voted to approve the minutes.

Approval of Bills (January 2018)

Mr. MacPherson stated that payroll services provided by Paychex was replaced with ADP with only a few minor glitches. He then discussed the bills in detail with the Board. Commissioner

Crane moved resolution 2.13.18-01 to approve the January bills. Commissioner Fabrizio seconded the motion. The motion was unanimously approved.

DISCUSSION ITEMS

Wallace Bridge

Mr. MacPherson stated that the Wallace bridge was closed after one of the stairs collapsed after a recent storm. The bridge re-opened a week later after temporary repairs were made. Mr. Korkuch stated that the bridge's structure is sturdy and there are no safety concerns for now; however, permanent repairs that were already planned to take place over the summer will remain on schedule to be made. Mr. Korkuch will obtain permits for the construction.

Snow Plowing

Mr. MacPherson stated that issues continue with Winter Services' performance, primarily with the platform. A meeting was rescheduled for this Friday to be held at WWPA to include Mr. MacPherson, Mr. Schwartz, and the Owner and a representative from Winter Services to discuss the issues such as lack of management/staff and safety precautions that are not being followed on the platform.

WWPA Website Application & Newsletter

Mr. MacPherson stated that notification of the new WWPA website application would be sent to commuters via the first WWPA newsletter anticipated to print sometime during the second quarter. In addition, to be included in the first newsletter will be Township events and details on the Annual Food Truck event. Mr. MacPherson will use this newsletter as an opportunity for local merchants to advertise their business, which will generate revenue for the Authority.

Food Truck

Mr. MacPherson said that members from Spark Market Solutions, the special events marketing firm that assisted with last year's food truck event, is interested in coordinating this year's event to take place on September 23. The Board approved to hire Spark Market Solutions. Discussion continued on the logistics of the event.

DISCUSSION ITEMS

Temporary Staff

Mr. MacPherson stated that the temporary office staff member, hired to assume the role of an employee out on disability, has been extended due to the employee experiencing other complications, but is expected to return soon. He stated that the team is working well together in handling the extra workload.

Go 4 Electric Golf Cart

Mr. MacPherson said that he contributed the Go 4 Cart to a member from the Department of Public Works, who intends to remove any WWPA decals adhered to the cart before using.

Mr. MacPherson stated that the 2006 Ford has been causing issues and is next in line to be replaced. Chair Lupo suggested that Mr. MacPherson begin researching the replacement vehicle. Mr. MacPherson stated that one of the requirements would be that the vehicle is a SUV for height purposes to accommodate Genetec's LPR camera.

IPI/NPA Conference

Mr. MacPherson shared with the Board the two significant upcoming conferences: International Parking Institute in June in Orlando, Fl., and NPA Annual Convention & Expo in October in Las Vegas, NV with different vendors at each. Chair Lupo requested Board members to consider attending.

State of the Authority Address

Mr. MacPherson stated that he is working on a presentation that Chair Lupo will soon address to Town Council at their annual "State of the Parking Authority." Mr. MacPherson will include in the presentation all projects completed and to be completed for both WWPA and NJ Transit. It will also indicate which projects are included in WWPA's capital budget. The board discussed policy around its capital projects and what criteria it uses to capitalize or expense improvements to the operation. There are rules governing how WWPA classifies its assets, which are audited by DCA. Since the Township shares in the excess revenue reported by WWPA each year, it is desirable for the Authority to maximize capitalization of its projects.

The topic of "in-house ticketing" was discussed. WWPA is pursuing discussions with Township finance representatives to work out a policy, whereby the Authority issues parking tickets, adjudicates them, and performs all the collections. It is the opinion of the WWPA that this model will be more advantageous to both the Authority and the Township due to the enhanced efficiencies gained by controlling costs, as well as reducing revenue leakage that seems to be occurring from ticket revenue collected by the town.

ACT ENGINEERING

Basin Repairs & Landscaping Contract

Mr. Korkuch stated that it was determined that some of the basins inspected require maintenance and corrective work. After repairs are made, only minimal corrective work will be required in the future, because the bid specs for the landscape maintenance contract will include the areas that are to be regularly inspected and cleared from debris to reduce corrective work. Mr. Korkuch requested the Board's approval for the bid specs.

Mr. Korkuch requested the Board's approval to prepare the landscape maintenance contract to go out to bid. Chair Lupo made a motion to approve resolution 2.13.18-02 to send out an RFP for the landscape maintenance contract. Commissioner Girandola seconded the motion. The motion was unanimously approved.

2018 Paving Project

Mr. Korkuch was to present a bid package for the Board to review to send to NJ Transit for their approval for repairs to occur in July; however, the asphalt core testing in the Vaughn Drive lot revealed a considerable depth difference from the center of the road to the shoulder, which will require additional work and materials increasing the cost. Mr. Korkuch and the Board discussed the options available on reconstructing and reconfiguring the unfinished section of Station Drive and Vaughn Drive lots. He discussed the Township's redevelopment plan on extending Vaughn Drive to add an additional exit lane from the Alexander lot and the new lanes functionality options such as adding parking spaces and/or a bike lane, create lanes in each direction, etc. Mr. MacPherson stated that NJ Transit will need to approve the bid package, and they may want to utilize the expanded exit lane by adding a dedicated right turning lane onto Alexander Road to better facilitate the evening rush hour exit traffic flow. The Board agreed that to be the most effective option for the expansion.

Mr. MacPherson said that Station Drive will be combined with this project, and once Vaughn Drive is reconstructed, the several free parking spots will no longer exist. Although Station Drive is in major need of repair, the Board feels that easing the traffic flow from the Alexander lot is more critical. A lengthy discussion followed on budgeting for this project. Mr. Korkuch stated that in order to ensure that this project starts in July, he will plan to provide the build recommendation at the next Board meeting.

Wallace Circle Clean-up and Enhancement

Mr. Korkuch stated that the Wallace circle clean up does not require permitting.

Mr. Korkuch met with a contractor to discuss the installation of a fountain aeration system in the pond in the Wallace circle area to provide aesthetic appeal and improve the quality of the water. The contractor will provide a scope of services agreement with levels from lowest to highest to choose.

REPORTS

Police

Officer Bal informed the Board on police activity in January stating that there were 42 incidents, which he discussed in detail.

Officer Bal stated that Township Council members requested that traffic speed bumps be placed in areas within The Estates at Princeton Junction to discourage speeding. Their request was denied for reasons such as firefighters, EMTs, paramedics, and police officers cannot spare time to slow down for speed bumps when responding to an emergency, and Department of Public Works would have difficulty when street cleaning and snowplowing. As an alternative, radar speed signs were temporarily positioned to control speeding, and officers will issue warnings for the first offense and next offense would be a summons.

Accounting

Messrs. Colitsas and Mosca reviewed the financial reports with the Board members in detail. Commissioner Girandola suggested that revenue from prepaid permit be recognized in the months that the prepayments are received. The budget for this can be based on prior year experience. Mr. Colitsas will research if T2 has functionality to manage prepaid parking fees.

Commissioner Girandola suggested averaging the snow removal amount each month as a debit and credit and placing the bills in the liability account so that the balance sheet has all the fluctuations and the P&L spread based on past years. By booking that amount every month, the liability account will grow, then clear out at the end of the year. Authority will have a surplus for the following year, if WWPA does not incur as much as what was projected.

Discussion continued on minor budget adjustments to be made. Chair Lupo stated his satisfaction with the flow of the financial reports.

ADJOURNMENT

Chair Lupo moved to adjourn. There being no further business to discuss, the meeting was adjourned at 10:41 p.m.

Respectfully,

Elle Magarelli