

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

March 14, 2018

The West Windsor Parking Authority meeting was held on Wednesday, March 14, 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, WW 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
Hemant Marathe, WW Township Mayor

Comments from Audience

None present.

DISCUSSION ITEMS

In-house Ticketing

The topic of "in-house ticketing" was discussed with the members of the Board and Mayor Marathe. Mr. MacPherson shared data on Township court revenue vs. statistics on tickets issued over the past several years that illustrated a significant increase in tickets issued since LPR was implemented, but oddly only a minimal increase in revenue reported by the municipality. The Authority believes that if they were to issue the parking tickets, adjudicate

them, and perform the collections, it would be advantageous to the Authority, Township, and Court with possibly reducing revenue leakage that seems to be occurring from ticket revenue collected by the Township. Once Authority members modify their proposed in-house ticketing model, they will share it with Mayor Marathe who will review and discuss with Township members.

Permit Rate Increase

The members of the Board had a lengthy discussion on the residential permit rate increase and its necessity to fund a long list of repairs and maintenance needed in the lots, as well as to conserve as surplus for future snow removal services.

It was decided that rates would be raised \$5 per month (from \$40 to \$45) or an additional \$15 per quarter (from \$120 to \$135) effective September 1, 2018. Notification to resident permit holders will be forwarded via regular mail, email, app, and newsletter in June 2018.

Chair Lupo called for a motion to approve resolution 3.14.18-01 to increase permit rates to \$135 a quarter effective September 1, 2018. Commissioner Girandola seconded the motion. In a Roll Call vote, the motion was unanimously approved.

REPORTS

Police

Officer Bal informed the Board on police activity in February stating that there were 60 incidents, which he discussed in detail.

Mr. MacPherson stated that there are individuals who make a left turn at the exit of Vaughn lot onto Alexander Road, regardless of the “No Left turn” sign and other individuals that make a right out of the Vaughn lot, but use the first available driveway (Artis Senior Living) as a turnaround. Officer Bal stated that he received complaints on this issue and is considering asking permission from Artis’ management to post a “no left turn for non-residents of Artis Senior Living” sign at the driveway entrance. He would also place cones temporarily until drivers become familiar with the new rule.

ACTION ITEMS

Approval of Minutes (February 13, 2018)

Chair Lupo moved to approve the February 13, 2018 minutes. Commissioner Crane seconded the motion. All the Commissioners voted to approve the minutes.

Approval of Bills (February 2018)

The Board discussed the bills in detail, mostly on the topic of snow treatment and removal. Mr. MacPherson stated that the Authority, at this point, is still under budget for snow removal services. Commissioner Girandola moved resolution 3.14.18-02 to approve the February bills. Commissioner Fabrizio seconded the motion. The motion was unanimously approved.

DISCUSSION ITEMS (continued)

Snow Plowing

Mr. MacPherson stated that Winter Services performed well during the last two snow storms with only a few issues, and this may be due to the meeting that Messrs. MacPherson and Schwartz had with members from Winter Services prior to the two storms to discuss their plans on how they would rectify the issues on their lack of management, staff, and safety precautions. Commissioner Crane asked Mr. MacPherson what his overall assessment on Winter Services' performance was, and Mr. MacPherson responded that regarding the parking lots, he is confident with their services and that they have gone above what was requested of them in certain areas to get the job done. They continue to improve with experience and guidance; however, Mr. MacPherson is not confident with their services performed on the platforms and will continue to supervise them.

Mr. MacPherson said that he had a walkthrough along the platform extension with members from NJ Transit and discovered that the extension is not the Authority's responsibility, but is Amtrak's responsibility to maintain and provide snow removal services. Mr. MacPherson will gather a breakdown of the snow removal services that the Authority paid for on the extension and submit to Amtrak for reimbursement.

Food Truck

Mr. MacPherson said that he reached out to the Princeton Junction Fire Department to request their services in managing the beer station at this year's food truck event to take place on September 23.

NJ Transit Project List

Mr. Macpherson stated that he, Mr. Korkuch, and members from NJ Transit performed a walkthrough of the stations to assess the repairs/replacements needed that will be paid for by NJ Transit's excess revenue fund from 2016 and 2017. Some repairs/replacements determined are: (1) replace all platform light bulbs with LED bulbs, (2) repave, (3) repair handicap ramp on the station's northbound side, (3) tear down large tunnel's ceiling for structural inspection and rebuild to include new lighting, pitch the ground, and repair the drains and cracked concrete on the platform where railings meet, and 5) repair stairs by Wallace bridge and taxi stand.

NJ Transit is considering adding infrared heaters under the platform, such as the infrared heaters recently installed in the Wallace shelter.

Per Commissioner Girandola's request, Mr. MacPherson will provide the Board members at the next meeting with a listing of projected repairs and timeline.

Landscaping

Mr. Korkuch stated that the landscaping bid went out for 2018 with a request for 2019 and 2020 pricing. Sunset Creations, Inc., located in Belle Mead, came in with the lowest bid of \$24K. Any additional work not included in the contract would be an extra \$40 an hour. Chair Lupo stated that Sunset Creations' references all responded positively, and he received approval from Mr. Schwartz to go ahead and accept the bid.

Chair Lupo made a motion to approve resolution 3.14.18-03 to accept the landscape maintenance contract bid from Sunset Creations, Inc. Commissioner Katz seconded the motion. The motion was unanimously approved.

Drainage Repair

Mr. Korkuch stated that the bid went out for storm water management basin cleaning and landscape repair. Sunset Creations, Inc. came in with the lowest bid. The entire campus was assessed and some items in need of repair and/or maintenance are the basins that are covered under mud and outlet structures, trees that need to be either removed or trimmed, eroded areas that need to be topsoiled and seeded, etc. This contract includes landscape enhancement and once established the landscaping contract is set in place to have it maintained. Chair Lupo stated that Sunset Creations' references all responded positively, and he received approval from Mr. Schwartz to go ahead and accept the bid.

Chair Lupo made a motion to approve resolution 3.14.18-04 to accept the storm water management basin cleaning and landscape repair contract from Sunset Creations, Inc. Commissioner Fabrizio seconded the motion. The motion was unanimously approved

Audit

Mr. MacPherson stated that the proposal to prepare the Authority's financial report for 2018 was received from the auditors from Suplee, Clooney & Company. The members of the Board approved. Mr. Colitsas said that he would submit the preliminary financial statement with the engagement letter to the auditors after he makes a few minor adjustments to the budget's year-end numbers.

Station Maintenance

Mr. MacPherson recommended that the Board award the station maintenance contract to Inarvy Lebasi Services for station maintenance at the rate of \$56,500.00. Board members will formalize with a vote and resolution at the next meeting.

New Lot Option

Commissioner Girandola discussed a conversation that he had with an individual on the possibility of incorporating their privately owned parking lot with the Authority's lots in the future and the options available.

IPI/NPA Conference

Mr. MacPherson reminded the Board members of the upcoming conferences: International Parking Institute from June 3-6 in Orlando, Fl., and NPA Annual Convention & Expo from October 22-25 in Las Vegas, NV. He explained some of the topics that would be included in the sessions and asked that they let him know if they plan on attending.

ACT Engineering

Wallace Deck Replacement

Mr. Korkuch displayed images of the Wallace permit lot deck and stated that although the deck is sturdy, it looks as if it is deteriorating and hazardous to observant pedestrians. Mr. Korkuch, Mr. MacPherson, and members from NJ Transit met to assess the deck and discuss construction in close proximity to the overhead wires and a recommended option being to install a pipe under the deck for the water to flow, cover with soil, and build a walkway instead of a bridge. NJ Transit concurred that this option was attractive and construction was

not disruptive. Mr. Korkuch said that this is a small project with high insurance requirements and is not enticing to contractors; therefore, it may be beneficial to package this project with the paving project. The Board members offered that the deck was a NJT feature and therefore packaging it with the NJT paving work was acceptable.

Mr. MacPherson stated that he would ask Mr. Schwartz if combining the projects is possible since one is owned by the Authority and the other is owned by NJ Transit.

Wallace Circle Clean up and Enhancement

Mr. Korkuch displayed images of the areas in the Wallace circle in need of clean up and suggested clearing the overgrown brush, adding an aerator to the pond, trimming trees, growing grass in areas near the circle, replacing trees, and adding benches and lights similar to those along the pedestrian walkway for aesthetic appeal. The cost to include all could be \$75K, and what can be done depends on the budget. Chair Lupo stated that the clean up is mandatory and should be started soon and requested that Mr. Korkuch get quotes on the pond aerator and lights.

Mr. MacPherson shared a picture of a city green wall bench that has environmental benefits such as purifying air. Mr. MacPherson will research for consideration of adding to the Wallace Circle area.

2018 Paving Project

A lengthy discussion was had on the budgeting for the following projects: reconstructing and reconfiguring a section of the Station Drive Lot and reconstructing an unfinished section of the Vaughn Drive, Wallace platform and bridge, Wallace circle, and tunnel. It was decided that Mr. Korkuch would go out to bid on the Station Drive and Vaughn Drive lots and the Wallace deck. The members of the Board will approve the contract at April's meeting, which will allow sufficient time for construction to begin in July. Mr. McPherson will have the budget available from NJ Transit at that time for their project list.

REPORTS (continued)

Accounting

Chair Lupo discussed some inconsistencies found on the budget, and Messrs. Colitsas and Mosco will work on correcting them.

Mr. Fabrizio suggested that a separate report on seasonal comparison from December through March for the snow removal be prepared to know what is being carried over to the next year for a better visual. Mr. Colitsas agreed to prepare the report to reflect the past three years.

ADJOURNMENT

Chair Lupo moved to adjourn. There being no further business to discuss, the meeting was adjourned at 11:28 p.m.

Respectfully,

Elle Magarelli