

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

August 8, 2018

The West Windsor Parking Authority meeting was held on Wednesday, August 8, 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
Tom Crane, Treasurer
Dan Fabrizio, Secretary
Larry Katz, Asst. Treasurer

Non-Commissioners

Scot MacPherson, Director of Operations
John Taylor, ACT Engineers Inc.
Frank Bal, Officer, WW Police
Phil Mosca, CPA, Princeton Financial Group, LLC
James Colitsas, CPA, Princeton Financial Group, LLC
Hemant Marathe, WW Township Mayor
Jyotika Bahree, WW Township Liaison
Robert Schwartz, Attorney
Aylin Green, Exec. Director, WW Arts Council

Comments from Audience

None

ACTION ITEMS

Approval of Minutes (July 11, 2018)

Commissioner Crane moved to approve the July 11, 2018 minutes. Commissioner Fabrizio seconded the motion. All the Commissioners voted to approve the minutes.

Approval of Bills (July 2018)

The Board discussed the bills in detail. Commissioner Fabrizio moved resolution 8.8.18-01 to approve the July bills. Commissioner Katz seconded the motion. The motion was unanimously approved.

DISCUSSION ITEMS

T2 Upgrade

Mr. MacPherson stated that the T2 system upgrade from version 7.1 to 15.4 went live a few hours ago today with no issues. Testing was performed this past month to ensure a smooth transition.

Station Drive Sinkhole

Mr. MacPherson informed the Board of the sinkhole repair made in the Station Drive lot. Upon discovery, Mr. MacPherson was able to quickly arrange for ACT Engineers, who were already on site, to assess the sinkhole and its surrounding area. ACT filled and compacted the hole and concluded that no bordering areas were at risk.

West Windsor Arts Council Sculpture

Aylin Green, Executive Director at the West Windsor Arts Council (WWAC), attended the Board meeting to discuss “The mARTian Project.” Ms. Green shared a proposal provided by a local artist that included various sketches of sculptures based on the alien invasion as depicted in HG Wells’ “War of the Worlds” to be placed near the waiting area between the parking lot and train platform. The sculpture would be constructed from recycled materials found on curbs to be trashed. The Board appreciated the idea of building an identity for the community but was anticipating more options. Although a nice idea on recycling, the Board was not too keen on using materials from trash to produce their artwork. The Board will discuss their decision towards the end of this meeting.

Ms. Green stated that WWAC has contracted with Spark Market Solutions to manage the beer tent during the upcoming food truck event scheduled on September 23.

REPORTS

Police

Officer Bal informed the Board on police activity in July stating that there were 50 incidents, which he discussed in detail. He stated that there were a significant amount of vehicle

crashes and hit and runs, mostly due to individuals being in a rush to either make their scheduled train or to leave the train to get to their vehicle quickly to beat the traffic out of the lot. Since enforcement now has access to the lot surveillance cameras, some hit and run offenders have been identified.

Accounting

Mr. Mosca and Board members reviewed and discussed the financial reports in detail. Board members were satisfied with the report.

DISCUSSION ITEMS (continued)

Audit

Mr. Butvilla, Accountant from Suplee, Clooney & Company, supplied the Board with the draft audit report for 2017 and had no comments or recommendations, as all went smoothly during the course of the audit. There was a lengthy discussion on pension liability, which has decreased from the previous year. Mr. Butvilla said that the state hired an actuary and audit firm to establish the number required to be included on the financial report. Mr. Butvilla will continue discussions with Mr. MacPherson to finalize the budget.

In-house Ticketing

The board discussed the ongoing negotiations with the Township to bring the adjudication and ticket collection process in house under WWPA management.

As requested, the Township Administration forwarded to the Board a spreadsheet of their anticipated revenue from WWPA, which was reviewed and discussed in detail with Mayor Marathe and Councilwoman Bahree. A lengthy discussion to clarify the data provided was had and more data was requested. Mayor Marathe will assist in obtaining information from 2015 and 2016.

The goal is to come up with a revenue sharing arrangement that both parties deem as fair. WWPA's position is that it needs to be reimbursed for its cost of the ticketing and surveillance function.

Mr. MacPherson stated that a trial run of the new system functionality will be held in August. A discussion on the related proposed process followed. Mr. MacPherson will be refining the new processes for the Board to ratify at the appropriate time.

ACT ENGINEERING

Station Drive Paving

Mr. Taylor displayed images of the work being performed in the Station Drive lot. The 3 ½ day contracted project entails building the curbs and filling them in, followed by milling, paving, and striping, respectively. He complained that the contractor hired had to correct an island that was incorrectly placed and made measurement errors that require alterations. Mr. Taylor will work closely with the contractor and the team to ensure that the milling, paving, and striping is done correctly. ACT surveyed the islands and confirmed that space will not be lost.

Mr. Taylor suggest that the Board extend the contract from August 19 to September 3, just in case weather does not cooperate. Three consecutive days are needed to mill, pave, and stripe, which may be difficult due to the current rain pattern and high temperatures. The grounds need to be dry to pave. After paving, the asphalt needs to cool to a temperature of 180 degrees or less to be able to apply to thermoplastic (striping).

Chair Lupu called for a motion to approve resolution 8.8.18-02 to extend the Station Drive paving contract to September 3, 2018 and the bridge repair until September 13, 2018. Commissioner Crane seconded the motion. The motion was unanimously approved by all Board members.

Video Pipe Inspection

Mr. Taylor displayed images of the sinkhole that developed between the stairs up to the platform and stairs down to the small tunnel at Station Drive. The ACT team was already onsite working on a project, therefore, was able to quickly relocate to analyze and repair the damages. They inserted a camera into the hole for assessment and found the inlet to be filled with mulch and gravel, clogging the drain. A vactor truck was brought in to clear the hole, they excavated and poured a concrete slab, and replaced the top step.

Mr. Taylor explained that the roof leaders that collect rainwater from the platform roof that connects to the drainage area was filled with debris and recommended that it be cleaned for proper drainage. He will be able to properly identify more of the possible causes of the flooding after analyzing all video pipe inspections. He provided an analysis of the drainage areas. There is a total area of 146 acres under the tracks where 80 acres of it are pipes the run through the crossing. He suggested that ACT physically view the drainage area to determine if there is anything that is creating more water flow than it should. He explained that any development

after 1979 could have impacted the water flow, such as added basins that may not have been maintained or portions of streams may have been opened by homeowners, which would create a faster path for water to get to the Authority's crossing. Longtime residents say that there have always been flooding on Wallace Road and Wallace Circle, so it could be an existing issue and more of a concern lately because of recent high-intensity, short-duration storms. The system may not have been designed to accommodate that capacity. This is part of an ongoing effort to evaluate such issues and to look at the existing piping system to determine if changes are necessary.

Mr. Taylor discussed a ditch that leads to a pipe that is constricted because of debris and requires cleaning but cannot yet be recommended until it is determined if the property belongs to Schlumberger or the Township. Once verified, he recommends that they add a trash rack to reduce the debris from entering into the piping system. Mr. Taylor will share a full video inspection report with the Board at the next meeting.

Platform Snow Removal Bid

Mr. MacPherson said that the bids are out and will be advertised tomorrow and Friday in the local paper for the snow removal services on the platform. A non-mandatory meeting with Messrs. MacPherson and Korkuch will be held in the Authority's office on August 14, and the bid opening will be on August 29. A clause was added to the contract stating that bidders must meet all requirements at the time of bid opening. A list of certified individuals or of those registered for a class with NJ Transit will need to be provided at time of bidding.

DISCUSSION ITEMS (continued)

Food Truck

Mr. MacPherson stated that the planning for the upcoming food truck event is progressing smoothly. He met with a member from the environmental commission and received eco-friendly suggestions such as requesting the food truck vendors to serve food in reusable baskets instead of disposable plates and to only provide plastic straws with beverages if requested. Councilwoman Bahree spoke with a member from the organization Clean Water regarding the reusable food baskets and is waiting on additional information to get back to Mr. MacPherson with.

Employee Manuals

Mr. MacPherson is awaiting review/comments from all Board members before finalizing the Employee Manual.

Miscellaneous

Mr. MacPherson informed the Board of the repairs being made on the cracks in the large tunnel and the repitched floor. There was significant water damage due to the high ground water table rising and stressing the concrete that led to cracking, as well as elevating the drains to a high point making them ineffective. Repairs were and are being made with an expensive, but extremely effective and durable product. He thoroughly explained the next steps of repairs that would need to take place. Repairs on the Northbound platform will eventually follow using the same product.

Mr. MacPherson stated that the next set of cameras will soon be installed in the Wallace lot.

The Board decided not to go forward with the WWAC sculpture project at this time, as the material being used for the sculpture did not meet their expectations. They are open to any future options of a more solid and traditional sculpture.

Chair Lupu addressed the rationale of why the Authority will not be providing the Township with its discretionary 5% profit sharing for 2017. The Authority absorbed the enforcement expenses without receiving any revenue from the Township, so to offset the cost of major expenses incurred, it was agreed by the Board to apply the 5% to other needed causes such as repairs that would benefit the commuters. The 5% has been added to the 2018 budget with the intention of paying it next year unless challenges are again presented.

EXECUTIVE SESSION

Chair Lupu moved that the Board enter executive session to discuss Township agreement. Commissioner Girandola seconded the motion. The Board went into executive session at 11:40 p.m. At 12:10 a.m., Commissioner Fabrizio moved that the Board come out of executive session. Commissioner Katz seconded the motion.

ADJOURNMENT

Chair Lupu moved to adjourn. There being no further business to discuss, the meeting was adjourned at 12:12 a.m.

Respectfully,

Elle Magarelli