

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

April 11, 2018

The West Windsor Parking Authority meeting was held on Wednesday, April 11, 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 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 (March 14, 2018)

Chair Lupo moved to approve the March 14, 2018 minutes. Commissioner Girandola seconded the motion. All the Commissioners voted to approve the minutes.

Approval of Bills (March 2018)

Mr. MacPherson stated that two payments were submitted to NJ Transit this month: \$300K for the quarterly payment and \$391K that is equal to the excess revenue from 2016. Originally, NJ Transit planned to roll over those funds into the Authority's contingency plan;

however, due to the 2016 audit reporting, the excess revenue is required to remain with NJ Transit in order for their books to balance. The 2017 audit will reflect the excess revenue to be placed into a contingency fund.

Commissioner Fabrizio inquired about the refunds provided to those who overpay at the daily parking machines. Mr. MacPherson explained that the daily parking machines do not have the capability to distribute change back, and although the affixed stickers on each machine states that there are no refunds or change given, there are commuters who come to the office to request their change. There is no way of tracking those who overpay, so the funds that have been accruing since January 2017 are put into a separate account. Mr. Colitsas agreed with how the funds are being placed into a separate account, as it will need to be escheated to the government.

Commissioner Fabrizio expressed his concern over our administrative time and cost associated with the processing of reimbursement checks to those requesting a refund, and suggested reconfiguring the machines to only accept credit/debit cards as payment. Chair Lupo stated that any action on this matter would have to be addressed with NJ Transit. Mr. MacPherson will speak with NJ Transit representatives on the issue.

Commissioner Crane moved resolution 4.11.18-01 to approve the March bills. Commissioner Girandola seconded the motion. The motion was unanimously approved.

DISCUSSION ITEMS

In-house Ticketing

Chair Lupo stated that the Authority remains on track for in-house ticketing to go into effect in July and that Mr. Schwartz affirmed that it was legally permissible to do so. Mayor Marathe will share the proposed in-house ticketing model with Township members.

The next steps to discuss at the next Board meeting are the software options available, logistics of ticketing, and how to formalize splitting the tickets with NJ Transit.

Late Fees

Chair Lupo stated that occasional complaints are made regarding the substantial late fees assessed when payment for a quarterly parking permit is not paid on or before the due date. The first late fee assessed is \$50 and every occurrence after is \$100. Mr. MacPherson stated

that if quarterly payment is not received by the 15th of the billing month, a late fee is applied, and after the 25th, the commuter's parking permit can no longer be accessed online, and the permit will expire at the end of the month. When the commuter mails or appears at WWPA to make payment for reinstatement, they are provided with information on the automated payment option available that allows them the ability to schedule recurring payments to be automatically deducted from their bank or credit card account to avoid late fees.

Mr. MacPherson stated that late fees are down since ACH registrations have increased. The next phase to be implemented in 2019 will be the use of credit card automatic payments, including WageWorks credit cards.

Auto Payment – Credit Cards

Mr. MacPherson stated that the Authority is planning to roll out a new program sometime in January through PNC Bank called Payeezy that will enable WWPA to process credit card auto-recurring transactions via a secure online gateway. Money will be deposited directly into the account, and immediate access to credit card authorizations, check payments, and real-time transaction reports will be available to WWPA personnel. It will quickly add payment capabilities to the Authority's customers with hosted customizable and secure checkout pages to collect sensitive billing information.

Mr. MacPherson said that the T2 portion has been completed, and auto renew with a credit card will apply the same settings as the ACH option. The ACH option will soon be available in the Vaughn lot, and once completed, a price increase will go into effect. Mr. MacPherson is targeting specifically for WageWorks credit cards and is still negotiating the fee of \$6.95 or less, but because of credit card processing fees, the fee would not decrease much, if at all.

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.

Chair Lupu called for a motion to approve resolution 4.11.18-02 to award the station maintenance contract to Inarvy Lebasi Services for station maintenance at the rate of \$56,500.00. 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 March stating that there were 60 incidents, which he discussed in detail.

Commissioner Girandola inquired about including police incidents in the newsletter that the Authority plans to soon issue. Officer Bal will confirm with public information officials, but does not think it will be an issue.

Mr. MacPherson stated that a “Do Not Enter” sign would be placed in the Wallace daily lot where individuals often make an illegal turn.

DISCUSSION ITEMS (continued)

Newsletter

Mr. MacPherson displayed a draft of the quarterly newsletter for the Board’s feedback/suggestions. Topics to be included will be upcoming events, announcements, concerns addressed, project plans, etc.

Mr. MacPherson will email the newsletter to those with active permits and on the waitlist, which are approximately 7,500 addresses. Members of community will be able to register to be included on the email distribution list, and the newsletter will be available on WWPA’s website. The newsletter can be used as an opportunity for local merchants to advertise their businesses. Mr. MacPherson asked the Board members to provide any suggestions up until the next Board meeting when he will provide a copy of the final newsletter to go out.

Snow Plowing

Mr. MacPherson stated that the recent snowstorms and ice was extreme and required a large amount of salting and snow removal from Winter Services. The Authority is not over budget for the year, but is over budget for year-to-date and the month. Overall, Winter Services’ snow removal services in the lots were good, but unsatisfactory on the platforms. Authority will go out to bid in July to award in August or September. The contract will have included that the contractor must meet all of the qualifications at the time of the bid opening.

Food Truck

Mr. MacPherson said that 18 food truck applications have been received so far, more than last year at this point. The same band as last year will be hired, and he will reach out to the West Windsor Fire department to request their assistance with the beer truck. Further discussions on the logistics followed.

Insurance Risk Assessment

Mr. MacPherson stated that the Authority's insurance agent called to inform him that the insurance risk assessment to be performed every three years is now due. All items that they cited for repair either have been repaired or are planned to soon be repaired. A lengthy discussion followed on building insurance and what is covered under the policy. Mr. MacPherson and Mr. Schwartz will go over the details before speaking with members from NJ Transit to determine what areas they are liable for, and if all areas are captured under the policy.

NJ Transit Project List

Mr. MacPherson provided a listing of projected repairs and pricing for the Board members to review and recommended that they make a motion to approve the following projects for 2018: 1) Tunnel floor pitch for \$29,171, 2) Left platform building stairs repair for \$46,115, 3) Redo stone along Wallace Road daily lot for \$6,680, and 4) Alexander bike area upgrade for \$3,470. Other projects listed will be deferred to 2019.

Chair Lupu called for a motion to approve resolution 4.11.18-03 go forward with the recommended projects for 2018. Commissioner Katz seconded the motion. In a Roll Call vote, the motion was unanimously approved.

ACT Engineering

2018 Station Drive Parking Lot and Vaughn Drive Repaving

Mr. Korkuch stated that at the last Board meeting, ACT was authorized to go out to bid for construction on the Station Drive parking lot and Vaughn Drive repaving, but since the recent need to scale back on the budget for these projects from an estimated \$550K to \$153K, an addendum was added to reflect only a portion of Station Drive and the Wallace deck replacement to be done. The lowest bid received was from Shore Top Construction at \$141K. After a thorough background check and review by ACT Engineers and Mr. Schwartz, it is recommended that the Authority hire Shore Top Construction for the project to take place between June 28 and August 18.

Commissioner Fabrizio made a motion to approve resolution 4.11.18-04 to accept the Station Drive parking lot and Vaughn Drive repaving contract bid from Shore Top Construction. Commissioner Crane seconded the motion. The motion was unanimously approved.

DISCUSSION ITEMS (continued)

Landscaping and Basin Bid Result and Walkthrough

Mr. MacPherson and the contractor from Sunset Creations performed a walkthrough, and cleanup has begun. Mr. Korkuch stated that Sunset Creations was awarded both bids last month for the landscape maintenance contract and the storm water management basin cleaning and landscape repair contract. Sunset Creations also provided quotes on redoing the stone bed in front of Wallace Daily lot and re-grading the Alexander bike area.

Mr. MacPherson expressed his concern on the geese that are settling in areas close to commuters, since their behavior may be hostile because some are nesting. He is searching for means of deterring them to migrate elsewhere.

NPA Conference

Mr. MacPherson reminded Board members to pre-register for the upcoming NPA conference from October 22-25, 2018 in Las Vegas, if planning to attend for a lower rate.

Amtrak Reimbursement

Mr. MacPherson is working with NJ Transit to determine a breakdown of the snow removal services for 2017 and 2018 on the platform extension that was recently discovered to be Amtrak's responsibility, but paid for by the Authority.

Vaughn Lot Video Inspection

Mr. Korkuch stated that the first video inspections of the underground storm water piping that goes through the landfill of the new Vaughn lot was performed in 2017 for approximately \$6,200. He suggested that the Board make a motion to approve that ACT obtain a video inspection quote for another inspection to use as a comparison, as permits require that the Authority maintain integrity of the system.

Commissioner Fabrizio made a motion to approve resolution 4.11.18-05 for ACT Engineers to obtain a video inspection quote for the storm water piping system. Commissioner Crane seconded the motion. The motion was unanimously approved.

REPORTS (continued)

Accounting

Mr. Colitsas suggested that he meet with Mr. MacPherson to go over the budget to understand the logic behind some of the items that may be able to be adjusted for efficiency. One minor change on the financial was made and shared with the Board members for their approval.

Mr. MacPherson stated that the gravel lot is filling up after converting it into a mixed-use lot for both daily and permit parkers with only a slight decrease in the Vaughn lot. Although the Vaughn lot is more attractive, the gravel lot is closer to the platform.

ADJOURNMENT

Chair Lupo moved to adjourn. There being no further business to discuss, the meeting was adjourned at 10:15 p.m.

Respectfully,

Elle Magarelli