

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

December 11, 2018

The West Windsor Parking Authority meeting was held on Tuesday, December 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
Larry Katz, Asst. Treasurer

Non-Commissioners

Scot MacPherson, Director of Operations
Robert Korkuch, President, P.E., ACT Engineers Inc.
Reece Nordeen, Staff Technician, ACT Engineers Inc.
James Colitsas, CPA, Princeton Financial Group, LLC
Phil Mosca, CPA, Princeton Financial Group, LLC
Robert Schwartz, Attorney
Frank Bal, Officer, West Windsor Police
Virginia Manzari, Council Vice President

Not Present

Tom Crane, Treasurer

Comments from Audience

None

ACTION ITEMS

Approval of Minutes (November 13, 2018)

Commissioner Katz moved to approve the November 13, 2018 minutes. Commissioner Fabrizio seconded the motion. All the Commissioners voted to approve the minutes.

Approval of Bills (November 2018)

Mr. MacPherson discussed the invoices for November’s snow removal services and maintenance in the lots and platform that totaled approximately \$68K. Winter Services did an exceptional job in keeping the lots clear of snow and ice.

Mr. MacPherson explained that the Cifelli Electrical invoice was to repair the platform lights that was initially repaired incorrectly by Amtrak.

Mr. MacPherson stated that the T2 invoices were for final payment for the completion of the system upgrade. LPR software (Genetec, T2, and Digital Iris) that was hosted on the in-house system has been transferred to the Cloud to reduce the risk of losing data, increase speed and efficiency, and allow multiple users to work simultaneously.

The ridesharing program will officially end on January 1, 2019.

Commissioner Fabrizio moved resolution 12.11.18-01 to approve the November bills. Commissioner Katz seconded the motion. The motion was unanimously approved.

REPORTS

Police

Officer Bal informed the Board on police activity in November stating that there were 53 incidents, which he discussed in detail.

Officer Bal stated that the Alexander bridge will be closed on December 19th for assessment of its replacement and to be prepared for heavy traffic in the area on that day. A public meeting will be held that evening to inform the community of what to expect while the bridge is being replaced. It is expected that the bridge will be widened and could take months to be completed mainly because of the surrounding wetlands.

DISCUSSION ITEMS

2019 Projects

Mr. MacPherson stated that he spoke with a NJ Transit representative regarding the lease that will soon be finalized and to propose projects for 2019. The representative approved all projects

suggested, which are noted in November's minutes, as well as a few additional repairs such as the Wallace daily lot that would include replacing the sidewalks.

Mr. MacPherson recently met with a member from Zagster, a bike sharing provider, to discuss the possibility of accommodating their bikes in the lot(s). Installation would not cost the Authority, and all revenue generated would go to Princeton University. The proposed locations were unsuitable, therefore, the Zagster representative stated that they would consider other locations and report back. Because this service would not benefit the authority and does not seem to be conducive for individuals at this location, Chair Lupo suggested that discussions on this topic be tabled until next year. Board members agreed.

Discussions continued on the repairs and improvements to be done that would provide safety and comfort to the commuters such as repainting the platform's yellow line, installing new gutters and coverings for the tunnel, repairing the handicap ramp on the northbound side, repairing the Wallace circle and enhancing the pond, etc. Ranking order of repairs and timing was established with Vaughn Drive being first on the list.

Mr. MacPherson stated that NJ Transit is interested in installing only a few infrared heaters to start. There is concern that there may not be enough power load to support the heaters' requirements, as well as placement of the heaters. Installation would be by the waiting room where commuters congregate, but existing cameras and lights, as well as vibrations caused by the passing trains must be considered.

Mr. MacPherson is exploring the possibility of installing a television screen at the tunnel's entrance to display train time schedules, weather, updates, and local news. The Board agreed that this addition would be beneficial for commuters.

Audit Scheduling

Mr. MacPherson will schedule the audit for May 1 and anticipates the auditors to be onsite for approximately 2 weeks.

Station Drive

Mr. MacPherson stated that the Station Drive project has been completed but will not send payment for the final bill to Shore Top Construction until the core sampling in the Station Drive area is completed. Mr. Korkuch explained that core sampling of the asphalt is vital because it determines the thickness and the constituents that are mandatory for meeting the Department of Transportation's requirements which is the standard to be met by the contract

specifications. The sample will be sent to a state approved lab that will test its properties and supply its results probably in time for the next board meeting. Board members stated their satisfaction with Shore Top Construction on the Wallace bridge construction.

Enforcement Vehicle

Mr. MacPherson spoke with a representative from the State's purchasing department about purchasing a new vehicle that will be compliant with the State contract and that has the infrastructure to handle a large electrical load (cameras, computers, lightbar, etc.). The vehicle thought to be purchased has been discontinued and the alternative vehicle that was suggested is too large to navigate in the Wallace daily lot. The Authority hopes to have another contract active that will offer either a Chevy or Ford vehicle in February or March. Mr. Korkuch suggested that the Authority obtain their own quotes with dealerships that are familiar with this process. Mr. Schwartz will confirm that this option meets the State's requirements and coordinate with Mr. MacPherson.

Township Meeting and Discussion

Chair Lupo explained to Ms. Manzari, Township's Council Vice President, the challenge that the Authority has with the Township regarding reaching an agreement on a fair percentage split on enforcement fees. He explained the objectivity of the Authority bringing ticketing in-house and the discussions had with Township representatives to work out a policy, whereby the Authority issues parking tickets, adjudicates them, and performs all the collections. He explained the advantages that both the Authority and the Township would gain and the frustration and unfairness of paying enforcement expenses, but not receiving any of the enforcement revenue generated from what the Township collects from tickets issued.

WWPA is exploring other options as an alternative that would benefit all entities and requested that Ms. Manzari review the presentation that includes the breakdown of enforcement fees. The Board would like to meet with the appropriate Township members to work on a solution agreeable and fair for all parties.

ACT ENGINEERING

Digital Computer Model

Mr. Korkuch introduced Reece Nordeen, an engineer at ACT, who attended the meeting to share with the Board members a digital three-dimensional computer model that he helped develop using WWPA's data. He displayed a beta version of the new Vaughn parking lot and

the above ground terrain and the underground features, such as the storm water piping system, subsurface basin, landfill vent piping, basins, berms, snow holding areas, future road connections, etc. He provided a physical miniature sample of the underground storm water storage chambers that collect storm water and provide a controlled release into the surface basin. The 3-D digital model could be rotated to show the distances between the underground pipes crossing within inches of each other. These underground storm water systems are being video inspected annually to identify any movement which could be detrimental to the parking lot or landfill.

He explained the mechanics of the underground gas venting system that was installed to prevent the buildup of gas produced by the degrading trash from the former municipal landfill that resides beneath the new Vaughn lot pavement.

Mr. Korkuch stated that they will continue to refine this digital model from available information. The Board members expressed that they found this presentation to be educational and they appreciated understanding the mechanics of the unseen functioning systems that require monitoring.

2018 Summary List of Events

Mr. Korkuch shared with the Board a summary list of all events that occurred in 2018 and discussed each of them in detail. He stated that the item that took the most time, energy, and resources was the Wallace deck replacement and paving. The result is that Shore Top Construction did a high-quality job.

Mr. Korkuch stated that he will update the infrastructure mapping that includes details on the electrical and storm water 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 storm water piping systems that have been completed, etc. to reflect all events from 2018.

REPORTS (continued)

Accounting

Mr. Colitsas discussed the financial reports with the Board in detail.

Mr. MacPherson stated that the price increase caused approximately 50 NJ Transit and 2 West Windsor lot permit holders to release their permits. Notification will be distributed in the new year informing non-residents of the permit increase to match NJ Transit's rate.

Commissioner Fabrizio requested that Mr. Colitsas include the month of November in the snow analysis.

Commissioner Girandola requested that Mr. Colitsas combine compensation in the total and label it "salary administrator," and leave enforcement as is.

Ms. Manzari stated that she recently attended a preliminary budget meeting that included who discussed big shifts and changes.

Ms. Manzari stated that the Township received a settlement agreement to postpone the affordable housing project.

Chair Lupu moved to approve Princeton Financial Group, LLC as Accountants for 2019. Commissioner Girandola seconded the motion. In a Roll Call vote, each Board member voted in favor of the motion.

EXECUTIVE SESSION

Chair Lupu moved that the Board enter executive session to discuss employee compensation. Commissioner Girandola seconded the motion. The Board went into executive session at 10:25 p.m. At 10:55 p.m., Chair Lupu 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 10:59 p.m.

Respectfully,

Elle Magarelli