

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

July 11, 2018

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

Non-Commissioners

Scot MacPherson, Director of Operations
Robert Korkuch, ACT Engineers Inc.
Frank Bal, Officer, West Windsor Police
Phil Mosca, CPA, Princeton Financial Group, LLC
Robert Schwartz, Attorney
Michael Smit, President, Shore Top Construction

Comments from Audience

Mr. Chandra Kota, parking permit holder and Princeton resident, joined the meeting to express his dissatisfaction on the late fees that he incurred after two instances of paying his parking permit fees past the due date. He feels that the first late fee of \$50 and the second late fee of \$100 is excessive, as well as the credit card fee of \$6.95.

Commissioner Girandola stated that West Windsor Parking Authority has the lowest parking permit rates in the area, and the late fees assessed aid the Authority in covering the high budgeting costs for such expenses as snow removal services and security. Mr. Kota stated that instead of assessing high late fees to cover expenditures, WWPA should increase permit rates. Mr. MacPherson elaborated that because of our low rates, waitlists are high, and late fees are mainly to encourage customers to pay on time, since there is a long waitlist. Once an

individual does not pay by the due date of the 15th, he can then issue a permit to someone on the waitlist. Mr. Kota reiterated that late fees should not be counted on to sustain the budget. Mr. MacPherson stated that late fees are not factored into the budget; however, if received, are put towards items in the budget. Commissioner Fabrizio suggested various options on how to avoid late fees and credit card fees, as stated on the website. These options had also previously been explained to Mr. Kota at the two times he was late paying. Mr. Kota was not satisfied and continued to express his frustration on the high fees and asked for an explanation on the \$6.95 credit card fee. Mr. MacPherson stated that the banking institution used by the Authority is PNC Bank and that the fees come from the merchant services agreement. Commissioner Fabrizio reiterated various options available on ways to avoid these fees, as stated on the website. Mr. Schwartz preempted further debate on the issue by reaffirming that a member of the public has a right to make a comment, but the Board meeting is not used for the purpose of a customer service debate. Mr. Kota stated that he would escalate the issue, and Commissioner Crane suggested that he reach out to Town Council, who is the Board's governing authority.

Mr. Michael Smit, President of Shore Top Construction Corp., joined the Board meeting to discuss the project contract cancellation letter received from Mr. Schwartz on the project awarded in May 2018 for the Station Drive parking lot and Vaughn Drive repaving project. Mr. MacPherson and Mr. Korkuch were concerned with Shore Top's lack of communication, preparation, and their limited knowledge of the job to be performed; a major issue since the project was scheduled to start on or about June 28, 2018 and to be completed by August 18, 2018. The schedule that Shore Top provided was not adequate for the job and did not match the contractual requirements, which prompted the contract cancellation letter.

Mr. Smit stated that Shore Top is ready and able to handle the project and eagerly agreed to meet with Messrs. MacPherson and Korkuch tomorrow morning to work on the updated schedule and logistics to meet the contractual requirements. All participants were satisfied and anticipate that Shore Top will be able to deliver.

ACTION ITEMS

Approval of Minutes (June 13, 2018)

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

Approval of Bills (June 2018)

The Board discussed the bills in detail. Commissioner Katz moved resolution 7.11.18-01 to approve the June bills. Commissioner Crane seconded the motion. The motion was unanimously approved.

REPORTS

Police

Officer Bal informed the Board on police activity in June stating that there were 41 incidents, which he discussed in detail.

DISCUSSION ITEMS

In-house Ticketing

Mr. Schwartz stated that the Authority has an efficient consensus on how to manage in-house ticketing for the permit and daily lots. Chair Lupo stated that the legality aspect has been settled and is now working on producing the contractual agreement to determine a fair percentage split with the Township. Mr. MacPherson will obtain a ticket template and customize it to include a QR code, language emphasizing that a fine must be paid within 20 days to avoid a summons, etc. He and Mr. Schwartz will assemble regulations and create a summary to be posted on the website explaining the process. Chair Lupo anticipates finalizing the presentation to share with Council members soon.

T2 Update

Mr. MacPherson stated that issues continue to be repaired during testing the T2 integration of upgrading from version 7.1 to 15.4 and is expected to be completed by September 1.

Station Drive Paving

Messrs. Korkuch and Schwartz stated that Mr. Smit has a good reputation and is highly recommended. Tomorrow's meeting between Messrs. Smith, Korkuch, and MacPherson will determine if the project will go as planned or if it will go out to bid again next year.

Price Increase Letter

Mr. MacPherson said that he has not received any negative comments thus far since the announcement of the permit price increase.

Tunnel Flood

Mr. Korkuch displayed a video of the flash flood that affected the tunnel and Wallace Circle on the evening of July 3. The video was similar to last month's video of the flood during Memorial weekend that revealed the overflow of rainwater from a drainage ditch across the street from the Wallace Circle with the spill point into the tunnel. It was suspected that the pipes are restricted from a blockage, and because of that suspicion, a video pipe inspection was awarded during June's Board meeting. Mr. Korkuch stated that he spoke with members from Public Works, and they quickly jetted a portion of the pipes before the July 3 flooding to find if that was the cause but found that it was not. The only other option is to have the pipes video inspected, which is scheduled for some time next week. Commissioner Katz stated that he would speak with the environmental commission for support.

Food Truck

Mr. MacPherson stated that he and a member of Spark Market Solutions met with representatives from West Windsor Arts Council (WWAC) to discuss the handling of the beer and wine stations. A lengthy discussion followed on the logistics of the event such as tents, bands, fundraising, advertisement, etc. Chair Lupo suggested that Mr. MacPherson offer fundraising opportunities to Little League and/or local schools. Commissioner Katz will contact the local green teams for the same. Mr. MacPherson stated that Acura, not Jeep as stated in last month's Board meeting, will sponsor the event, along with radio station 101.5.

Ms. Green from WWAC forwarded a picture of a completed sculpture for the Authority to purchase for the Martian Project; however, Board members requested at May's Board meeting that Ms. Green first provide them with a sketch of the artwork to be created for their approval. Mr. MacPherson will ask Ms. Green for the requested sketches, since the sculpture created is not what the Board members envisioned.

Audit

Mr. MacPherson stated that the Authority completed their portion of the audit report, but is pending completion from Mr. Butvilla, Accountant from Suplee, Clooney & Company. Chair Lupo stated that the meeting with Council will need to be pushed back a month, since the completed audited statement is required.

ACT ENGINEERING

Landscape and Basin Repair Evaluation

Mr. Korkuch stated that the contracts, one for landscape maintenance and the other for repairs continues to progress nicely and will be completed in the fall. Mr. Korkuch said that work on the pond will be tabled until September, budget permitting.

Snow Removal on the Platforms

Mr. MacPherson stated that invoices totaling \$34K for snow removal services on the platform were forwarded to Amtrak, since recently discovering that the platform extension is their responsibility.

Mr. MacPherson stated that there is still no word on when the temporary platform will be replaced with a permanent platform, which was supposed to occur on January 19.

Mr. Korkuch stated that the bid for snow removal services in the lots will be updated and reviewed at the next Board meeting with the expectation of awarding in September.

REPORTS (continued)

Accounting

Mr. Mosca and Board members reviewed and discussed the financial reports in detail. Mr. MacPherson stated that he spoke with a member from NJ Transit regarding the delays on submitting the lease, and they stated that their attorney will review/revise soon.

Administration

Mr. MacPherson said that a full-time Authority worker currently out on temporary disability, is expected to return to the office within the next few weeks, with Doctor's approval.

Mr. MacPherson met with the owner of the complex where the Authority rents an office to discuss concerns on repeat offenders who park their vehicles in the complex's lot and then board a train. An option would be to partner with Sunoco Towing to "boot" the repeat offenders with a new kind of automotive locking device called The Barnacle. Mr. MacPherson showed images of the Barnacle and explained how it immobilizes the vehicle. Instead of using a boot to keep a wheel from moving, the Barnacle attaches securely to the windshield, obstructing the driver's view. It is quick and easy to remove, once the individual follows the instructions that would be provided on their windshield. It is equipped with a tracking

system, should the individual try to drive away with it. Future discussions will follow on the logistics to determine if this is the most effective solution.

Commissioner Girandola requested that Mr. MacPherson join him on a meeting that he will arrange with an individual that he spoke with in the past on the possibility of incorporating their privately-owned parking lot with the Authority's lots.

EXECUTIVE SESSION

Chair Lupo moved that the Board enter executive session to discuss personnel issues. Commissioner Crane seconded the motion. The Board went into executive session at 9:55 p.m. At 10:20 p.m., Commissioner Fabrizio moved that the Board come out of executive session. Commissioner Katz seconded the motion.

ADJOURNMENT

Chair Lupo moved to adjourn. There being no further business to discuss, the meeting was adjourned at 10:25 p.m.

Respectfully,

Elle Magarelli