

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

June 13, 2018

The West Windsor Parking Authority meeting was held on Wednesday, June 13, 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
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
James Colitsas, CPA, Princeton Financial Group, LLC
Phil Mosca, CPA, Princeton Financial Group, LLC
Jyotika Bahree, Township Liaison
Robert Schwartz, Attorney

Not Present

Lyle Girandola, Vice Chair

Comments from Audience

None

ACTION ITEMS

Approval of Minutes (May 8, 2018)

Chair Lupo moved to approve the May 8, 2018 minutes. Commissioner Katz seconded the motion. All the Commissioners voted to approve the minutes.

Approval of Bills (May 2018)

The Board discussed the bills in detail. Commissioner Fabrizio moved resolution 6.13.18-01 to approve the May bills. Commissioner Crane seconded the motion. The motion was unanimously approved.

REPORTS

Police

Officer Bal informed the Board on police activity in May stating that there were 74 incidents, which he discussed in detail.

Mr. Korkuch inquired about the flooding from the torrential downpours on the Sunday of Memorial Day weekend at the stations and tunnel. Office Bal stated that there was an abundant amount of calls that came in regarding flooding and incidents occurring around town, which have all been logged by officers.

Accounting

Mr. Colitsas stated that the year-to-date numbers appear to be down because they are offset by the daily parking permits. Mr. MacPherson stated that only a small number of permits were issued to residents on the waiting list to ensure that space was available for the snow removal contractor to dump the snow. Mr. MacPherson is now able to issue permits to non-residents and will continue to issue permits to residents, which will increase the year-to-date numbers. Discussions on the financial reports continued in detail.

DISCUSSION ITEMS

In-house Ticketing

Mr. MacPherson shared with the Board the Enforcement Solution presentation for final editing before submitting to the Township. Chair Lupo stated that the plan from Mayor Marathe's perspective is to speak with Township members to explain the objectivity of the Authority bringing ticketing in-house. The current situation of the Authority and NJ Transit absorbing the cost of enforcement while the Township receives the revenue is unfair and needs to be rectified. Mr. MacPherson and Board members reiterated their discussion from last month's Board meeting to Councilwoman Bahree to explain their plans on bringing enforcement and judication of parking violations in-house to provide an improved streamlined

and service-oriented process to the Authority's customers. The presentation illustrates how in-house ticketing would benefit the Authority, Township, and Court. Some benefits are that appeals would be handled in days as opposed to weeks and ticket revenue generated would be traceable and transparent.

The Board discussed the significant increase in tickets issued since the implementation of license plate recognition cameras were added to enforcement vehicles, yet court revenue reflects only a small increase, as shown on the Township's budget actuals. There seems to be no correlation between WWPA tickets issued and reported revenue from the Township. This reporting gap could be eliminated by bringing the adjudication in-house and working on a form of revenue share between WWPA and the township, thereby bypassing the state reporting altogether. Board members made some adjustments as Mr. MacPherson went through the presentation. Mr. MacPherson stated that he plans to test ticketing with the Board members and shared a ticket template. Messrs. Schwartz and MacPherson will work together on the violations process.

Mr. MacPherson said that an iPad will soon be mounted on the lobby wall to allow commuters to easily and securely access their account to pay their permit fees via credit card.

ACT ENGINEERING

Wallace Deck Replacement & Paving Project Plan

Mr. Korkuch stated that the contract was awarded and permission to proceed was granted for repaving and replacing the bridge. Pre-construction will be scheduled for next Tuesday with the contractor, and construction is anticipated to be completed by the end of July.

Landscape and Basin Repair Evaluation

Mr. Korkuch stated that the contracts, one for landscape maintenance and the other for repairs, is progressing nicely and near completion. He is confident that after repairs are completed, the areas will only require maintenance. Mr. Korkuch displayed images of the work completed that illustrated significant improvement and a lush, green surrounding.

Mr. Korkuch said that debris was removed from the pond and looks clean, but because of budget restrictions, completion of the project will be prolonged.

Tunnel Flooding Evaluation

Mr. Korkuch displayed pictures of the tunnel flooding from Memorial weekend’s torrential rainfall and discussed preventative methods to, hopefully, eliminate future flooding. Mr. Korkuch then shared a video provided by the police that revealed the overflow of rainwater from a drainage ditch across the street from the Wallace circle with the spill point into the tunnel and not from the pond, as suspected. Mr. Korkuch continued to explain the underground stormwater piping system and where the water is pumped out to.

Mr. Korkuch displayed an aerial exhibit of the stormwater plan and suggested adding into the already awarded video inspection in the new Vaughn lot, video inspection of the problematic flooding areas, which would double the quote to approximately \$13K. Chair Lupo agreed and called for a motion to approve resolution 6.13.18-02 to allow Mr. MacPherson permission to authorize the pipe video inspection in the problematic flood areas and the already approved new Vaughn lot areas not to exceed \$15,000. Commissioner Fabrizio seconded the motion. The motion was unanimously approved by all Board members present.

Snow Removal RFP

Mr. MacPherson spoke with members from Winter Services, snow removal contractor, and they stated that they look forward to servicing the Authority’s parking lots this winter but are no longer able to handle snow removal on the platforms, as they discovered this past winter. Mr. Korkuch said that last year Winter Services agreed to renew the snow removal and treatment contract for 2017/2018; therefore, Winter Services will service the lots this winter, but the Authority will need to go out to bid for snow removal services for the platforms. He would like the contract to be awarded in September, since the contract begins on November 1.

Commissioner Katz called for a motion to approve resolution 6.13.18-03 to go out to bid on the platforms. Commissioner Fabrizio seconded the motion. The motion was unanimously approved by all Board members present.

DISCUSSION ITEMS (continued)

T2 Update

Mr. MacPherson said that there have been some issues with T2 integration after upgrading the its system from version 7.1 to 15.4 but should be corrected and completed by the end of August.

Price Increase

Mr. MacPherson shared with the price increase letter with the Board for their review with the intent to mail to customers next week.

Councilwoman Bahree asked if the Board would consider allowing commuters free parking on holidays. Chair Lupo approved of the idea and called for a motion to approve resolution 6.13.18-04 to waive parking fees on nationally recognized holidays (Fourth of July, Memorial Day, and Labor Day). Commissioner Katz seconded the motion. The motion was unanimously approved by all Board members present.

Chair Lupo requested that Mr. MacPherson include this in the price increase letter.

Newsletter

At the last Board meeting, Mr. MacPherson selected GetResponse, an email marketing software company, to assist in creating the quarterly newsletters. Mr. MacPherson stated that he can no longer use an outside company to send out the newsletter because of the EU General Data Protection Regulation (GDPR). GDPR is a regulation in EU law on data protection and privacy for individuals within the European Union and the European Economic area, and since some of the customers in the Authority's database contains EU email addresses, it would be a violation of privacy.

Mr. MacPherson suggested a different method of delivery that would not put the Authority at risk and that is to send emails through the current T2 system that would include a link to the newsletter that will be posted on WWPA's webpage.

Mr. MacPherson displayed the draft newsletter for the Board for their review and edits. It included the option for ACH payments, the upcoming food truck festival, and West Windsor Arts Council's launch of their new public arts project. Commissioner Katz and Mr. MacPherson have met with members from the West Windsor Arts Council and a sculptor who will design the "Martian" artwork.

Food Truck

Mr. MacPherson updated the Board members on the logistics of the upcoming food truck event scheduled on September 23rd. Mr. MacPherson stated that he will narrow down the 21 food trucks interested in participating to 18. There will be no charge for admission, and sponsoring the event, so far, are radio station 101.5 and Jeep. Mr. MacPherson and members

from Spark Market Solutions plan to meet with members from West Windsor Arts Council on July 13 to discuss them serving beer and wine.

Employee Manual

Mr. Schwartz stated that he reviewed the employee manual and plans to make edits before the next Board meeting. The Board had a lengthy discussion on additional items to include in the manual.

Cameras

Mr. MacPherson stated that the next set of cameras have been installed and will provide coverage on the drop-off area in the Alexander lot, as well as the platform facing the taxi line.

Miscellaneous

Chair Lupo requested that Mr. MacPherson replace the damaged crosswalk sign in the Wallace lot. Mr. MacPherson said that he would.

Chair Lupo stated that Mr. Gubitose plans to move funds to another bank offering a higher return rate.

Mr. MacPherson requested that the Board vote on re-extending the lease for using NJ Transit's plotted land that a portion of the Authority's walkway is on, between Vaughn Drive and Alexander Road.

Chair Lupo called for a motion to approve resolution 6.13.18-05 to approve re-extending the lease for 5 years. Commissioner Katz seconded the motion. The motion was unanimously approved by all Board members present.

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 11:10 p.m. At 11:20 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 11:25 p.m.

Respectfully,

Elle Magarelli