

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

May 8, 2018

The West Windsor Parking Authority meeting was held on Tuesday, May 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
Dan Fabrizio, Secretary
Larry Katz, Asst. Treasurer

Non-Commissioners

Scot MacPherson, Director of Operations
Ingrid Kohler, LLA, Director, ACT Engineers Inc.
Frank Sabatino, Officer of West Windsor Police
Phil Mosca, CPA, Princeton Financial Group, LLC
Jyotika Bahree, Township Liaison

Not Present

Tom Crane, Treasurer

Comments from Audience

Aylin Green, Executive Director at the West Windsor Arts Council (WWAC), attended the Board meeting to discuss the launch of a new public arts project titled "The Martian Project." Ms. Green stated that the 80th anniversary of Orson Welles' 1938 radio play about Martians invading West Windsor, which caused panic, but created unique history for the West Windsor community, is on October 30th. The project is an opportunity for creative placemaking allowing the community to get involved by commemorating its history with "Martian" artwork to be displayed throughout the community. Ms. Green requested that the Board members consider allowing WWAC to use the Authority's site to place an artwork sculpture. Mr. MacPherson, having previously spoken with Ms. Green about the project, already had two areas in mind that he shared with the Board. All Board members were enthusiastic about collaborating with the WWAC on this project. Mr. MacPherson stated that he reached out to

NJ Transit members who shared the same enthusiasm and requested that WWAC provide them with a sketch of the artwork to be created for their approval beforehand. Ms. Green will submit a proposal to Mr. MacPherson to share with the Board for their review. Ms. Green plans to have artwork chosen by July or August so that creation and installation can be completed in time for the anniversary.

ACTION ITEMS

Approval of Minutes (April 11, 2018)

Chair Lupu moved to approve the April 11, 2018 minutes. Commissioner Girandola seconded the motion. All the Commissioners voted to approve the minutes.

Approval of Bills (April 2018)

Mr. MacPherson stated that the remaining drainage repairs that were not able to be completed in 2017 due to pending permit approvals were finally made.

Chair Lupu requested that Mr. MacPherson select one vendor to service both the security system and cameras for easier reconciliation.

Commissioner Fabrizio moved resolution 5.8.18-01 to approve the April bills. Commissioner Katz seconded the motion. The motion was unanimously approved.

ACT ENGINEERING

Wallace Deck Replacement & Paving

Ms. Kohler shared with the Board exhibits of the Station Drive lot area that included the reconstruction of the platform access from the Wallace lot. A preconstruction meeting will soon be set between ACT and Shore Top Construction members to finalize shop drawings in order to complete the project by the end of June. Mr. MacPherson stated that this project will begin on a Thursday evening and expected to be completed in time for Monday morning commuters. This construction will gain the Authority an additional 13 daily parking spots.

Basin, Landscape Repair and Wallace Circle Cleanup

Ms. Kohler stated that the landscaping repair is progressing nicely and most of the basin maintenance has been completed. Some of the progress occurring is removal of dead shrubs and roots, added top soil and erosion control blankets, and grass seeding.

Ms. Kohler displayed before and after pictures of the basins that illustrated the significant transformation. The basin's low flow channels and outlet structures have been cleared of sediment, but still require some additional cleanup and seeding to be completed soon.

Ms. Kohler displayed images of the general repairs and seeded areas of the new Vaughn lot. She stated that the eroded berm was repaired, and other areas in need of repair in this area will follow.

Ms. Kohler displayed images of the area along the Wallace circle drop-off where stumps are being removed and stone is being placed. Mr. MacPherson said that the beds in front of the Wallace pay lot heading towards the circle will be redone.

Vaughn Lot Video Inspection

Ms. Kohler stated that quotes were received for the new Vaughn lot's video inspection to be used as a comparison to last year's inspection. Her recommendation is to award the bid, already motioned to approve at the last Board meeting, to the lowest bidder, Russel Reid, which came in lower than what was estimated.

REPORTS

Police

Officer Sabatino informed the Board on police activity in April stating that there were 101 incidents, which he briefly discussed.

Mr. MacPherson informed Officer Sabatino of a zoning complaint that he may be made aware of regarding an individual who valets vehicles from 41 Station Drive to 19 Washington Road illegally. This individual was cited in the past for zoning violations, and Mr. MacPherson plans to file a complaint, as the first step.

Accounting

Mr. Mosca discussed the financial reports in detail with the Board members. Mr. Mosca recommended that the Authority upgrade their QuickBooks software to the 2018 version, and Board members agreed. Mr. Mosco will host the QuickBooks software via cloud with the benefit that both entities can sign into the account simultaneously, as well as eliminate the

risk of losing data, should there be a system crash. Chair Lupo agreed that to be a logical solution.

EXECUTIVE SESSION

Chair Lupo moved that the Board enter executive session to discuss personnel issues. Commissioner Girandola seconded the motion. The Board went into executive session at 8:40 p.m. At 9:15 p.m., Commissioner Girandola moved that the Board come out of executive session. Commissioner Fabrizio seconded the motion.

DISCUSSION ITEMS

Employee Manual

Mr. MacPherson requested that the Board and Mr. Schwartz review the employee manual that he customized for WWPA employees, which reflects the latest federal and state workplace compliance guidelines.

There was discussion on the sensitivity to customer privacy issues and how their personal information is securely stored.

It was suggested that all forms filled out by individuals (e.g. parking permit waiting list) include an area that allows them to opt out from receiving solicitations from WWPA.

Newsletter

Mr. MacPherson selected GetResponse, an email marketing software company, to assist in creating the quarterly newsletters. He will share various templates of the newsletter's layout with the Board. Discussion followed on what should be included in the first newsletter.

Credit Card Processing – Pay Stations

Mr. MacPherson informed the Board of an opportunity to save money by switching from the current credit card processing company, Authorize.net, to EZ Pay. He explained that by switching, the \$0.10 fee that is applied with each transaction after 2,000 transactions a month would be eliminated, and the credit card transaction fee would be reduced from approximately \$0.33 to \$0.20. Switching would only entail a one-time fee of \$395 for T2 to change details in the system and users would not be affected. All members agreed to go ahead and switch to EZ Pay.

Food Truck Event

Mr. MacPherson updated the Board on the logistics of the upcoming food truck event scheduled on September 23rd. The Farmers' Market is willing to relocate their vendors during the event to another area in the lot to allow for better traffic flow. The band has been reserved, and radio station 101.5 will sponsor and advertise the event. Mr. MacPherson is still in search of a non-profit organization to tend to the beer truck with the possibility of it being members from the Arts Council. As of now, there will be 18 trucks on site.

Snow Renewal – Temporary Platform

Mr. MacPherson stated that he will meet with members from Winter Services to have an end-of-season wrap up meeting. Winter Services repaired all damages made from their snow removal equipment.

Mr. MacPherson stated that a separate contact for snow removal services will be needed since recently discovering that the platform extension is Amtrak's responsibility.

Overpaid Daily Parking

The Board discussed where to allocate the excess revenue generated from those who overpay at the daily parking machines. Mr. MacPherson will research what other facilities with no change parking machines do with their overpayment funds, as well as inquire with T2 representatives.

In-house Ticketing

Mr. MacPherson shared with the Board the Enforcement Solution presentation that will be presented to Town Council. It proposes to bring enforcement and adjudication of parking violations in-house to provide an improved streamlined and service-oriented process to the Authority's customers. The proposal 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; however, court revenue reflects only a small increase, as shown on the Township's budget actuals. In fact, there seems to be no correlation at all between WWPA tickets issued and reported revenue from the Town. 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.

Mr. Schwartz stated that after all court system fees are dispersed from the \$60 ticket (PATs \$11.50 per ticket issued, fees for prosecutor, judge, enforcement officers, and administration, etc.), very little must be left over for Township's profit. Mr. Schwartz stated that it would be advantageous to municipal courts and to commuters who are issued a ticket, since a court appearance would no longer be necessary.

Mr. MacPherson stated that an agreement was made between the Authority and the Court to allow the Authority to assist with the dismissal process, which would alleviate the amount of appeals coming to court. WWPA is permitted to request dismissals for officer/computer errors and obvious license plate typos.

Motion was made by Commissioner Fabrizio to appoint Larry Katz as Assistant Treasurer. In a Roll Call vote, each Board member approved the motion.

ADJOURNMENT

Chair Lupu moved to adjourn. There being no further business to discuss, the meeting was adjourned at 11:28 p.m.

Respectfully,
Elle Magarelli