

# **WEST WINDSOR PARKING AUTHORITY**

## **Minutes of Meeting**

**November 13, 2018**

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The West Windsor Parking Authority meeting was held on Tuesday, November 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  
Kyle Brown, Officer, West Windsor Police  
James Colitsas, CPA, Princeton Financial Group, LLC  
Phil Mosca, CPA, Princeton Financial Group, LLC  
Robert Schwartz, Attorney

### **Not Present**

Lyle Girandola, Vice Chair

### **Comments from Audience**

None

## **ACTION ITEMS**

### **Approval of Minutes (October 10, 2018)**

Commissioner Crane moved to approve the October 10, 2018 minutes. Commissioner Fabrizio seconded the motion. All the Commissioners voted to approve the minutes.

### **Approval of Bills (October 2018)**

The Board discussed the bills in detail. Commissioner Fabrizio moved resolution 11.13.18-01 to approve the October bills. Commissioner Katz seconded the motion. The motion was unanimously approved.

## **REPORTS**

### **Police**

Officer Brown informed the Board on police activity in October stating that there were 87 incidents, which he discussed in detail.

## **DISCUSSION ITEMS**

### **Electric Vehicle Charging Stations (EVCS)**

Mr. MacPherson applied for a grant that offers up to \$5k per EVCS and is waiting on the State's approval. If approved, installation will need to be completed within 9 months to obtain reimbursement.

### **National Parking Association Conference and Exposition (NPA)**

Chair Lupo, Commissioner Girandola, and Mr. MacPherson attended the National Parking Association Conference and Exposition in Las Vegas in October. Mr. MacPherson said that the conference was beneficial in meeting with others in the parking industry and in discovering the advancements made in technology. Most impressive was the company, Park Assist, who can provide a camera system that can monitor the parking lot and maintain a running tally on the available spaces. The technology helps customers effortlessly find parking spaces in real-time, as well as find their vehicles when they return. Mr. MacPherson is waiting for a response from a Park Assist representative to discuss the possibility of incorporating the Authority's existing camera system with their camera system. If yes, plans to expand on the Wallace lot would occur first.

### **Price Increase Reaction**

Mr. MacPherson stated that the price increase, dictated by NJ Transit, caused 8 customers to release their parking permits. All complaints/questions presented to the Authority staff were quickly responded to. The main question asked was why the increase, and the response was because NJ Transit needed to follow the required formula. Despite the increase, WWPA continues to offer the lowest parking fees over other lots.

**Snow Preparation**

Mr. Schwartz forwarded the contract to Woodwinds Associates (snow removal contractor), which is still missing the Certificate of Employee Information Report. Woodwinds has a few issues with the contract, one being that they want to be placed under the Authority's umbrella with indemnification rather than them indemnifying the Authority. Mr. Schwartz will speak with the Authority's insurance broker, as well as Woodwinds Associates tomorrow regarding the topic. The other issues were discussed and resolved among the Board members.

**In-house Ticketing**

The Board discussed the in-house ticketing proposal which has been a topic for years. Township has been reluctant to share the cost WWPA incurs to enforce its parking laws, while it simultaneously benefits from all the fines collected. In-house ticketing has been a potential remedy for this financial gap, whereby the WWPA assumes all tasks of issuing, adjudicating, and collecting parking fines. It was recognized that likelihood of Counsel endorsement of any new plan is small given that the Authority would need approval from the Administrative Office of the Courts. Issuing and adjudicating parking tickets in-house implies bypassing the government entity that collects a fee for each ticket paid under the current process. A scenario for keeping all current recipients of the process whole, while enabling a reimbursement of WWPA's substantial fees for the enforcement function, has not yet been established. The cost of surveillance and enforcement is entirely borne by WWPA and the cost of this effort continues to rise without any offsetting fee revenue, contributing to declining margins.

**Wallace Bridge**

Chair Lupo stated that he received positive feedback on the Wallace bridge construction. Mr. MacPherson received the final bill from Shore Top Construction but will not make payment until core sampling in the Station Drive area is done. Grass and plantings were added in the area where the construction vehicles were placed during construction. As an added benefit from this project, a dip in the entrance area's ground that collected water that was repaired.

**2019 Budget Adoption**

Mr. MacPherson shared the 2019 budget to be adopted to the Board for their approval. The Board agreed to move resolution 11.13.18-02 to accept the 2019 adopted budget. A Roll Call was held by Mr. MacPherson and each Board member approved the motion.

**2019 Projects**

Mr. MacPherson discussed the projects in need of repair with Vaughn Drive being first on the list. This lot is imperative to repair and would cost approximately \$450,000, leaving \$550,000 left in the budget. Second would be the backend of the Alexander lot, estimated at \$175,000. Third would be the second half of the Wallace circle, estimated at \$100,000. Logistics of all three repairs were discussed in detail. Other areas in need of repair, should funds be left over, are the handicap ramp and stairwells, estimated at \$150,000.

Mr. MacPherson stated that NJ Transit is interested in installing the same infrared heaters that were installed in the Wallace shelter last year on the platform. The platform would require 10-16 heaters and is estimated at \$75,000-\$80,000.

Mr. MacPherson stated that \$1.2M is budgeted for snow removal in 2019. Board members requested that funds be set aside for unforeseen repairs.

Chair Lupo requested that Mr. MacPherson prepare a list of projects in order of repairs needed most with cost estimates.

Mr. MacPherson discussed the privately-owned, 25 spot parking lot and the various options to consider, as the owner is interested in either selling to or sharing with the Authority. Another option would be to sell exclusive-use spots. Companies nearby may be interested in renting spots for their employees. Further discussions are needed with the owner to establish the best solution for both parties.

## **REPORTS (continued)**

### **Administration**

Mr. MacPherson stated that he will investigate 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.). Cameras and equipment can be easily transferred over and suggested that the Authority keep the existing vehicle as backup, since insurance cost will be minimal. Board members agreed.

Mr. MacPherson stated that all data will soon all be transferred and hosted in the Cloud with the benefits that multiple users can access simultaneously, and that the risk of losing data, should there be a system crash, be eliminated.

**Accounting**

Mr. Colitsas discussed the financial reports with the Board in detail and said that he noticed a drop in parking permits from the prior year. Mr. MacPherson stated that the price increase caused those who commuted on occasion to give up their permits, and if those permits were sold to individuals on the waiting list who are frequent commuters, there would be a concern of overcapacity in the lots. Mr. MacPherson is analyzing the spaces available daily, and over a period of time, will be able to determine how many permits can be offered.

Mr. Colitsas stated that he will work on submitting the engagement letter to the Board prior to next month's Board meeting. The Board members approved of the financial reports.

Mr. MacPherson stated that the credit card transaction fees will no longer cover the credit card cost, since the price increase. Commissioner Fabrizio suggested that they consider increasing the credit card transaction fees.

Mr. MacPherson stated that there still is no update on the lease that is only pending signature.

**EXECUTIVE SESSION**

Chair Lupo moved that the Board enter executive session to discuss a personnel issue. Commissioner Fabrizio seconded the motion. The Board went into executive session at 9:59 p.m. At 10:20 p.m., Commissioner Crane 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 10:22 p.m.

Respectfully,

Elle Magarelli