

# **WEST WINDSOR PARKING AUTHORITY**

## **Minutes of Meeting**

**October 10, 2018**

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The West Windsor Parking Authority meeting was held on Wednesday, October 10, 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.  
James Colitsas, CPA, Princeton Financial Group, LLC  
Phil Mosca, CPA, Princeton Financial Group, LLC  
Robert Schwartz, Attorney

### **Comments from Audience**

None

## **ACTION ITEMS**

### **Approval of Minutes (September 12, 2018)**

Commissioner Fabrizio moved to approve the September 12, 2018 minutes. Commissioner Girandola seconded the motion. All the Commissioners voted to approve the minutes.

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

The Board discussed the bills in detail. Commissioner Fabrizio moved resolution 10.10.18-01 to approve the September bills. Commissioner Katz seconded the motion. The motion was unanimously approved.

## **DISCUSSION ITEMS (continued)**

### **In-house Ticketing**

Chair Lupo stated that he spoke with a representative from NJ Institute of Parking who is also director of various parking authorities throughout the state. The conversation had will be discussed during executive session, since legal issues are included. Information will be provided to the public once a decision has been made.

### **Snow Platform Removal**

Mr. MacPherson stated that because of the severe storms last winter, insurance companies have raised rates significantly, therefore, it is not feasible for Woodwinds Associations (snow removal contractor) to purchase additional coverage. Their current basic snow removal liability coverage, which indemnifies WWPA while Woodwinds' employees are onsite, is sufficient, especially since WWPA's umbrella insurance of \$20M combines with Woodwinds' insurance coverage. Chair Lupo stated that Woodwinds has historically performed well, and agreed that since WWPA has ample coverage, it is not necessary for Woodwinds to purchase additional coverage.

The Authority is covered under Title 59, so if an individual were to take legal action over a slip and fall claim, the Authority would only be responsible for the deductible and the State would pick up the remaining balance.

Mr. MacPherson stated that Woodwinds will supply the Authority with a certified copy of the Certificate of Employee Information Report from the State to complete the contract.

### **NJ Transit Price Increase**

Mr. MacPherson stated that he had discussions with a NJ Transit representative who confirmed that the price increase to \$6 for all daily parking and to \$252 a quarter for all non-resident and Alexander permit parking will go into effect on January 1, 2019. The announcement will be made via letter, email, and signage, as well as posted on WWPA and NJ Transit websites on or around November 1, 2018.

Mr. MacPherson stated that ticket machines will no longer accept cash; only debit/credit cards effective January 1, 2019. Notification will be included in the price increase announcements.

### **Food Truck Event**

Mr. MacPherson stated that despite the weather, attendance at the food truck event was impressive. Although there were 1,000 less participants from last year, 5,500 participants were a substantial amount. Food vendors were satisfied with sales and expressed an interest in returning next year. Beer sales, however, were poor, and the Board contemplated eliminating the beer tent next year but decided to keep it because it attracts people and there was a decent number of individuals who enjoyed it. A lengthy discussion followed on how to increase beer sales next year.

Chair Lupo said that there were some minor issues with Clean Water Act that was resolved as the event began, which he discussed in detail. Mr. MacPherson stated that the food truck vendors seemed favorable in utilizing the reusable food baskets in place of disposable plates.

The Arts Council's Martian contest did not go as well as planned because of the rain. The Arts Council suggested collaborating on more events.

The Board discussed the logistics on next year's food truck event and various approaches on how to increase attendance, which was determined to be achieved with additional and improved advertisement. Chair Lupo stated that overall the event was successful and a great opportunity for the community to unite. Mr. MacPherson did an exceptional job at planning and working the event, and all look forward an even better food truck event next year.

### **Employee Manual**

Commissioner Crane shared with the Board his edits on the updated employee manual for WWPA employees. After a lengthy discussion with focus on vacation, sick, and jury duty pay policies, the Board all agreed with the edits. Chair Lupo thanked Commissioner Crane, Mr. Schwartz, and Mr. Colitsas on their efforts in updating the employee manual and requested that the manual be available to WWPA employees.

### **Wallace Bridge**

Mr. MacPherson stated that the Wallace bridge construction was delayed a week with some issues but is now moving along nicely. All is up to code, and the railing is expected to be installed sometime next week, followed by leveling, paving, and inspection. The project is anticipated to be completed in two weeks. The drop off area where water pooled was repaired by removing the pavers and pitching the ground to divert water away eliminating a slip risk.

### **2019 Budget**

Mr. MacPherson contacted the Department of Consumer Affairs to discuss the Authority's state budget.

The discretionary 5% profit sharing to the Township was added to the 2018 budget to give the option of paying it next year unless challenges are presented. Mr. MacPherson answered all the Board's questions related to the budget to their satisfaction.

Chair Lupo agreed to move resolution 10.10.18-02 to bring the budget to the table as been prepared. A roll call was held by Mr. MacPherson and each Board member present approved the motion, which is to be adopted during the next Board meeting.

## **ACT ENGINEERING**

### **Wallace Bridge**

Mr. Korkuch displayed pictures of the construction done so far on the Wallace bridge, which is progressing nicely.

Mr. Korkuch shared with the Board the video inspection inside of the pipe that runs underneath the tracks in Wallace circle. The camera was unable to pass through an area of debris that sat in a puddle of water caused by rainwater that entered a small hole in the pipe above. ACT attempted to vacuum the debris, but it was too heavy and pasty to lift. Mr. Korkuch suggested sharing the video inspection with NJ Transit for their knowledge so that they can decide on the next steps. The debris is not enough to constrict waterflow through the pipe, so it is still unclear why the tunnel floods and requires further investigation. ACT inspected the upstream drainage area that led the search to find the easement on Schlumberger's property. The title search company hired by ACT has yet to find it but will continue its search.

Mr. Korkuch stated that ACT will work on identifying potential repair work for next year so that the Board can consider including it in the budget.

Mr. Korkuch displayed images of various areas in the new Vaughn lot as a comparative to the same images taken last year that were of minimal concern then. Last year, Mr. Korkuch said

that there was no need to make repairs at that time but suggested to periodically inspect those areas as a precaution. The recent pictures revealed that some of the areas have

worsened since then and suggested repair. The other areas that remained the same will be monitored.

Since the pipes have been cleaned and have the capacity for water flow, there is no obvious reason why the Artis Senior Living property gets flooded. One issue for them is that their land is low and graded flat. ACT will investigate various outlets and is in contact with Artis Senior Living's engineers for them to determine and correct.

Mr. Korkuch said that Shore Top Construction did a good job on the paving project and will issue them with a punch list of touch up areas. There is an area along the walkway that pools with rainwater, which needs to be inspected and corrected.

## **REPORTS**

### **Financial Reports**

Mr. Colitsas discussed the financial reports with the Board in detail. He added a summary sheet that captures key topics for quick viewing, which the Board approved of. He will tweak it to be even more informative.

### **Miscellaneous**

Mr. MacPherson stated the Mr. Gubitose, the Authority's Investment Consultant, recommended transferring funds from the Authority's current operating account to Connect Bank to lock in a higher rate than what is currently offered to maximize the interest income.

Mr. MacPherson stated that a compliance audit was performed by DCA representatives and the Authority passed.

The Board discussed the police activity of 45 incidents submitted by West Windsor enforcement for the month of September in detail.

Mr. MacPherson requested the Board's opinion of where the next set of surveillance cameras be placed; in Station Drive or the pedestrian trail walkway. The Board agreed to Station Drive, as incidents occur there and not on the walkway. Mr. MacPherson described the location of

where the cameras would be installed. He stated that the West Windsor police and NJ Transit police appreciate having access to the camera footage, which has been useful with various incidents.

## **EXECUTIVE SESSION**

Chair Lupo moved that the Board enter executive session to discuss a legal issue. Commissioner Girandola seconded the motion. The Board went into executive session at 9:50 p.m. At 10:50 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 10:53 p.m.

Respectfully,

Elle Magarelli