

# **WEST WINDSOR PARKING AUTHORITY**

## **Minutes of Meeting**

**September 12, 2018**

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The West Windsor Parking Authority meeting was held on Wednesday, September 12, 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  
Robert Korkuch, ACT Engineers Inc.  
Chief Garofalo, West Windsor Police  
Sergeant Frank LaTorre, West Windsor Police  
James Colitsas, CPA, Princeton Financial Group, LLC  
Phil Mosca, CPA, Princeton Financial Group, LLC  
Jyotika Bahree, WW Township Liaison  
Robert Schwartz, Attorney

### **Not Present**

Tom Crane, Treasurer

### **Comments from Audience**

Andi Sjamsu, West Windsor resident and commuter – comments below under “Electric Vehicle Charging Stations (EVCS).”

## **DISCUSSION ITEMS**

### **Township In-house Ticketing Proposal/Chief's Report**

Chair Lupo explained to Chief Garofalo the objectivity of the Authority bringing ticketing in-house and the discussions had with Township representatives to work out a policy, whereby the Authority issues parking tickets, adjudicates them, and performs all the collections. He explained the advantages that both the Authority and the Township would gain and the frustration and unfairness of paying enforcement expenses, but not receiving any of the enforcement revenue generated from what the Township collects from tickets issued.

Per the Township representative's request, Chief Garofalo pulled together a comprehensive breakdown of police enforcement tasks and the rates associated with each task from 2016 and shared this breakdown with the Board. Chief Garofalo stated that the quantitative data illustrated is straightforward, but the qualitative data is difficult to assess, since incidents, investigations, events, trainings, etc. are unpredictable; therefore, figures are inflated in the budget to ensure budget coverage.

Chief Garofalo stated that the West Windsor police will soon participate in a crime mapping service to enable the public to be able to view crime activity in their neighborhood.

The Board thanked Chief Garofola for him taking the time to explain the breakdown of the enforcement fees, which now provides them with a better understanding for when they address Township representatives.

## **ACTION ITEMS**

### **Approval of Minutes (August 8, 2018)**

Commissioner Fabrizio moved to approve the August 8, 2018 minutes. Commissioner Katz seconded the motion. All the Commissioners voted to approve the minutes.

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

The Board discussed the bills in detail. Commissioner Katz moved resolution 9.12.18-01 to approve the August bills. Commissioner Girandola seconded the motion. The motion was unanimously approved.

## **REPORTS**

### **Police**

Officer LaTorre informed the Board on police activity in August stating that there were 53 incidents, which he discussed in detail.

## **DISCUSSION ITEMS (continued)**

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

Chair Lupu stated that a grant opportunity is available that offers up to \$5K per EVCS. Mr. Sjamsu attended the meeting to persuade the Board to apply for this grant and explained the increase of electric vehicle purchases over the last few years. Some members of the Board are concerned that these valuable spots will be wasted if designated as EVCS since there has not been any requests for them. Mr. Sjamsu suggested that the Board at least apply for the grant and consider the installation during the interim. Mr. MacPherson will need to fill out the lengthy application, obtain estimates from three vendors, determine the type of charging stations, and submit for consideration. Mr. Sjamsu offered his assistance to Mr. MacPherson. Mr. MacPherson stated that each station would be less than \$5K, as the area of interest already has a concrete base and piping in place needed for EVCS installation. The Board agreed to move forward with submitting the application and to continue discussions until a decision is made.

### **Snow Platform Bid**

Mr. Schwartz stated that the lowest bid to provide snow removal services on the platform was Woodwinds Associates but is missing the Certificate of Employee Information Report. Woodwinds will forward that form to Mr. MacPherson to complete the bid package. Due to the significant amount of slip and falls last winter, snow removal has almost doubled due to insurance. Chair Lupu asked if a performance bond was needed, and Mr. Schwartz replied yes.

Chair Lupu called for a motion to approve resolution 9.12.18-02 to award the bid for snow removal services on the platforms to Woodwinds Associates provided that they submit the Certificate of Employee Information Report to complete the bid package. Commissioner Fabrizio seconded the motion. The motion was unanimously approved.

**NJ Transit Price Increase**

Mr. MacPherson stated that he had discussions with NJ Transit regarding the upcoming price increase for daily and permit parking. NJ Transit will propose to the Executive Director this Friday to increase all daily parking to \$6 and all non-resident and Alexander permit parking to \$252 a quarter. NJ Transit dictates what the Authority can charge for non-residents but cannot dictate what the Authority charges for residents.

Mr. MacPherson said that other stations will also soon increase their rates, and WWPA will still continue having the lowest rate. He will need three months' notice for the new pricing to go into effect to allow enough time for those who participate in the commuter and employee benefit plan (WageWorks).

**Transit Village Meeting**

Mr. MacPherson attended a meeting at the NJ Transit Headquarters to discuss the Transit Village plan that was attended by the Mayor, Township representatives, NJ Transit Planning and Real Estate representatives, Township engineers, West Windsor's traffic consultants and master plan consultants.

The construction plans include installing a temporary traffic flow roadway in through the Station Drive permit and daily parking lot areas, which would eliminate some parking spots for a projected 10-12 years, until the DEP permits are obtained. Once the permits are obtained, it is likely that a portion of the gravel lot would be removed, and since that is on a wetland, a water retention pond would need to be added, causing a significant reduction in parking spots. NJ Transit representatives and Mr. MacPherson provided their comments for them to consider and are awaiting their response.

**Food Truck Event**

Mr. MacPherson stated that everything is on target for the upcoming food truck event. To be eco-friendly, straws will only be provided upon request, napkins will be limited, and recyclable bins will be placed throughout the site.

Councilwoman Bahree stated that Clean Water Action's ReThink Disposable program will participate to reduce waste by getting volunteers from the West Windsor-Plainsboro Regional

High School's Environmental Club to stand at the lot's entrance to hand out reusable food baskets to use in place of paper plates at the food trucks.

**Little Library**

Mr. MacPherson stated that a non-profit organization requested the Authority's approval on installing a free-standing library at the Wallace permit lot and is based on the idea of "take a book, leave a book." The organization will cover the cost of installation and maintenance and is offered to commuters and township residents to encourage reading. The Board approved of the installation. Chair Lupo called for a motion to approve the installation of the free-standing library. Commissioner Katz seconded the motion. The motion was unanimously approved.

**Station Drive Paving Project & Wallace Bridge**

Mr. MacPherson stated that the Station Drive paving project has been completed and has gained 13 additional parking spots, which include 2 spots for motorcycles.

Construction will continue to the Wallace bridge. Mr. MacPherson is working on getting signage to inform commuters of the temporary bridge closing and where to be redirected. Communication of the bridge closure will be sent via email, postings, and website. The project is anticipated to take up to 4 weeks.

**Audit**

Mr. MacPherson shared the 2018 audit for adoption to the Board for their approval. The Authority will issue a check to the Township in the amount of \$21,288.80, which is 10% of the Authority's net profit as agreed to and stated in the lease. Chair Lupo called for a motion to approve resolution 9.12.18-03 to adopt the 2017 audited financials as is. In a Roll Call vote by Mr. MacPherson, each Board member present approved the motion to approve the audited financials.

Chair Lupo stated that the voluntary rate of an additional 5% (\$42,206.00) to the Township for 2017 will not be offered, as the funds the Township collected from the Authority's enforcement tickets were significantly higher than anticipated. The 5% would help the Authority offset the \$120k that was spent on enforcement expenses. In-house ticketing will soon be implemented, but prior to that, it has been four years that the Authority has been paying for the enforcement costs, and the Township has collected and kept all the revenue generated for enforcement ticketing. The Board is supportive of the voluntary rate and has included the 5% in the 2018 budget and will continue to do so each year, provided that a fair split is achieved.

Councilwoman Bahree expressed her concern over the legality of the Authority taking ticketing in-house and questioned if the Authority has the statutory right to ticket.

Councilwoman Bahree and Mr. Schwartz reviewed the Parking Authority Law guide to find verbiage that clearly describes the Authority's rights regarding enforcement and violations. There was no clear definition which caused each to have their own interpretations of the statutes. After a lengthy discussion, it was decided that Mr. Schwartz would arrange to meet with the Mayor Marathe, Township's attorney and representatives from the Township and the Authority to determine a resolution. Mr. Schwartz stated that he is waiting for a response from the attorney who represents New Brunswick Parking Authority to obtain information on the statutes, since they are similar and have done in-house ticketing for many years.

Chair Lupo stated that once the legality issue is determined, and if the Authority does have the power to issue tickets, the next step would be to work on the financial arrangement with the Township. The Board agreed.

### **2019 Budget**

Mr. MacPherson stated that the 2019 budget proposal is similar to last year's budget and requested the Board's review.

### **Employee Manual**

To be discussed at the next Board meeting, when Commissioner Crane is present.

## **ACT ENGINEERING**

### **Wallace Bridge**

Mr. Korkuch requested that the Board extend the contract for Shore Top Construction Corp. from September 3 to October 17 (previously extended from August 19 to September 3) because of delays due to weather.

Commissioner Fabrizio called for a motion to approve resolution 9.12.18-04 to extend the Station Drive bridge repair until October 17, 2018. Commissioner Katz seconded the motion. The motion was unanimously approved by all Board members.

### **Video Pipe Inspection**

Mr. Korkuch stated that he will forward the pipe inspection video to the Board members for their review. ACT cleared the piping of brush, sticks, etc. to video inspect and found no deficiencies in the piping system. ACT examined the drainage area to identify if there was anything present that was creating more water flow and found nothing unusual. There is, however, a lot of water in that area that flows into a small basin which seems to always be full of rainwater which causes it to overflow and flood the parking area, the area by the swale near Schlumberger and other areas. The issue could also be because the system may not have been designed to accommodate the capacity of the rainfall from the recent high-intensity, short-duration storms. The piping system is now clean, but is susceptible to filling with debris again, so it is recommended that a trash rack be installed where the ditch leads to the pipe to reduce the debris from entering into the piping system. The challenge is determining if the property belongs to Schlumberger or the Township.

Mr. MacPherson stated that Schlumberger's property is up for sale and may be rezoned and adjusted. NJ Transit will address the flooding issue and correct it. Before the Transit Village construction begins, the area that floods into the Wallace Circle causing the street to close and is directly responsible for the tunnel flooding must be repaired. Mr. Korkuch will speak with the Township engineer on this topic.

Mr. Korkuch shared images of the paving project from the milling to the striping. The project has been completed successfully.

## **REPORTS**

### **Financial Reports**

Mr. Colitsas discussed the financial reports with the Board in detail. All approved.

### **Misc.**

Mr. MacPherson said that flu shots will be available to West Windsor employees.

Repairs will be made on the cracks in the large tunnel and the repitched floor once there are seven straight days of no rain.

The victim of a vehicle hit and run requested to view the video surveillance recording, but legally that is not permissible. Enforcement officers would have to review the video surveillance recording after a report is filed.

## **EXECUTIVE SESSION**

Chair Lupo moved that the Board enter executive session to discuss a personnel issue. Commissioner Girandola seconded the motion. The Board went into executive session at 11:51 p.m. At 12:15 a.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 12:17 a.m.

Respectfully,

Elle Magarelli