

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

August 14, 2019

The West Windsor Parking Authority meeting was held on Wednesday, August 14, 2019 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
Larry Katz, Asst. Treasurer
Dan Fabrizio, Secretary

Non-Commissioners

Scot MacPherson, Director of Operations
Robert Korkuch, President, P.E., ACT Engineers Inc.
James Colitsas, CPA, Princeton Financial Group, LLC
Phil Mosca, CPA, Princeton Financial Group, LLC
Frank Bal, Officer of West Windsor Police
Robert Schwartz, Attorney

Comments from Audience

A former WWPA employee joined the meeting to convey his employment experience to the board members.

ACTION ITEMS

Approval of Minutes (July 10, 2019)

Commissioner Crane moved to approve the July 10, 2019 minutes. Commissioner Fabrizio seconded the motion. All the Commissioners voted to approve the minutes.

Approval of Bills (July 2019)

Mr. MacPherson stated that NJ Transit's quarterly payment scheduled to be sent via wire transfer, as per their request, has been unsuccessful after several attempts. It was recently discovered that their bank is currently unable to accept wire transfers. Mr. MacPherson mailed a check.

Commissioner Crane moved resolution 08.14-01 to approve the July bills. Commissioner Fabrizio seconded the motion. The motion was unanimously approved.

REPORTS

Police

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

Officer Bal stated that a portion of Alexander Road in Princeton will be closed from November 6 until May for necessary bridge repairs. Two bridges (over the D&R canal and Stony Brook) and a culvert will be replaced during the project. Side roads and alternate routes are expected to jam up during the closure. Mr. MacPherson stated that he is coordinating with the Princeton Business Bureau and Princeton University on ways to funnel individuals onto the dinky as transport. Vans will be available as transportation to key points in the Township of Princeton during this time.

DISCUSSION ITEMS

Audit Update

Mr. MacPherson said that the audit is still pending completion until the State completes what is required from The Governmental Accounting Standards Board (GASB).

Parkmobile Contract

Mr. MacPherson stated that contract renegotiations are in process with Parkmobile. He will request that Parkmobile remove the exclusivity clause from their contract so that customers are not limited from using other mobile pay services. Overall, Parkmobile is a proficient system, but the few glitches that have occurred are frustrating and problematic for customers. Board members will review the contract before the annual renewal automatically posts at the contract's end date of December 31. Mr. MacPherson will speak with representatives from

Curbtrac regarding their software that has the ability to integrate with Parkmobile to ensure that their contract does not include the exclusivity clause.

Snow Bid

Mr. Schwartz stated that two bids were received for snow removal services in the parking lots. Both bidders did not include all information required to meet the criteria of the bids. He and Mr. Korkuch recommended rejecting both bids. Board members agreed and requested that the snow removal project go back out to bid. Mr. Korkuch stated that enough time was allotted and both bidders are able to reapply.

Platform Repairs

Mr. MacPherson said that the ADA ramp, yellow lines, and west-end repairs have been completed. Remaining repairs are cracks and concrete along the platform that are not yellow-lined related to be completed by next week.

Fill-in Parking

As per Commissioner Girandola's request, Mr. MacPherson stated that he strategized with the team on ways to fill the vacant spots in the permit lots. The Wallace permit lot is oversold, yet almost half of the lot is vacant. He proposed that 50 spots be allocated to daily parking but only from 8:30am, after majority of commuters have already parked, until 1:00am. Parkmobile can easily add this feature to the system. Commissioner Fabrizio suggested that Mr. MacPherson forward an email to those on the waitlist to ensure that it is accurate and to confirm that those on the waitlist want to remain. Once the list is updated, another email will go out offering those on the waitlist the option to park in daily spots, perhaps at a discounted rate. Mr. MacPherson and board members will continue to work on the logistics. Mr. MacPherson will speak with representatives from Weblications on the most effective method to notify customers.

Food Truck

Mr. MacPherson said that event planning is on schedule. He will meet with Township representatives to discuss its logistics. Sponsors include Delaware Valley Acura, T-Mobile and AT&T, Cutco Cutlery, Kitchen Magic, and some others. Jersey Central Waste delivered waste pails at no cost.

Mayor Hemant Marathe posted information on Facebook regarding the Pace Car Program designed to fight speeding on residential streets. Residents can obtain a form from either West

Windsor Township, West Windsor Library, or West Windsor Farmers' Market to pledge to drive the speed limit in their neighborhoods and to obey all stop signs and red lights. Those who pledge receive a small magnetic sign to display on their vehicle that identifies them as a motorist who has taken the pledge to become a West Windsor Pace Car driver. Mr. MacPherson will send an email to customers informing them of this program.

Mr. MacPherson stated that the 2nd Annual National Drive Electric Week will be located at the Farmers' Market on Saturday, September 14. He will place flyers advertising this event on the bulletin board and included notification on WWPA's website.

2020 Budget

Mr. MacPherson stated that the 2020 budget is similar to last year's budget with an increase to the following expenses: police department, retirement benefits, rent, and insurance. Medical benefits may increase, but that cannot be determined until November or December. A lengthy discussion followed as the board members reviewed the updated budget.

ACT ENGINEERS

2019 Paving

Mr. Korkuch stated that the construction on Alexander lot, Vaughn Drive, and Wallace Road and Wallace circle are almost complete, and repairs remaining are minor. The sidewalk along Vaughn drive needs to be elevated slightly so that rain water does not pool, and a pole for an additional surveillance camera needs to be installed. Earle Construction's contract ceases on Monday; therefore, Mr. Korkuch recommended that board members extend their contract until the next board meeting. Board members agreed.

Mr. Korkuch showed images of the construction areas: piping, curbing, storm water inlets, milling, asphalt, etc. Board members concurred with Mr. Korkuch that Earle Construction handled the job professionally and efficiently.

Mr. Korkuch discussed the areas still in need of repairs, with the replacement of railings most imperative on the list.

Mr. MacPherson stated that Earle Construction repurposed the asphalt millings from the Alexander and Vaughn lots by dispersing the asphalt onto the gravel lot instead of recycling it.

At no cost, they added the asphalt to the gravel lot, rolled it, and filled in all potholes. Positive comments from commuters were already made.

Wallace Pond

Mr. Korkuch stated that ACT is storing the fountains until PSE&G provides a new electric service location. After the fountains are installed, lighting will be added. ACT is still waiting on Amtrak to file the application with DEP for wetlands permits on the permanent electrical work.

The guardrails were repaired in Wallace circle.

Waitlist Update

A review of the waitlist deposit account was presented by Mr. Mosca, and it was determined that all categories of waitlist statuses were identified, and the account can be certified as accurate.

REPORTS (continued)

Accounting

Mr. Colitsas discussed the financial reports in detail. Revenue is above budget and prior year due primarily to the increase in permit prices. Also, the daily parking rate and number of daily parkers increased. Maintenance was over budget and is difficult to predict since there are many variables such as the availability of contractors, timing, unforeseen repairs, and weather.

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 10:28 p.m. At 10:50 p.m., Chair Lupo 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 10:52 p.m.

West Windsor Parking Authority

Respectfully,

Elle Magarelli