

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

February 13, 2019

The West Windsor Parking Authority meeting was held on Wednesday, February 13, 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
Dan Fabrizio, Secretary
Larry Katz, Asst. Treasurer
Tom Crane, Treasurer

Non-Commissioners

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

Comments from Audience

None

ACTION ITEMS

Approval of Minutes (January 9, 2019)

Commissioner Crane moved to approve the January 9, 2019 minutes. Commissioner Fabrizio seconded the motion. All the Commissioners voted to approve the minutes.

Approval of Bills (January 2019)

Mr. MacPherson and Board members discussed the bills in detail.

Mr. MacPherson stated that the recent permit price increase caused over 100 commuters to release their permits, mostly those who infrequently commute and realized it to be more cost-effective to purchase a daily ticket. Mr. MacPherson was able to release only a minimal number of permits to those on the waiting list, since permits were oversold causing a high occupancy level. The lots will continue to be closely monitored to ensure that enough spaces are available to commuters.

Mr. MacPherson stated that charges on invoices from Winter Services were mainly for sanding and salting the lots and platform, rather than snow removal because of the fluctuating temperatures causing the rainwater to freeze. Chair Lupo and Mr. MacPherson are satisfied with Winter Services' performance.

Commissioner Crane moved resolution 02.13.19-01 to approve the January bills. Commissioner Fabrizio seconded the motion. The motion was unanimously approved.

REPORTS

Police

Officer Bal stated that West Windsor Police Department was 1 of 150 law enforcement agencies to be hacked with a "ransomware" virus that seized control of their computer system's files and infected all but three computers in the office. A ransom demand of payment of untraceable digital currency (Bitcoin) was requested in order to be given a "decryption key" to unlock the system. The police department hired an outside company who was able to restore almost all files prior to October, however, files from October to mid-January of this year remain encrypted and are inaccessible. The police department struggles in obtaining missing information needed from other sources. Commissioner Girandola asked if privacy was violated, and Officer Bal stated that there was no privacy theft, only encryption.

Officer Bal provided a brief description of incidents that occurred at the Princeton Junction train stations during the month of January.

Office Bal informed the Board of an upcoming meeting that he is facilitating by the request of taxi drivers to discuss their frustration and feelings of unfairness of having to pay high fees to transport passengers while ride-sharing companies, such as Uber, do not. A member from the

Township will attend in an effort to work out a solution, although Officer Bal does not think there is anything that they can do. Enforcement was able to reduce their insurance, but it was only minimal. Mr. MacPherson stated that taxi drivers requested banning ride-sharing companies from the lot, but an ordinance was granted last year that allows ride-sharing companies permission for passenger pick up anywhere in the station, with the exception of the taxi line and restricted areas.

DISCUSSION ITEMS

New Jersey Transit Walk-through & 2019 Projects

Messrs. MacPherson and Korkuch met with a NJ Transit representative to perform a walk-through of recommended project areas.

NJ Transit was offered a government grant for installation of electric charging stations and asked Mr. MacPherson to coordinate the logistics. Mr. MacPherson stated that there are approximately 8 to 10 non-working chargers that were installed a long time ago that could be replaced with the new electric chargers. Mr. MacPherson estimates completion of the project to be 1-2 years. Mr. Schwartz will draft an ordinance that will allow WWPA to issue tickets to those who illegally park in an electric charging space. There was a lengthy discussion on the logistics of placement and electrical fees that would be added onto the parking permit rate for these spaces. Further discussions will be continued.

Mr. MacPherson said the Township received a grant in 2017 with plans to move the unused waiting shelter at the bus stop located at the end of Vaughn Drive this summer. The new location has not yet been determined.

Mr. MacPherson stated that discussions on repairing the drainage on Washington Road in preparation of Transit Village will begin this summer. Mr. MacPherson would like to fill in the Vaughn Drive extension that comes from the Vaughn lot into Alexander by adding a road between the two areas. The area is already level, drainage and lights are in place, and the only item left to do is paving. This new exit would help with the traffic flow, especially during Washington Road's construction.

Mr. MacPherson said that NJ Transit agreed to repair Vaughn Drive at \$475K and Alexander lot at \$250k. They are undecided on the Wallace daily and circle at this time but should have an answer by next week.

Mr. Korkuch said that he would like to award the RFP at the April meeting to give contractors enough time for set-up. Chair Lupu called for a motion to approve resolution 02.13.19-02 to go out to bid for repair on Vaughn Drive and Alexander lots. Commissioner Fabrizio seconded the motion. The motion was unanimously approved by all Board members.

Additional NJ Transit projects to be completed are the installation of infrared heaters on the platform in front of the waiting room and the lights along the northeast corridor.

Chair Lupu inquired about the pond and Mr. Korkuch responded that the pond is expected to be upgraded later in the year and there may be some elements around the pond and the drainage issues that may correlate with the tunnel flooding. It will be assessed, and he anticipates having information on the topic at the next meeting.

Mr. MacPherson stated that the Legislature gave approval to a bill called the “rain tax” that aims to fix one of New Jersey’s biggest environment problems of aging stormwater systems that exacerbate flooding and pollution that may wash into existing sewer systems and waterways. Legislation proposed that the stormwater utilities be funded by fees assessed against property owners. Mr. MacPherson stated that WWPA is exempt and repairs previously made cleared them from any kind of mismanagement. Schlumberger, however, may be penalized because of their drainage issues, but it is still unclear who owns the property.

Landscaping

Mr. MacPherson stated that the landscape maintenance contract will need to go out to bid. The current landscaper did not factor in an increase for this year on last year’s bid, therefore, wants to rebid with the increased rate. The lowest bidder will be awarded the contract.

Digital Iris/Parkmobile Issues

Mr. MacPherson said that Parkmobile had an issue after an update over the weekend where the system charged Android users \$90 a day for parking. Most commuters refused to pay the erroneous fee and risked receiving a ticket, since the ticket would be cheaper. Notification was sent stating that those who paid the \$90 would be reimbursed immediately. Enforcement did

not ticket until the issue was resolved. Similar issue occurred in January for a short period. Chair Fabrizio inquired if revenue was lost, and Mr. MacPherson stated yes, a minimal amount. Because of this incident, daily numbers are down. Mr. MacPherson plans to review their contract to determine if Authority can be compensated for lost revenue.

Mr. MacPherson discussed a company that will soon launch a new mobile parking app that has the technology to offer commuters with more than one option to park and pay. Chair Lupu approves of the concept. The company offered to present the app to the Board after it goes live. Mr. MacPherson will provide additional information to the Board as he receives it.

Lease Update

Once the lease is returned from NJ Transit, which is expected soon, the updated split of 36/64 will take effect retro to January 1, 2019.

New Truck Bid

Mr. MacPherson stated that the bid was awarded for a new Ford Explorer with all requirements met for approximately \$38K. The vehicle will be operational in two weeks after the Genetec enforcement system (cameras, laptops, wiring, etc.) is installed for an expense of \$44K. There will be another expense of approximately \$2,500 to add lettering and a lightbar.

Station Maintenance Renewal

The station maintenance contract was renewed at a 2% increase with Inarvy Lebasi Services. Chair Lupu expressed his satisfaction with their services.

Amtrak Construction

Amtrak was onsite to replace catenary lines with only minimal disruption to commuters. Although notification was sent to commuters on the time and location of the 52 spots to be blocked, 7 vehicles were parked in those spots. Those vehicles were towed, but only 20 feet away with no complaints received.

ACT ENGINEERS

Station Drive Paving

Shore Top Construction's core sampling test passed inspection. Shore Top paid High Point Architectural, who have in return lifted their lien. Mr. MacPherson will issue final payment to

Shore Top but will deduct approximately \$6K from the bill to reimburse the Authority for mismanaged time and fees incurred due to mistakes that Shore Top made.

Chair Lupo called for a motion to approve resolution 02.13.19-02 to pay Shore Top Construction's final invoice minus the amount suggested by Mr. MacPherson as reimbursement for mismanaged time and fees incurred due to mistakes that Shore Top made. Commissioner Crane seconded the motion. The motion was unanimously approved.

Artis Flooding

Mr. Korkuch discussed the drainage issue at the Artis Senior Living property adjacent to the new Vaughn lot. Artis's engineers have not yet been able to establish why their property floods and were granted an easement onto WWPA's property where the drainage is to allow them to dig into areas to reveal the exact location of the soil landfill cover. DEP requires that the landfill material not be invaded, therefore, Artis's engineers need to inform ACT engineers when working on WWPA's property so that their work is monitored. Mr. Korkuch will provide Mr. MacPherson with a list of fees that ACT charged WWPA for their time with Artis's engineers and will send a copy to Township. Mr. Korkuch will continue to assist to get the job completed.

DISCUSSION ITEMS (continued)

In-house Ticketing

A lengthy discussion was had on the task discussed in last meeting of preparing a "Memo of Understanding" (MOU) to address the revenue sharing gap between the Township and WWPA. Board members will discuss the draft MOU prepared by Mr. MacPherson during closed session. Chair Lupo and Commissioner Girandola committed to work with Mr. MacPherson and Legal Counsel in the coming weeks to finalize the document by the next meeting in March.

The Board also discussed the perceived ambiguity of the law that governs the Authority's ability to conduct in-house ticketing. The nature of the governing body, Administrative Office of the Courts, and the restrictions it imposes on parking authorities from bypassing the State's ticketing mechanism for parking violations, is not fully understood. Commissioner Girandola suggested that further research be undertaken to obtain a factual understanding of the law in this regard.

REPORTS

Accounting

Mr. Colitsas discussed the financial reports with the Board in detail. He stated that landscaping is substantially over budget because the figures were not budgeted for January.

Snow removal for January is under budget since there was minimal snowfall. He discussed the seasonal analysis from October to current that he recently added to the report, which the Board found helpful.

Miscellaneous

Mr. MacPherson spoke with a representative from Weblication who suggested that the Authority upgrade their website to be mobile-friendly to allow easy syncing and give the advantage of being able to log on via mobile phone. The fee is \$7,500. Board members agreed to the upgrade.

Councilwoman Manzari stated that Township is currently in the process of updating their website.

EXECUTIVE SESSION

Chair Lupu moved that the Board enter executive session to discuss Memo of Understanding. Commissioner Girandola seconded the motion. The Board went into executive session at 10:11 p.m. At 11:05 p.m., Chair Lupu moved that the Board come out of executive session. Commissioner Katz seconded the motion.

ADJOURNMENT

Chair Lupu moved to adjourn. There being no further business to discuss, the meeting was adjourned at 11:10 p.m.

Respectfully,

Elle Magarelli