

# **WEST WINDSOR PARKING AUTHORITY**

## **Minutes of Meeting**

**July 10, 2019**

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The West Windsor Parking Authority meeting was held on Wednesday, July 10, 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  
Virginia Manzari, Township Liaison

### **Comments from Audience**

None present.

## **ACTION ITEMS**

### **Approval of Minutes (June 18, 2019)**

Commissioner Crane moved to approve the June 18, 2019 minutes. Commissioner Fabrizio seconded the motion. All the Commissioners voted to approve the minutes.

### **Approval of Bills (June 2019)**

Board members reviewed the bills in detail. Mr. MacPherson stated that NJ Transit's quarterly payment sent via wire transfer has not yet been reflected on the bill list.

Chair Lupo inquired about a charge for eyeglasses, and Mr. MacPherson stated that employees have the health benefit of being reimbursed up to \$450 annually for eyeglasses.

Commissioner Crane inquired about a charge in the amount of \$5,645 from ACT Engineers, and Mr. Korkuch responded that it is for the letter of interpretation on the wetlands delineation to identify its boundaries for the Wallace pond project, as well as for some general permits required to send to DEP.

Commissioner Crane moved resolution 07.10.19-01 to approve the June bills. Commissioner Fabrizio seconded the motion. The motion was unanimously approved.

## **REPORTS**

### **Police**

Officer Bal informed the Board on police activity in June stating that there were 51 incidents, which he discussed in detail.

Chair Lupo inquired about the progress on installing cameras and signs to deter individuals from making illegal left turns when exiting the Vaughn lot. Mr. MacPherson stated that he spoke with vendors who recommended installing a high-speed modem and mounting an HD camera to capture live footage and clear images of the area. The LPR system would be integrated to allow the camera to scan the license plate to pull the permit number for details. Mr. MacPherson was quoted \$5k for the camera. Surveillance signs will be placed two weeks prior to the cameras being installed, and Officer Bal said that notice will be posted in the local paper and on Facebook. Mr. MacPherson stated that cameras would also be installed in Station Drive and in the Alexander lot and its platforms. Cifelli Electric is scheduled to install a converter to the existing power source. Board members approved.

Commissioner Fabrizio inquired about the light pole damaged by Winter Services during snow removal this past winter. Mr. MacPherson stated that they completed repairs, inspection passed, and were given their final check.

Chair Lupo inquired if the new employee hired in March was authorized to issue tickets. Mr. MacPherson stated that the new employee has not yet been authorized to issue tickets

because Parking and Transportation Services (PATs) is upgrading their system and are experiencing some issues that is causing a delay with the upgrade. WWPA will receive new equipment (printers, pda, etc.) sometime in August to be compatible with the upgrade.

## **DISCUSSION ITEMS**

### **Audit Update**

Mr. MacPherson said that the State has not yet received the numbers required from The Governmental Accounting Standards Board (GASB) required to complete the audit. To ensure that the Authority is not assessed late fees, Mr. MacPherson will forward the unaudited financial reports and balance sheet for 2018, which was confirmed as sufficient from US Trust Bank officials.

### **Parkmobile/Curbtrac**

Mr. MacPherson spoke again with CEO and Co-founder of Curbtrac regarding the new software available with the capability of integrating with Digital Iris, Parkmobile, T2, and Genetec. He shared Curbtrac's proposal with the Board to review. Mr. MacPherson explained how Curbtrac funnels all of the data from Authority's existing software, tracks the information, and offers multiple payment options for commuters. If an issue occurs with Parkmobile, Authority would be notified instantly as opposed to finding out hours later from customer complaints.

Mr. MacPherson stated that Curbtrac could install signs with RFID technology that allows customers to pay with Apple Pay or Google Pay simply by tapping their phones against the sign. Curbtrac will send a separate proposal on installing a system in the office for credit card payment, which is currently not available.

Commission Girandola requested that Mr. MacPherson work with the team on strategizing how to fill the vacant spots in the permit lots and prepare an outline to be discussed at the next meeting. Authority currently oversells spots; however, many spots are sporadically used leaving a sufficient amount vacant. Commissioner Girandola suggested offering those on the waitlist the option to purchase daily parking at a discounted rate. Mr. MacPherson said that he would discuss with the team and provide their suggestions at the next meeting.

### **Snow Bid**

Mr. Korkuch stated that the bids for snow removal services in the parking lots are out and due before the next Board meeting.

Mr. MacPherson said that Woodwinds Associates is interested in extending the contract for snow removal services on the platforms with the same requirements and a 2% increase, as noted in the contract.

Chair Lupo called for a motion to approve resolution 7.10.19-02 to award the extension for snow removal services on the platforms to Woodwinds Associates. Commissioner Fabrizio seconded the motion. The motion was unanimously approved.

### **Platform Repairs**

Mr. MacPherson stated that the platform repairs are going well. Currently, concrete work on the platform is occurring. Following will be the ADA ramp, yellow line, and west-end repairs. Bench repairs have been postponed until 2020.

### **Cell Tower**

Mr. MacPherson said that the Authority is awaiting approval from zoning and Township. The 150' cell tower will resemble a tree.

### **Food Truck**

Mr. MacPherson said that the West Windsor Arts Council signed an agreement with a beer distributor to operate a beer station at the food truck event on September 15<sup>th</sup>. There are expected to be 17 food truck vendors and 10 have been confirmed so far. Discussion of food truck and sponsor participants were discussed.

### **Waitlist Update**

Mr. MacPherson said that there was no update on the Waitlist.

### **Certified Accredited Parking Personnel**

Mr. MacPherson asked the Board if they felt it necessary that he enroll in the CAPP Certification Program that is presented by the International Parking Institute Education Development Committee. The requirements to become certified are to take 25 hours of online courses, payment for application and class fees, and to maintain certification by accruing a certain amount of points every three years after certification by either presenting at a parking-related forum or by submitting a minimum 1,600 word article to The Parking Professional or contribution of a regular column in an IPI-published parking or parking-related periodical.

Commission Girandola stated that the Board encourages training if it is beneficial. Mr. MacPherson does not feel that it would not offer a significant benefit. Chair Lupo suggested that he consider other training opportunities, if this certification does not seem advantageous.

## **ACT ENGINEERS**

### **2019 Paving**

Mr. Korkuch stated that the project is progressing as anticipated and the curbing and drainage construction is near completion. One repair that was not able to be performed was the pipe replacement underneath the unused bus shelter located on Vaughn and Alexander. Township was offered a grant to remove the bus shelter, but no mention of when removal would take place has been made. The piping is not compromised currently but will need to be replaced in the future. Milling, paving, and striping are expected to be completed this week. Construction on Alexander lot, Vaughn Drive, and Wallace Road and Circle, respectively, will occur over the next three weekends, weather permitting.

### **Wallace Pond**

Mr. Korkuch stated that ACT is unable to file the application with DEP for wetlands permits on the electrical work and fountain/aeration equipment for Wallace pond because Township documentation indicates that jurisdiction belongs with Amtrak, however, it should indicate that it belongs with NJ Transit. This error in documentation could take a significant time to resolve, so as a workaround, he recommended purchasing the fountain equipment, already available with the required specifications, and obtaining bids for electrical services to be temporarily installed in an existing power source until the application can be updated.

Commissioner Katz inquired if Earle Construction planned to refund the conduit installation fees set in the contract, since they were able to tap into an existing power source eliminating the need to run the conduit under the roadway. Mr. Korkuch said that the conduit is estimated per foot, so charges would only apply to what has been used.

## **REPORTS (continued)**

### **Accounting**

Mr. Colitsas discussed the financial reports in detail. He stated that the overall total revenue is substantially above what it was last year and permit and daily parking are over budget by approximately \$248K and were greater than last year by about \$522K. This is due to the

increase in permit prices combined with traded amounts in the deferred permit parking account into the realized permit parking account.

There was a lengthy discussion on the capacity of the lots and ideas on how to determine the vacancy available to oversell additional permits while ensuring that commuters always have a spot available.

Mr. Colitsas stated that snow removal services for the parking lots is lower than what it was last year, but snow removal services on the platforms was higher. Mr. MacPherson said that there was not a lot of snowfall, but there was a significant amount of freezing rain that required an abundance of salt. Although salting was expensive, there was only one minor incident on the platform and no slip and falls, which eliminated costly court fees and provided safety to the commuters. Board members agreed that Winter Services did a proficient job on the platforms and Woodwinds did the same in the lots.

### **Administration**

Councilwoman Manzari said that the Township's Dive Into Summer at WaterWorks event to support the Fire Department was rescheduled to August 2<sup>nd</sup>. The event will include pools, DJ, food, raffles, and firefighter and police demonstrations.

## **EXECUTIVE SESSION**

Chair Lupo moved that the Board enter executive session to discuss pension benefits. Commissioner Girandola seconded the motion. The Board went into executive session at 9:50 p.m. At 10:25 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 10:30 p.m.

Respectfully,

Elle Magarelli