

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

June 11, 2019

The West Windsor Parking Authority meeting was held on Tuesday, June 11, 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

La Mecia Ross-Tiggett, a parking permit holder and West Windsor resident, joined the meeting to express her disapproval of late fees that she incurred after paying her parking fees past the due date. She feels that the fees are exorbitant and claimed that she submitted payment before the due date of the 15th. Chair Lupo explained that the fees were established by the Board to encourage permit holders to pay on time, since there is a long waitlist. Payment is due on the 1st of the month but as a courtesy, permit holders have until the 15th to make payment before a late fee is applied. If payment is not received by the 15th, it is assumed that the permit holder no longer requires the permit, therefore, will be offered to the next person waitlisted.

The first offense of a late fee is \$50 and then doubles if a second infraction occurs within a specified time period. This was Ms. Ross-Tiggett's second infraction within the time period. Mr. MacPherson stated that Ms. Ross-Tiggett's payment was received on the 17th and that three reminders prior to the due date were sent. To help permit holders avoid late fees, various options are offered such as credit card and ACH withdrawals. Due date email reminders are continuously sent to inform permit holders of the upcoming due date and includes a statement that if the due date is on a Saturday or Sunday, payment should be received prior to the close of business on the Friday before the due date.

ACTION ITEMS

Approval of Minutes (May 8, 2019)

Commissioner Crane moved to approve the May 8, 2019 minutes. Commissioner Fabrizio seconded the motion. All the Commissioners voted to approve the minutes.

Approval of Bills (May 2019)

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

Chair Lupo questioned two invoices from Township, and Mr. MacPherson explained that they are stage rental fees for the community's upcoming food truck event. The invoice for \$650 is for the stage rental and the invoice for \$340 is the fee to have it delivered and set up on a Saturday to spare the Farmers' Market disruption. A portion of those fees will go to Township's Recreation Center.

Mr. MacPherson stated that NJ Transit is adjusting their billing cycle and requested that quarterly payments of \$375K be wire transferred at the beginning of each quarter. Board members approved their request.

Mr. MacPherson said that the charges from Integrated Technicians are for new computers for employees. He is currently obtaining estimates for computers for other staff members, since their computers are declining in effectiveness. Commissioner Girandola asked where data is stored, and Mr. MacPherson replied that all data is backed up regularly on an external hard drive and on a private cloud server.

Commissioner Crane moved resolution 06.11.19-01 to approve the May bills. Commissioner Fabrizio seconded the motion. The motion was unanimously approved.

REPORTS

Police

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

Chair Lupo stated that there have been complaints regarding individuals making illegal left turns when exiting the Vaughn lot. Board members suggested installing a surveillance camera and signs letting drivers know that they are being video recorded. Commissioner Katz inquired about placing orange barriers at the end of Washington Road in the proximity of the railroad tracks to prevent vehicles from entering onto the tracks, and Officer Bal said that he would investigate it. Officer Bal agreed that installing cameras and signs seems the best option.

DISCUSSION ITEMS

Audit Update

Mr. MacPherson stated that the auditors from Suplee, Clooney & Company have completed their review of the financial reports but cannot consider the audit complete until the State receives the numbers required from The Governmental Accounting Standards Board (GASB) Statement 75. GASB Statement 75 is the accounting and financial reporting for postemployment benefits other than pensions, and it will reveal the Authority's liability for the unfunded medical insurance from the State. This will render the Authority liable should the State file for bankruptcy, which is unrealistic since it is protected by the federal government. This number is estimated to be significantly higher than the pension liability. Chair Lupo stated that the objective is to understand what the Authority's legitimate liability is since it will be inflated on the financial reports.

Electric Vehicle (EV) Chargers

Mr. MacPherson stated that he attended the International Parking & Mobility Institute Conference a few days ago and spoke with representatives from several EV companies to gain insight on the chargers soon to be installed in the Alexander lot. NJ Transit received approval of the grant and are deciding on which charger is most accommodating and would be acceptable for approval. Once a charger is selected and approved and a vendor has been chosen, installation can proceed which is expected to occur sometime in December.

Snow Removal Bid

Mr. Korkuch stated that he plans to have bids for snow removal services go out in July so that board members can award the bids in August. A separate platform bid is required, since there are different restrictions from the parking lots.

Platform Repairs

Mr. MacPherson stated that the structural repairs on the platform scheduled to start today are pending until the rain ceases. Construction will begin with framing the northbound stairway to the Wallace drop-off area followed by pouring concrete and then the same procedure will follow on the southbound side. Once completed, yellow lines will be painted and construction on the handicap ramp and three stairwells will begin. Majority of construction will occur overnight (1:30am-4:30am) and on weekends for approximately 5-6 weeks so that commuters do not experience disruption. Plans for railing repair have been discussed and will take place next year. That project is anticipated to be much larger and will take approximately 2 years to complete.

Mr. MacPherson said that recently added to the lease is a clause for facility assessments and suggested that the platform be assessed in September. He displayed a list of repairs and costs that engineers and consultants identified as necessary. Board members discussed them in detail.

Cell Tower

Mr. Schwartz stated that he briefly scanned the updated cell phone tower site agreement that he received today from Antietam Wireless Services. He will review the agreement in detail tomorrow to confirm that all requests were added, such as that the cell tower is not exceed 150' in height and that any work performed on the tower must be given the Authority's consent.

Chair Lupo called for a motion to approve resolution 06.11.19-02 to accept the cell phone tower site agreement pending Mr. Schwartz's full review. Commissioner Crane seconded the motion. The motion was unanimously approved.

Food Truck Event

Mr. MacPherson updated the Board on the food truck event scheduled for Sunday, September 15th to begin at 11:00am. The food truck vendor list will be confirmed in July but expected are

the same vendors as last year. There will be two bands performing and the Arts Council still plans to coordinate and operate the beer station. A banner advertising the event will be hung across Princeton-Hightstown Road.

NJ Transit's Customer Service Manager is expected to attend and will be given a tent where he will be able to address commuter concerns. In exchange, WWPA will advertise the event on the trains.

International Parking & Mobility Institute Conference

Mr. MacPherson stated that while at the International Parking & Mobility Institute Conference a few days ago, he had the opportunity to speak with the CEO and Co-founder of Curbtrac about new software available that focuses on daily parking integration. This would allow multiple payment options for commuters. Curbtrac would facilitate in transferring information to scanning software that would integrate with PayByPhone, Parkmobile, etc. They would receive a portion of the transaction fees from the merchant companies but would not require any payment from the Authority. He also spoke with a member from Parkmobile who concurred.

Mr. MacPherson discussed a mobile payment solution company that was present called Honk, that specializes in Apple Pay, Google Pay, etc. that allows customers to make mobile payment at a tap station or with a QR code. Honk can integrate with Parkmobile for daily parking. They would place signs along the walkway and platforms where customers would be able to tap their phone, enter their license plate number, and press pay. It runs through a secure website and would link into the Genetec system. They also can integrate with T2 that would give the office the ability to accept credit card payments for permit parking. Mr. MacPherson will meet with the representative next week for further detail on the options available.

Mr. MacPherson summarized by stating that Honk would allow mobile payment in the lots and all would funnel into Curbtrac. Curbtrac would handle all transmission issues. Board members approved of the integration options that Curbtrac and Honk offers. Mr. MacPherson will discuss the pricing from both companies, once received.

ACT ENGINEERS

2019 Paving

Mr. Korkuch gave an update on the paving project being performed by Earle Asphalt and said that it is progressing well and on schedule, considering all the rainfall. He displayed images the curb/sidewalk replacement, storm piping, drainage areas, etc. that has been completed so far in preparation of paving. ACT will continue monitoring to ensure that the project remains on track.

Wallace Pond

Mr. Korkuch displayed images of the wetland delineation to identify its boundaries for the project and said that the permit applications are being prepared to send to DEP sometime in July. Earle Construction included in the contract that they would run conduit under the roadways of Wallace circle to power the two fountains to be installed in the upper and lower ponds, however, Cifelli Electrical found an already existing power source in the Wallace circle that they could tap into and add a power line, control panel, and junction box.

Mr. Korkuch stated that landscaping the area can be done now since permitting is not needed, but the electrical work and fountain/aeration equipment are pending until permits are granted. Board members agreed to move forward with landscaping (vegetation cleanup, dead tree removal, etc.) so that the view of the pond is no longer obstructed.

Mr. Korkuch stated that the pond could be cleaned chemically, but the fountains and aerators would eliminate the need for chemicals. The purpose of the fountains and aerator is to oxidize the water so that it is no longer stagnant causing decay and growth.

Trash Rack

Mr. Korkuch discussed last year's video pipe inspection of the underground system that ACT performed to find if there was blockage that could have caused the tunnel floods. There was blockage found by Schlumberger's property and ever since cleared out, there has not been a flood since. He recommended that a trash rack be installed in the ditch that leads to a pipe to protect the system from any debris. He will request a quote from Earle Construction and share with the board members.

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 is over budget by approximately \$97,000. Snow removal was substantially under budget because there was little snowfall in January. Chair Lupo approved of reports.

Administration

Mr. MacPherson stated that he is continuing to inform customers who pay for permit parking by credit card that ACH is available. This would eliminate the risk of a late fee should they miss the payment due date.

Mr. MacPherson stated that he cannot find a financial institution that would create a credit card program for automatic payments because the merchant service fees are excessive and higher than the current \$6.95 fee.

Mr. MacPherson stated that the new employee is still being trained as backup to the Authority's enforcement officer. A background will need to be performed.

Chair Lupo requested that Mr. MacPherson provide additional camera coverage in the Wallace lot for additional security. Mr. MacPherson will obtain a quote from Cifelli Electric.

EXECUTIVE SESSION

Chair Lupo moved that the Board enter executive session to discuss Memo of Understanding and personnel item. Commissioner Girandola seconded the motion. The Board went into executive session at 9:55 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 10:27 p.m.

Respectfully,

Elle Magarelli