

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

March 13, 2019

The West Windsor Parking Authority meeting was held on Wednesday, March 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
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, West Windsor Police
Virginia Manzari, Township Liaison
Robert Schwartz, Attorney

Comments from Audience

None

ACTION ITEMS

Approval of Minutes (February 13, 2019)

Commissioner Crane moved to approve the February 13, 2019 minutes. Commissioner Fabrizio seconded the motion. All the Commissioners voted to approve the minutes.

Approval of Bills (February 2019)

Mr. MacPherson and Board members discussed the bills in detail. Mr. MacPherson stated that although there was little snowfall during the month of February, there were significant charges

from Winter Services because of the large amount of salting needed for the freezing rain conditions. Chair Lupo requested that Mr. MacPherson include the dates of all the storms the bills reference in the memo section of the invoice on the bill list going forward, which will be helpful when preparing the seasonal analysis. All agreed that Winter Services continues to do an exceptional job in keeping the lots clear. Commissioner Crane moved resolution 03.13.19-01 to approve the February bills. Commissioner Fabrizio seconded the motion. The motion was unanimously approved.

DISCUSSION ITEMS

Platform Heaters

Mr. MacPherson stated that electricians from Cifelli Electrical have been onsite wiring and repairing the electric in preparation of the three infrared heaters to be installed on the Wallace permit lot's platform near the waiting room next week. Installation will take approximately one week to complete. The timer will be set from 5:30 a.m. to 8:30 a.m. and will turn on when the temperature goes below 50 degrees. Commissioner Katz inquired about the heating costs, and Mr. MacPherson replied that it would only cost approximately \$100 a month because an infrared unit does not draw a lot of power.

Lease Update

Mr. MacPherson is scheduled to visit New Jersey Transit's headquarters tomorrow to pick up the executed lease.

Americans with Disabilities Act (ADA) Space Compliance

Mr. MacPherson stated that there are no issues with the 48 handicap spaces available throughout the parking lots; however, Americans with Disabilities Act (ADA) requires WWPA to allot 51 handicap spaces to be compliant with its guidelines. Mr. Korkuch displayed images of the existing handicap areas and is working with Mr. MacPherson and Township members on the logistics for the 3 additional handicap spaces. The Board members discussed possible locations.

NJ Transit Chargers

Mr. MacPherson stated that NJ Transit was offered a \$30K grant for the purchase and installation of electric vehicle charging stations. He is scheduled to meet with members from Nexus Parking Systems, New Jersey Transit, DCA, and the state grant department tomorrow

to discuss the details and get answers to questions that he has regarding the regulations, ordinances required, merchant account set up, etc. Although there is currently no demand for electric charging stations, that may change in the future. Electric charging station parking spaces will only be permitted to those with an electric vehicle, and a permit with a slightly higher rate to cover the power cost will be required. Mr. Schwartz will investigate obtaining an ordinance that will allow ticketing to those illegally parked. The outcome of tomorrow's meeting will be discussed at the next board meeting.

Snow Recap

Mr. Crane expressed his concern over the substantial invoices from Winter Services on their snow maintenance and removal services, since there has been very little snowfall thus far. MacPherson explained that although there was little snowfall, there was a considerable amount of rain that would turn to ice once it hit the pavement and platform. The cost was mainly for salting the lots and spreading calcium chloride to the platform to prevent and eliminate ice.

ACT ENGINEERS

2019 Paving

Mr. Korkuch stated that there was a pre-bid meeting yesterday and packages are now available. They are due on April 2, and he will be able to provide his recommendation on what company to award at the next board meeting. Once awarded, prep work may begin early May followed by paving on the weekends in July and wrapping up on August 18, weather permitting.

Mr. MacPherson discussed the Vaughn Drive extension that comes from the Vaughn lot into Alexander. Final steps are to dig and pave. The extra access way will ease tension off Vaughn Drive, as well as Alexander Road.

Wallace Pond

Mr. Korkuch said that ACT has been performing research on the storm water near the pond and on the permitting required. The work to be done will be included in the repaving bid package since it is part of Wallace circle. Electrical conduits will be added for fountains, etc., which will require a separate request for bid package.

Mr. MacPherson said that the pond work is going to progress, but not as the same schedule as the repaving project, as originally anticipated. Planting will take place in late August to early September. The pond will need to be cleared of debris before electrical work on the fountain can begin.

Mr. MacPherson said that the landscape maintenance contract will go out to bid this week, and the lowest bidder will be awarded the contract.

The guardrail in Wallace circle will soon be repaired.

REPORTS

Accounting

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

Mr. MacPherson said that the large tunnel floor is pending repair until weather permits and during repair, the passageway through the tunnel will not be affected. The same company will perform work on the train platform.

Police

Officer Bal provided a brief description of the 39 incidents that occurred at the Princeton Junction train stations during the month of February.

Officer Bal met with taxi owners to discuss their frustration of having to pay high fees to transport passengers while ride-sharing companies, such as Uber, do not. Mr. Bal said that there is nothing enforcement can do and suggested that they consider working for a ride-sharing company since it seems that taxis will become obsolete.

Chair Lupo asked Officer Bal his opinion on the suggested locations of where to place the 3 additional handicap spaces that need to be added to be ADA compliant. Officer Bal agreed.

Administration

Mr. Schwartz explained that the Mayor requested if the Authority consider allowing West Windsor Farmers' Market to utilize a portion of the Vaughn lot for their vendors to sell their goods. The Authority is happy to oblige, as it will enhance the community. Mr. Schwartz

reviewed the agreement drafted by Mr. MacPherson whereas the Authority grants the Farmers' Market permission to utilize space in the Vaughn Drive parking facility beginning each Saturday from May 1, 2019 through to the last Saturday in November 2019. Commissioner Fabrizio suggested adding the hours of operation and a termination clause. Mr. MacPherson said that the hours would not impact the Authority, therefore, Mr. Schwartz will not include hours of operation, but will insert that this agreement be annual. Mr. MacPherson stated that insurance was arranged, and Chair Lupo requested that Mr. Schwartz add the insurance clause into the yearly renewal agreement.

The Farmers' Market requested permission to place a permanent sign advertising the market, and Mr. MacPherson suggested placing it on the shed. Mr. MacPherson would like the sign to be temporary until the Vaughn construction is completed.

Mr. MacPherson said that the annual food truck event will be held on September 15. The Authority decided that they would not participate in selling beers, since previous years caused them a loss. Mr. MacPherson stated that he met with a member from the Arts Council who expressed an interested in running the beer stand. Mr. MacPherson said that they are welcome to do so and went over the requirements needed such as obtaining a liquor license, insurance, etc. The Arts Council will explore if it is feasible and get back to him.

Member of the Arts Council is interested in revisiting having the Authority purchase art work to display at the stations and requested that they provide ideas of what they would like to see displayed. Because of the cost of the new vehicle and substantial snow removal invoices, the Authority may not be able to purchase art work at this time, however, will come up with ideas and consider if the art work presented is reasonable.

Mr. MacPherson ordered fluorescent shirt for employees who work on the grounds to wear for visibility.

Mr. MacPherson stated that a new employee will begin on Monday and will work 4 hours a day, Monday-Friday. He will cross train the employee on various duties to be performed outside of the office.

The new truck is not yet available and still needs to be mounted with equipment and balanced.

EXECUTIVE SESSION

Chair Lupo moved that the Board enter executive session to discuss Memo of Understanding. Commissioner Girandola seconded the motion. The Board went into executive session at 10:30 p.m. At 10:55 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 10:56 p.m.

Respectfully,

Elle Magarelli