

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

October 16, 2019

The West Windsor Parking Authority meeting was held on Wednesday, October 16, 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

None present.

ACTION ITEMS

Approval of Minutes (September 11, 2019)

Commissioner Katz moved to approve the September 11, 2019 minutes. Commissioner Fabrizio seconded the motion. All the Commissioners voted to approve the minutes.

Approval of Bills (September 2019)

Mr. MacPherson stated that Signorino Construction discovered and corrected a sinkhole under a portion of the platform while making concrete repairs. A set of stairs is the last item pending repairs. NJ Transit's structural engineering team inspected and approved all other completed platform projects.

Mr. MacPherson explained that the charges submitted by Cifelli Electric were for the directional drilling on the paving project and the pole for the surveillance camera in the Wallace lot, work in the electrical room and in the Wallace pond, and for the installation of the three heaters on the platform.

Justin Tree Services repaired all potholes.

Chair Lupo requested that Mr. MacPherson inspect an irregular area of concrete in the waiting zone by Wallace circle to ensure that it is not problematic.

Commissioner Fabrizio moved resolution 10.16.19-01 to approve the September bills. Commissioner Girandola seconded the motion. The motion was unanimously approved.

REPORTS

Police

Officer Bal informed the Board on the police activity in September stating that there were 71 incidents, which he discussed in detail.

Officer Bal stated that there have been discussions on how to manage the traffic flow on Route 1 when the Alexander bridge closes for renovations in early November. Mr. MacPherson stated that he has upcoming meetings with Department of Transportation to discuss placement of two signs that will alert commuters on the estimated time of traffic on both Alexander and Washington roads. Mr. MacPherson was also requested to provide them with information on the current traffic flow pattern, the number of vehicles in each lot, and where commuters are coming from to assist in predicting the traffic flow. Heavy traffic is expected in that area for the entire duration of the project.

DISCUSSION ITEMS

Audit Adoption

Board members reviewed and approved the 2019 audit for adoption. Net profit is \$213,806. Chair Lupo called for a motion to approve resolution 10.16.19-02 to adopt the 2018 audited financials. In a Roll Call vote by Mr. MacPherson, all board members approved the motion to approve the audited financials.

Food Truck Event

Mr. MacPherson stated that there were close to 10,000 individuals in attendance at the food truck event based on the number of vehicles, and it generated a profit for the first time. It was regarded as the most successful food truck event held so far, due to the success of the promotion and the momentum established from past events. The only major issue was the long wait times for most of the trucks which will be considered for the planning of next year's event. Discussions for improvements followed, inclusive of the possibility of combining the event with the Farmers' Market, if feasible.

Snow Bid Results

Mr. MacPherson stated that there was concern over some minor issues with Custom Landscaping's snow removal contract, but they were resolved. They drove through the parking lots to become familiar with the campus and are planning to have practice runs over the course of two weekends and one weekday.

The lots will soon be video recorded to document the condition of the lots prior to snow removal services. No date was set yet.

Platform Repairs

Mr. MacPherson said that the platform is close to completion with one stairwell left to repair.

Mayor's Ball

WWPA reserved a table for 12 at the upcoming Mayor's ball on November 2. Attendance was discussed.

Wallace Waitlist Verification

Mr. MacPherson stated that close to 2,000 letters and emails were forwarded to those on the waitlist requesting their response on if they want to remain or be removed from the waitlist and to verify their contact information. To date, 137 individuals requested to be removed from the waitlist, 957 individuals requested to remain on the waitlist, and 63 letters were returned

as address unknown. A second letter will be forwarded with notice on the front of the envelope for greater visibility that states a response is requested to remain on the waitlist.

Cameras

Mr. MacPherson stated that two surveillance cameras were installed in the Station Drive lot today making a total of 14 cameras throughout the campus. Enforcement officers will be able to review recordings of hit and runs in the daily lot, which is where most incidents occur. Plans for more cameras to be installed were discussed.

Electric Vehicle (EV) Charger Grant

Mr. MacPherson forwarded the EV grant documentation to Mr. Schwartz for his review to determine the timeline requirements and what the Authority's commitment is to this agreement. Authority has 9 months to accept the grant.

Waiting Room Repairs

Mr. MacPherson stated that the HVAC system in the train station waiting room that has been out of order since August was replaced. It was discovered that the last few vendors who installed the original system failed to connect the piping to the blower causing the system to overheat. The oil tank was drained and will be filled with sand next week. Cifelli Electric will run power on Tuesday and the system will operate the following day.

Vent fans in the bathroom are expected to be installed soon.

2020 Budget

Mr. MacPherson shared the state budget from Department of Consumer Affairs with slight changes from last year's budget. He requested the Board's approval so that it could be adopted some time in November.

Chair Lupu agreed to move resolution 10.16.19-03 to bring the budget to the table as been prepared. A Roll Call was held by Mr. MacPherson and each board member approved the motion.

ACT ENGINEERS

2019 Paving

Mr. Korkuch stated that Earle Construction has a few minor punch list items to finish and is still waiting for the pole to install for the surveillance camera. The project is anticipated to be completed soon but not before the contract expires, therefore, he requested that the board members extend the contract for another month.

Commissioner Crane called for a motion to approve resolution 10.16.19-04 to extend the contract with Earle Construction for another month. Chair Lupo seconded the motion. The motion was unanimously approved by all board members.

Wallace Pond

A new fountain is being planned for installation in the Wallace pond in front of the train station. This is for the purpose of improving the water quality of the pond and to enhance the beautification of this area of the campus. Mr. Korkuch stated that PSE&G has not yet installed the power to operate the fountain, so a generator was used to test the fountain. Mr. Korkuch displayed images of the fountain functioning at various spraying patterns. It will be removed and stored away until the spring.

Vaughn Wallace Lane Configuration

Mr. Korkuch displayed images of the lane reconfiguration that was made at the corner of Alexander and Vaughn in an effort to improve the traffic flow. The lanes were essentially reversed so that now vehicles making a right at the intersection are instructed to drive in the designated right turning lane and those proceeding straight or making a left turn are instructed to drive in the other lane designated for straight and left turns. Traffic flow has improved, but still is an issue. The only way to eliminate the problem would be to add a third lane. Chair Lupo asked if the traffic light signaling timer could be adjusted, and Mr. Korkuch stated that he spoke with enforcement officers on this topic before and was told that timing would not change anything. Mr. Korkuch will approach the topic with enforcement officers again.

Vaughn Lot Drainage Repairs

Mr. Korkuch stated that there are still some drainage repairs that he recommends.

Schlumberger Trash Rack

Mr. Korkuch stated that the trash rack to be installed to reduce the debris from entering into the piping system is being fabricated.

REPORTS (continued)

Accounting

Mr. Colitsas and board members discussed the financial reports in detail. The overall total revenue is substantially above the budget and above what it was last year. No issues found.

Administration

Mr. MacPherson plans to purchase a power washer to maintain the cleanliness of the concrete across the premises.

Chair Lupo inquired about the tunnel floor and its slippery appearance that is concerning commuters. Mr. MacPherson stated that although the floor appears to be slippery, it is actually slip resistant. The material used has an anti-skid additive for grip.

Chair Lupo asked Mr. MacPherson to have the gutters checked near the stairs of the tunnel so that the rain water flows properly out of the tunnel and not onto the tunnel floor.

EXECUTIVE SESSION

Chair Lupo moved that board members enter executive session to discuss pending Memo of Understanding with the Township. Commissioner Girandola seconded the motion. Board members went into executive session at 9:35 p.m. At 10:05 p.m., Chair Lupo moved that board members 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 10:07 p.m.

Respectfully,

Elle Magarelli