

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

January 9, 2019

The West Windsor Parking Authority meeting was held on Wednesday, January 9, 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

Mr. MacPherson 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
Phil Mosca, CPA, Princeton Financial Group, LLC
Robert Schwartz, Attorney

Comments from Audience

None

Reorganization - Election of Officers for 2019

Mr. MacPherson moved to reinstate current Board members: Andy Lupo as Chair, Lyle Girandola as Vice Chair, Dan Fabrizio as Secretary, Thomas Crane as Treasurer, and Larry Katz as Assistant Treasurer. Commissioner Fabrizio seconded the motion. In a Roll Call vote, each Board member approved the motion.

ACTION ITEMS

Approval of Minutes (December 11, 2018)

Commissioner Girandola moved to approve the December 11, 2018 minutes. Commissioner Katz seconded the motion. All the Commissioners voted to approve the minutes.

Approval of Bills (December 2018)

Mr. MacPherson and Board members discussed the bills in detail. Commissioner Girandola moved resolution 01.09.19-01 to approve the December bills. Commissioner Fabrizio seconded the motion. The motion was unanimously approved.

Professional Services Appointments for 2019

Chair Lupo moved to approve the following professional services appointments for calendar year 2019:

- ACT Engineers, Inc. as Engineers
- Princeton Financial Group, LLC as Accountants
- Frank Gubitose of FJG Enterprises as Investment Consultant
- McManimon, Scotland & Baumann, LLC as Bond Counsel
- Robert M. Schwartz as Attorney
- Suplee, Clooney & Company as Auditors

Commissioner Girandola seconded the motion. In a Roll Call vote, each Board member voted in favor of the motion.

Adoption of Resolutions for 2019

The Parking Authority adopted three Resolutions regarding meetings as follows. Chair Lupo moved resolution 01.09.18-02 to announce Parking Authority meetings in the Trenton Times and The Princeton Packet; to set the fixed price of \$36 for a copy of the minutes; and to establish the monthly meeting date as the second Wednesday at 7:30 p.m. Commissioner Katz seconded the motion. Mr. MacPherson called the Roll, and the motion was unanimously approved by all of the Board members.

REPORTS

Accounting

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

The overall revenue total for permit and daily parking were under budget by approximately \$58,900 and substantially lower than last year by approximately \$144,523.

Mr. MacPherson stated that the price increase caused those who commute infrequently to drop their permits, but despite the drops, permits are still oversold. Because of the concern over the high occupancy level, the lots are scanned throughout the day to ensure that there is always availability.

The cash receivers on the ticket vending machines were removed on December 31, and notices were placed on each of the machines notifying commuters that they no longer accept cash as payment.

Mr. MacPherson responded to numerous commuters who called to complain of the permit price increase that they should express their opinions to NJ Transit, since they dictated the increase.

Commissioner Girandola suggested charging a fee to those registering more than two vehicles for a parking permit. Mr. MacPherson will speak with T2 representatives to explore its possibilities.

Mr. Colitsas stated that snow removal is under budget for November and December, however, higher than last year.

DISCUSSION ITEMS

Station Drive

Mr. MacPherson stated that final payment was not sent to Shore Top Construction on the project because they have not completed the core asphalt sampling testing in the Station Drive area. Once testing proves that the asphalt tested meets the Department of Transportation's requirements, which is the standard to be met by the contract specifications, final payment will be submitted. Shore Top refuses to pay High Point Architectural, who was hired by Shore Top to make and install the walkway railings, until they receive final payment from WWPA. High Point filed a lien against the project until Shore Top pays them on the job that they finished. Mr. Korkuch said that he has reached out to Shore Top requesting that they complete the sampling as stated in the contract to resolve all issues. It is unclear why Shore Top is

avoiding testing. When asked if it's possible that the asphalt sampling won't pass inspection, Mr. Korkuch responded that it is very unlikely and feels confident in the asphalt's quality. Mr. Korkuch will continue to press Shore Top.

New Town Liaison

Ms. Virginia Manzari has been appointed as Township Liaison and was unable to join the board meeting due to prior commitments.

2019 Plan Going Forward

Mr. MacPherson's meeting with NJ Transit representatives to review projects to be done was postponed. It is imperative that the meeting be rescheduled soon as authorizations and timetables need to be quickly established.

Mr. MacPherson stated that NJ Transit police and engineers informed him that the dinky, currently closed for mechanical issues, should be active either in January or March.

Mr. MacPherson stated that a couple infrared heaters are to be installed on the platform next month.

Mr. MacPherson and Authority employee will assess the next three month's winter plans of action and fill out surveys for the maintenance to be performed, which should be mostly routine items.

Mr. MacPherson stated that he anticipates an estimate of at least \$50k for pothole repairs in the spring on lots that have not been paved in over 10 years. If repaved, there is a 5 to 10 year reprieve on the potholes. He suggested that the paving project be coordinated in the following four phases: Vaughn, Alexander, Wallace circle and pond, and Wallace daily, respectively. Mr. Korkuch will work with Mr. MacPherson on the logistics. Mr. Korkuch will speak with Cifelli Electric regarding electrical work in the Wallace circle, as they have provided electrical services in the station and are familiar with the areas. Mr. MacPherson will go forward on gathering a bid package to be ready for approval at the next board meeting.

In-house Ticketing

Discussion continued on the topic of WWPA taking on the issuing, collecting, and adjudicating of parking summons', bypassing the township's role in the adjudication and collection of

related revenue. Commissioner Lupo related to the Board his conversation with Mayor Marathe on this topic. The Township is struggling with a revenue shortfall and therefore the timing of this plan is inconvenient to the effort of closing their gap. In fact, the Mayor stated that their budget is counting on \$52k of WWPA revenue sharing this year. The Board discussed the underlying reason for pursuing its in-house plan; which is to cover the significant costs it expends for parking enforcement, for which the township refuses to reimburse despite collecting all of the parking fines. Commissioner Lupo assured the Mayor that WWPA desires to help with this tax revenue shortfall using any options that are allowable in the Authority code that governs the WWPA.

Commissioner Girandola suggested we submit a proposal to the town that addresses both party's goals over time, such as at the end of three years. This could include an increase to funds shared with the Township, offset by reimbursements provided by the Township for WWPA enforcement costs. Commissioner Lupo suggested that we prepare a "Memo of Understanding" (MOU) in this regard and resolved to work on it with Commissioner Girandola and Mr. MacPherson.

Relatedly, Mr. MacPherson discussed a pilot program whereby he issues smaller "courtesy" tickets for infractions that do not rise to the level of illegal parking, such as obscured license plate, or weekend infractions for which warnings could be issued. Commissioner Lupo affirmed that this plan was not an issue with the Mayor and that we are able to proceed at WWPA's discretion.

Mr. Korkuch had no project updates to report.

REPORTS

Police

Officer was not present but provided in advance a document that included a brief description of each of the 54 incidents that occurred at the Princeton Junction train stations during the month of December, which the board members discussed.

Administration

Mr. MacPherson informed the Board of two upcoming conferences: International Parking Institute in Anaheim, CA., to take place in June, and National Parking Association Convention

and Exposition in Orlando to take place in October. Board members should consider attending.

Parking Magazine, a monthly magazine published for those in the parking industry as a resource for trends, products and best practices in the parking industry, will run a profile article on Mr. MacPherson.

Mr. MacPherson is waiting on the Request for Proposal to submit for new vehicle.

Mr. MacPherson stated that he is actively searching to hire an individual to patrol the Wallace permit lot, five days a week from 6:00 a.m. to 9:00 a.m.

Mr. MacPherson stated that he is still waiting on the State's approval for a grant that offers up to \$5k per Electric Vehicle Charging Station.

ADJOURNMENT

Chair Lupo moved to adjourn. There being no further business to discuss, the meeting was adjourned at 10:23 p.m.

Respectfully,

Elle Magarelli