

METUCHEN PARKING AUTHORITY
APRIL 21, 2015 MINUTES

PRESENT:

Commissioners: Leonard Roseman, John DeFoe, Richard Dyas, Anthony Campisi and Sean Massey
Borough Council Liaison: Jay Muldoon
Chamber Liaison:
Legal Counsel: James Graziano
Executive Director: Thomas Crownover

GUESTS:

A motion to suspend the regular order of business was made by Mr. Dyas, seconded by Mr. Massey and approved unanimously.

Jeff Petersen, residing near 52 Inn Place asked about plans for the parking lot. Mr. Roseman advised him that once money is available to create a parking lot at Inn Place it would move forward. Another resident asked about drainage from the Inn Place lot onto adjacent properties. He was assured that proper drainage will be provided for.

Michael Ciesielka, president of Nexus Parking Systems once again spoke about the interim parking plan. Mr. Roseman noted that a presentation of this plan was made the prior evening to the Mayor and Borough Council. Mike said the plan was a work in progress. He mentioned the 12 inch main work to be done on New Street. The Lake Avenue interim lot will be accessed through the LaRosa parking lot. Mike said 655 cars from Pearl need to be in Interim lots. Valet service is planned for Halsey by parking cars in the aisles. Halsey is to be restriped this weekend. Park and lock will continue for most Halsey customers but late comers will fill in the aisles. Restriping will be enlarged to 8.5 feet wide with minimal loss of spaces but enhance the customer experience.

Mr. Muldoon clarified the process of returning cars to owners. Valet cars will be moved to regular spaces as owners return from the station. Mike emphasized the importance of customer service. 138 Pearl cars will be moved to Halsey. A valet staff of four Nexus employees will handle the Halsey operation. Mike would like the meters and poles removed, but said that bagging the meters would be sufficient. Keeping valet car keys late into the night was discussed.

The Lake Avenue lot will be gravel. Letter space designations will be placed on the fence. New lighting will be placed on existing poles. Accommodating overnight parking on Sunday is a potential problem.

The valet staff will have fluorescent uniforms. The Gulton location will be for the Halsey and Pearl meter users. \$5.00 daily will be paid on Parkmobile. Enforcement will be the responsibility of the Parking Authority. White spaces will be for non-interim parkers. Yellow numbered spaces will total 340 for interim parking. Mr. Roseman and Ciesielka commended the

clean-up of debris on the Gulton lot by Mr. Hall and the Department of Public Works. It was estimated that the Gulton shuttle will make three trips hourly. The shuttle will carry 40 to 50 commuters. Gulton has many light fixtures, but two additional lights are planned. Mike will use his drone to take an aerial photo of the lot. Mr. DeFoe asked about insurance. The Authority will provide snow removal in addition to enforcement on the interim lots. Mr. Muldoon asked about the use of the Friendly's Ice Cream lot. Mr. Roseman said that town workers and developer customers had already been notified about interim parking at Friendly's.

The expense of interim parking will be accounted for in the parking deck financials. Mr. Massey questioned the viability of the Gulton lot if it fails to perform. Mr. DeFoe asked about placing a shelter at Gulton. Mr. Campisi asked about daily parkers. Gulton and possibly Halsey will handle dailies. Mr. Massey suggested that residential streets might provide parking for Metuchen resident commuters on the public right of way. The problems of doing this were discussed. Mr. Dyas and Mr. Campisi felt this would not work. Mr. Graziano observed that some residents have voiced fear of interim parking in front of their homes. Mr. Ciesielka noted that 100 spaces were available at the Edison lot. Mr. Roseman anticipated that Inn place would come on line by August. June 1 is the kick off date for interim parking. Mr. Ciesielka commented that Parkmobile transaction fees would be only 25 cents plus 2.5%. The Authority approved contracting with Parkmobile at a prior meeting. Mr. Graziano said that the agreement with Parkmobile did not force us to use their service for other than interim parking. With \$5.00 all-inclusive Gulton parking, Mr. Roseman expects the Parkmobile fee to the Authority to be 35 cents per transaction. Expansion to other areas can be considered at a later date.

Mr. Ciesielka discussed communication with customers about interim parking. The Nexus website will provide interim parking information. The Authority webpage on Metuchennj.org will provide an appropriate link to interim parking information. Mike will send information to the Emails on record. Mr. Roseman noted that we are providing for all present customers realizing that we may lose some. The referral of up to 100 customers to the Edison lot may make our interim parking plan more flexible. Honoring June quarterly permits at Gulton was discussed. Mr. Campisi felt we should not send customers to Edison. Mike said that he would send pro formas out to the Authority.

Mr. Dyas moved to return to the usual order of business which was seconded by Mr. Massey and approved unanimously.

Mr. Dyas then moved approval of the interim parking plan which was seconded by Mr. DeFoe and approved unanimously.

MINUTES:

A motion to approve the minutes of the March 17, 2015 meeting was made by Mr. Massey, seconded by Mr. Defoe and approved unanimously.

BILLS:

Mr. Massey moved to approve payment of the bill list, was seconded by Mr. Dyas and approved unanimously. Mr. Graziano's bill was considered as a supplement to the Bill list and moved for payment by Mr. Massey with second by Mr. Dyas and approved unanimously.

CORRESPONDENCE:

Items of correspondence were reviewed and discussed.

FINANCIAL REPORTS (Subject to Audit):

Mr. Roseman said that a letter thanking Mr. Fred Hall of DPW for his help with clearing debris in the Gulton lot will be prepared. Snow removal for next winter at Gulton was discussed. Income sharing will work on the interim leases as it does for our existing leased lots. Lot operating expense will be deducted from revenue before revenue sharing. Nexus expenses will be rolled into the parking deck and accounted for in the future. Mr. Graziano noted that interim parking is a construction expense.

MARCH INCOME: \$109,618.33; YEAR TO DATE INCOME: \$293,613.03

EXECUTIVE DIRECTOR'S REPORT:

Mr. Crownover said that in providing for the start of construction in Halsey, flyers were placed on cars of meter parkers in the immediate area of construction and barricades were set out. Mr. Graziano noted that staging will require additional space in the Halsey lot. He also described the deed escrow arrangements. Woodmont's construction trailer will be in Pearl lot.

Mr. Roseman noted a May 12th lunch speaking engagement with the Chamber. Mr. Santola of Woodmont will be invited to attend.

OLD BUSINESS:

Attendees at a meeting on the 16th were pleased with sprinklers and fire retardant materials to be installed or used by Woodmont. Mr. Roseman also noted the garage experience of the engineer to be engaged for the parking deck. Mr. Massey stated his expectations for the engineer included providing a form of incident report, project team communications, critical path method schedule and a look back and a look ahead 30 days. Mr. Graziano anticipated that all of Mr. Massey's concerns will be addressed.

NEW BUSINESS:

Approval of the Prudential vet group request to use Memorial was discussed. Use of the space next to TD Bank was suggested for parking their vehicles.

Keep Middlesex Moving's bike rodeo was also discussed. Mr. Massey raised the question of where the rodeo might be located. The Montessori lot could be an option or use of Pearl was mentioned as a back-up.

Mr. Massey moved to enter closed session, was seconded by Mr. Dyas and approved unanimously for the purpose of discussing the annual wage review.

At the end of the closed session, Mr. Massey moved to return to open session, was seconded by Mr. Dyas and approved unanimously.

Mr. Massey then moved to approve a 2% wage increase to the entire staff, retroactive to January 1, 2015, was seconded by Mr. Dyas and unanimously approved.

A resolution to honor recently deceased former Parking Authority Chairman, Mr. Jack Belowich was introduced by Mr. Graziano, moved for approval by Mr. Campisi and approved unanimously after second by Mr. Dyas. Copies of resolution 2015-14 will be provided the family and Borough Council.

Mr. Graziano discussed leases of interim parking at Friendly's, Gulton and Lake Avenue. Mr. Dyas moved approval of the Gulton lease (212 Durham Avenue), was seconded by Mr. Massey and approved unanimously.

The Friendly's lease for 550 Middlesex Avenue includes language authorizing modification by the Chairman if needed. Approval of this lease was moved by Mr. Dyas, seconded by Mr. Massey and approved unanimously.

The same language was included in the lease of the McDade property on Lake Avenue. Mr. Graziano advised that the owner had signified his agreement with the lease form. Mr. Dyas moved approval of the lease, was seconded by Mr. Massey and approved unanimously.

Mr. Massey moved approval authorizing Chairman Roseman to execute and deliver necessary documents with Woodmont and Nexus. A second was voiced by Mr. Dyas and was approved unanimously.

Mr. Roseman asked if a mobile sign was desired by the commissioners. Mr. Graziano noted that the Borough's sign may be available until one is acquired.

REPORT OF COUNCIL LIASION

CHAMBER OF COMMERCE:

ADJOURNMENT:

Adjournment was moved by Mr. Dyas seconded by Mr. Massey and approved unanimously.

Respectfully submitted,
/s/ Thomas Crownover