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## Parking Sub-Committee Meeting Summary: April 25, 2014

### **Attendance:**

Steve Bolyai, Administration and Finance  
Bob Fulleman, Police and Public Safety  
Bill Golubinski, Capital Planning  
Eric Rosenberg, Information Technology  
Richard Stomber, Administration  
Allen Williams, Commuter Student Services

### **Distribution**

Cailyn Buettner, Student Representative  
Peter (Zhiqiang) Chen, Faculty Representative, Math Department  
Jill Nocella, Faculty Representative, Nursing Department

#### 1. Old Business

All exterior signage lettering is complete.

#### 2. Road Name Change Between Entries 1 and 5.

SB reported that the Board would be presented with changing the names of Mills Drive, College Road and East Road to University Drive. This has already been approved by the Finance and Audit Committee. After the approval, the University will need to notify each borough and the county of its intention. It was suggested to start by notifying the engineers of each municipality. The road sign on the lightpole at Hamburg Turnpike and College Road would also need to be replaced. After the name change is made, maps for emergency responders and labels on web based maps and wayfinding applications will need to be updated. Cross street signage within the campus along the new University Drive will also be investigated.

### 3. FY14 and FY15 Project Updates

RS presented the list of paving projects for FY2015, which include the following:

1. PPO rear driveway
2. Lot 5, Aisle D
3. Lot 6, Row C
4. Valley Road – see attachment
5. Tennis Court Road
6. Lot 2

Tennis Court Road, Lot 2, and PPO Rear Driveway are dependent on the completion dates for the Parking Garage. The other projects will be performed during the summer. Additionally, some sidewalk replacement is required around the Greenhouse and the rear of the Science Building.

SB advised that he had met with the Mayor of North Haledon and the borough engineer regarding the addition of a left turn arrow on the eastbound intersection of West Overlook Terrace and Belmont Avenue. North Haledon needs to pass a resolution and identify funding to install a similar arrow on the westbound intersection. The University and the Borough intend to coordinate their efforts.

BG presented the limits and intended scope for the widening of East Road. CPDC will pursue a professional design this summer for FY16 implementation. SB mentioned that it would be preferable to have the road of a consistent width between Entry 1 and Tennis Court Road where feasible. PSEG leased lighting may be more cost effective than the campus standard and lighting levels may not need to be as high since the on street parking will be eliminated. Drainage for the roadway must also be studied. RS mentioned that this section of the road will undergo excavation this as a result of the New Academic Building's storm and sewer systems. This will require that the roads be repaved at some time in the near future probably after the widening effort or the completion of the New Academic Building construction. Construction vehicles will use this section of East Road to access the construction site for the next 18 months.

### 4. Parking Garage Project.

RS advised that precast assembly process would soon reach the point where the road to the Student Center Loading Dock would be closed for approximately a two week

period. Deliveries will need to be made to Speert Hall and access to Hobart Manor and Raubinger will be via Entry 2. All necessary efforts are being made to complete the garage in time for a September 1 opening.

RS advised that wayfinding signage to the new garage from other campus entries needs to be planned. SB will follow up on what the new garage will be called. The committee preferred the term "garage" over "deck". It was suggested that wayfinding signage along the new University Drive direct vehicles to the new garage from Lot 5 to Entry 1. Additionally, all signs referring to Veritans will need to be removed once the garage is opened. CPDC will make specific recommendations.

RS presented a responsibility matrix and milestones for garage operations, which was completed during the meeting with the advice of the committee and is attached to the end of this document. There may be special garage operations meeting held over the summer, which will include Tony Cavotto.

BG presented information about the physical and funding requirements for installing a lift requested by Disability Services in Science Hall East to create an accessible route to Science and Ben Shahn. The added lift and door operator are believed to meet the requirements and spirit of ADA legislation. Required egress widths need to be maintained. A quote for the work has been requested.

It was recommended that the shuttlebus route be revised once the garage opens to include a stop at Ben Shahn. The stop at Veritans would be eliminated. Since the service vehicles and handicapped spaces are being eliminated at the island at Ben Shahn, the shuttlebus stop is believed to be best positioned between the island the east façade of Ben Shahn. A seating and waiting area could be provided under the Ben Shahn arcade in lieu of a bus shelter.

SB advised that a distinct operating budget for the new parking garage would be created in FY15 to cover operating expenses. Operating expenses were previously estimated during the feasibility study. Snow removal procedures need to be established for the new garage and for solar panels.

## 5. New Business

BF suggested that the water tower site could be used for parking in the Fall if the garage was not complete.

BF recommended that an additional shuttle bus stop be created in Lot 5 at the

Residence Hall end to avoid the need for students to walk several hundred feet to get to the Lot 5 Shuttle stop by the Library. This suggestion will be reviewed further including the possible relocation of handicapped spaces that are in the area.

BG reviewed the requirements for switching the handicapped spaces with the Visitor/Reserved parking spaces at Valley Road. It is believed that the current reserved lot can accommodate the required number of handicapped spaces. During this review the committee recommended investigating the switch of functions and stated a preference for leaving the mature tree, avoiding handrails if possible, eliminating gated access, and addressing cross slope issues in the new handicapped lot. The lot is planned to be repaved and restriped this summer by Physical Plant.

### Parking Garage Responsibility Matrix

<u>Building Maintenance and Utilities</u>	<u>Physical Plant</u>
<u>Informational/Directional Signage</u>	<u>CPDC</u>
<u>PARCS System</u>	<u>Information Technology</u>
<u>Validation:</u>	<u>Validation</u>
<u>Security</u>	<u>Police</u>
<u>Public Notifications About the Garage</u>	<u>VPAF</u>
<u>POF Machines</u>	<u>Information Technology</u>
<u>Revenue Collection and Processing:</u>	<u>Hospitality Services</u>
<u>Credentialing (review process)</u>	<u>Hospitality Services and IT</u>
<u>Transponders</u>	<u>Information Technology</u>

### Milestones:

<u>PARCS System Bid</u>	<u>May 9, 2014</u>
<u>PARCS System Award</u>	<u>June 1, 2014</u>
<u>CCTV Award</u>	<u>July 1, 2014</u>
<u>PARCS System Hardware and Software Installed:</u>	<u>August 15, 2014</u>
<u>PARCS System Programmed and Tested:</u>	<u>August 22, 2014</u>
<u>Payment and Credentialing Complete:</u>	<u>Bills due in August</u>
<u>Campus Wayfinding Signage</u>	<u>September 1, 2014</u>
<u>Revised Shuttlebus Schedule and Route</u>	<u>September 1, 2014</u>
<u>Garage Fully Operational:</u>	<u>September 1, 2014</u>

