

# **WEST WINDSOR PARKING AUTHORITY**

## **Minutes of Meeting**

**April 10, 2019**

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The West Windsor Parking Authority meeting was held on Wednesday, April 10, 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  
Patrick Saedal, Network Building & Consulting

### **Comments from Audience**

None present.

## **ACTION ITEMS**

Patrick Saedal from Network Building and Consulting joined the Board meeting to discuss a proposed site agreement recently submitted by Antietam Wireless Services, LLC, a local cellular tower company, regarding their interest in leasing a cellular tower that they would install in the Vaughn Drive parking lot. Mr. Saedal stated that the cellular tower lease exhibit that Sprint proposed to WWPA last year was put on hold when Sprint and T-Mobile started seeking approval for a merger and then discarded when the merger was approved in November

2018. That lease exhibit which was approved by the Board, can be used by replacing the entity name from Sprint to Antietam. Antietam is offering a higher parking lot rent rate than Sprint and will use approximately 50'x50' compound space, which is significantly less than what Sprint requested.

Chair Lupu asked Councilwoman Manzari the Township's opinion, and she inquired about the tower's placement, its dimensions, and zoning. Mr. Saedal responded that nearby residents should not be concerned of the tower's placement since it would be positioned in the wooded section of the Vaughn lot and not in a residential area. The height would be under 140 feet and does not need to be lighted since it will be under 200 feet. A monopole is being considered, which is the least intrusive tower and will be built to accommodate up to four carriers. Once the lease is reviewed and approved by the Board, the zoning process would begin.

Mr. Saedal stated that if property taxes increased because of the improvement made to the property, they would cover the cost, and the only item that would be out-of-pocket for WWPA would be their attorney's fee for reviewing the lease. He is hopeful that Verizon will be the anchor tenant, followed by AT&T and T-Mobile. The carriers that rent the tower will determine the amount of rent that the Authority will receive. The goal is to keep the compound small and rent it to four carriers, and that Antietam would retain all the rent from the first two carriers to pay off the cost of the tower (13-14 years), and WWPA would receive 20% revenue sharing from the third and fourth carriers. Eventually, after the tower is fully paid, revenue to the Authority would increase.

Chair Lupu asked when commencement date would occur, and Mr. Saedal replied that the Authority would receive a rent check within the first 30 days of when construction begins. Best case scenario would be that the lease is executed in the next 30 days, followed by compliance, zoning drawings, and zoning applications that would take approximately 120 days. The site would then need a permit and construction would start sometime this year and finish in the first quarter of 2020.

Mr. Saedal stated that the need for this tower will continue to increase, especially with the 5G cell phones soon to be launched requiring larger bandwidth. The new tower will allow customers to use their phones without interruptions such as lagging or bogging down. Commissioner Girandola asked about the electricity service needed, and Mr. Saedal said that

the carriers renting would incur the cost of tapping into the required service. Chair Lupo requested that Mr. Schwartz review the lease exhibit.

**Approval of Minutes (March 13, 2019)**

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

**Approval of Bills (March 2019)**

Mr. MacPherson stated that NJ Transit’s lease increased \$375,000, and payment will be forwarded once they submit the invoice.

Mr. MacPherson will not send payment on the most recent invoice received from Winter Services until they repair the light pole that they damaged during their snow removal services. They have been quick to respond to damages that they have made in the past and expect the same response for the light pole repair. Repair cost will be approximately \$40k.

Commissioner Crane moved resolution 04.10.19-01 to approve the invoices from March. Commissioner Fabrizio seconded the motion. The motion was unanimously approved.

**REPORTS**

**Police**

Officer Bal provided a brief description of the 104 incidents that occurred at the Princeton Junction train stations during the month of March.

Twelve accidents occurred, which is an unusually high amount.

Enforcement frequently calls PSE&G to report complaints they receive of non-working street lights. Mr. MacPherson does the same.

**DISCUSSION ITEMS**

**Office Lease**

Mr. MacPherson requested that the Board sign the renewed lease. Only change made was the agreed annual percentage increase. The Board agreed to sign and requested Mr. Schwartz to review and forward.

**Food Truck Event**

Mr. MacPherson updated the Board on the logistics of the upcoming food truck event scheduled on September 15<sup>th</sup>. The Authority decided against managing a beer station this year; however, members of the Arts Council are interested in doing so and will assume all liability, if they go ahead with it. They will need to provide copies of the permit, insurance, certification, etc. to Mr. MacPherson in advance to ensure that guidelines are followed accordingly. Discussion on advertising the event followed.

**Mayor's Ball and Miscellaneous**

Mr. MacPherson said that WWPA has sponsored a table of 12 at the Mayor's Ball celebrating the West Windsor Fire Department on November 2<sup>nd</sup>.

Councilwoman Manzari informed the Board of the Township's Dive Into Summer at WaterWorks event to support the Fire Department that will take place on June 19<sup>th</sup>. The event will include pools, DJ, food, raffles, and firefighter and police demonstrations. The entrance charge will be \$5 for adults and free for children.

Mr. MacPherson requested June's Board meeting to be moved from Wednesday, June 12<sup>th</sup> to Tuesday, June 18<sup>th</sup>. All in attendance approved.

Chair Lupo stated that he and Mayor Marathe spoke about scheduling a meeting to discuss the Memo of Understanding.

**Wallace Pond**

Mr. Korkuch stated there is no update on this topic.

**Farmers' Market Contract**

Mr. MacPherson discussed some minor updates that the Farmers' Market (Market) requested to be made on the agreement that grants the 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. The requested changes were approved by Mr. Schwartz, and the agreement is currently pending the Market's signature. All insurance requirements have been met.

Mr. MacPherson stated that the Market is liable for any damages caused by Market employees, vendors, or customers, as well as traffic control in their designated area during operating hours.

## **ACT ENGINEERS**

### **2019 Paving**

Mr. Korkuch said that Earle Asphalt Company came in as the lowest bidder on the repaving projects and shared with the Board a construction bid evaluation that listed the base bid as well as two additional areas in need as options. Act approved of the bid offered since it came relatively close to what their engineers estimated it should be. The base bid was for the Vaughn Drive, Alexander lot, and Wallace circle. The other two options were for 1) Wallace Daily and 2) New Vaughn connector road. After a lengthy discussion on all options, the Board agreed to award the bid to Earle Asphalt Company on the base bid and option 1.

Chair Lupu called for a motion to approve resolution 04.10.19-02 to award the bid on the base bid for Vaughn Drive, Alexander lot, and Wallace circle and option 1) Wallace Daily to Earle Asphalt Company. Commissioner Fabrizio seconded the motion. The motion was unanimously approved. Option 2 will be considered later after further review.

### **Landscaping Bid**

Mr. Schwartz informed the Board that Justin Tree Services came in as the lowest bidder, but were disqualified since their package was incomplete, which means it goes to the second lowest bidder, Sunset Creations, Inc.

Chair Lupu called for a motion to approve resolution 04.10.19-03 to accept the landscape maintenance contract bid from Sunset Creations, Inc. Commissioner Crane seconded the motion. The motion was unanimously approved.

### **Basin Repair Clean-out**

Mr. Korkuch said that it has been completed and final payment is to be made.

## **REPORTS (continued)**

### **Accounting**

Mr. Colitsas stated that the overall total revenue is above the budget and substantially above what it was last year. Snow removal services are slightly lower than what it was last year, and we anticipate it to be under budget this year provided we do not get a storm in the next few weeks. He continued to discuss the financial reports in detail.

### **Administration**

Mr. MacPherson stated that the cameras and computer with mounted keyboard were installed in the new truck.

Chair Lupo inquired about expanding the surveillance cameras, and Mr. MacPherson said that plans to expand cameras in Wallace are in the works. An additional camera will be added in Wallace Daily for a clear view of where most of the hit and runs occur.

## **ADJOURNMENT**

Chair Lupo moved to adjourn. There being no further business to discuss, the meeting was adjourned at 10:00 p.m.

Respectfully,

Elle Magarelli