

# **WEST WINDSOR PARKING AUTHORITY**

## **Minutes of Meeting**

**December 11, 2019**

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The West Windsor Parking Authority meeting was held on Wednesday, December 11, 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  
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  
Virginia Manzari, Township Liaison

#### **Not Present**

Tom Crane, Treasurer

#### **Comments from Audience**

None present.

## **ACTION ITEMS**

### **Approval of Minutes (October 16, 2019)**

Commissioner Katz moved to approve the October 16, 2019 minutes. Commissioner Fabrizio seconded the motion. All Commissioners voted to approve the minutes.

**Approval of Bills (October/November 2019)**

Mr. MacPherson stated that invoices from Custom Landscaping for snow pre-treatment and removal services will not be accepted until they are able to provide a certified report from WeatherWorks for West Windsor. WeatherWorks is a weather subscription service used to gauge the weather for reference and is a clause included in the contract.

Woodwinds Associates' invoices for salting the platforms is substantial but expected since NJ Transit has zero tolerance of snow and ice on the platforms to ensure pedestrian's safety.

Woodwinds Associates maintains the area of the sidewalks that run parallel to the platform, and Custom Landscaping maintains the area outside of it. The boundary is visible when salted since the colors of each contractor's salt blend is different.

The tunnel repair went well and has been completed.

The HVAC system has been installed and is operating. Savings has already occurred because of the new system's efficiency and elimination of oil.

Commissioner Fabrizio moved resolution 12.11.19-01 to approve the October and November bills. Commissioner Katz seconded the motion. The motion was unanimously approved.

**REPORTS**

**Police**

Officer Bal discussed the police activity in October and November in detail.

**DISCUSSION ITEMS**

**2020 Budget Adoption**

Mr. MacPherson requested that the members of the board approve to adopt the 2020 budget. The Board agreed to move resolution 12.11.19-02 to accept the 2020 adopted budget. A Roll Call was held by Mr. MacPherson and each Board member present approved the motion.

**Snow Removal**

Custom Landscaping, the new snow removal contractor, acted quickly and efficiently when salting the lots during the recent snow dusting.

Mr. MacPherson stated that he received permission from NJ Transit to drill a hole in the platform's concrete near the Wallace drop off area where it bows to drain the collected water. Permanent repairs to the concrete will be made in the near future.

Positive comments from commuters have been made on the new heaters installed on the platform in front of the waiting area. Timers were adjusted for the heaters to operate when majority of commuters are present.

**Wallace Waitlist Verification**

Mr. MacPherson stated that 1,102 individuals have been verified on the Wallace waitlist. Four hundred individuals requested to be removed and 388 individuals have not responded. To ensure that all individuals on the waitlist received notification, forwarded were three emails, two mailings, and separate emails to each who have not responded in case it hit their spam mail. Although the Wallace numbers decreased, the wait time remains at 12 years.

**Dinky Plans**

Mr. MacPherson stated that the dinky platform will be power washed and tactile ground surface indicators will be adhered to the concrete in front of the yellow lines for the visually impaired to be compliant. Once completed, the RFP process can begin to solicit bids from engineering contractors for the dinky project.

**NJ Transit Engineering Report**

Mr. Korkuch stated that per lease requirements he will prepare an engineering report that appraises the campus and review it with Mr. MacPherson. The report will cover operational and safety aspects of the campus such as lighting, trip and fall hazards, railings, etc. and anything that requires or is predicted to require attention. This appraisal will also serve as a useful document to estimate capital improvements.

**New Lots**

To discuss during Executive Session.

**Memo of Understanding**

Chair Lupo stated that Mayor Marathe agreed with the information provided in the Memo of Understanding (MOU) and anticipate that it will be finalized in the first quarter of 2020. Further discussion on the MOU will take place during Executive Session.

**ACT ENGINEERS**

**2019 Paving**

Mr. Korkuch stated that the camera surveillance pole has been installed in the Wallace daily lot. The project will be completed once a sample of the pavement core is tested at a lab and passes the specifications required.

Chair Lupo inquired about the area of irregular pavement in Wallace Circle’s waiting area. Mr. Korkuch had a team investigate but does not yet know the outcome.

Mr. Korkuch stated that all outside projects are documented and retained for historical record purposes. Recently documented are the pavement projects that will be stored in date order to locate easily, if necessary. He shared a series of drawings of projects completed throughout the past year.

Mr. Korkuch said that the DEP application is pending approval from Amtrak’s environmental group for the permit and installation of electrical services for the fountains in the pond area.

Commissioner Girandola requested that in addition to storing digital documentation on external hard drives and the Cloud, that Mr. MacPherson also save it to Dropbox.

Mr. MacPherson expects Verizon representatives to sign the lease contract for the cellular tower in the Vaughn Drive parking sometime in January. The contract will then be forwarded to the planning board.

**REPORTS (continued)**

**Accounting**

Mr. Colitsas stated that the overall total revenue is substantially above the budget and above what it was last year.

Software was substantially higher than budget because the T2 software invoice was paid in 2019 instead of 2018. Regardless of this invoice, software expense would still be over budget.

Scot requested the Board's approval to issue funds to NJ Transit funds to upgrade the station's systems. The Board approved.

**Administration**

Mr. MacPherson discussed registering staff members to attend training courses available on conflict resolution. Board members stated that they support any course that would enhance the staff's customer service skills.

Chairwoman Manzari stated that there will be three newly elected council members in January.

Chairwoman Manzari stated that West Windsor's 2<sup>nd</sup> Annual Mayor's Ball benefiting the Princeton Junction Volunteer Fire Company generated over \$42K and thanked the board members for their support. Next year's event will support the West Windsor Arts Council.

**EXECUTIVE SESSION**

Chair Lupo moved that board members enter executive session to discuss pending Memo of Understanding, new lots opportunity, and personnel issues. Commissioner Girandola seconded the motion. Board members went into executive session at 9:05 p.m. At 9:55 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 10:00 p.m.

Respectfully,

Elle Magarelli