

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

September 11, 2019

The West Windsor Parking Authority meeting was held on Wednesday, September 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

Commissioner Crane called the meeting to order at 7:30 p.m. The following individuals attended:

Commissioners

Andy Lupo, 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 of West Windsor Police
Robert Schwartz, Attorney
Virginia Manzari, Township Liaison
Robert Butvilla, Partner, Suplee, Clooney & Company

Not Present

Lyle Girandola, Vice Chair

Comments from Audience

John Pearsall from Winter Services attended the meeting to find which vendor was awarded the bid for snow removal services in the parking lots.

ACTION ITEMS

Approval of Minutes (August 14, 2019)

Commissioner Crane stated that Chair Lupo is expected to arrive shortly so to start the meeting on time, Commissioner Crane opened with a request for all attendees to take a moment of silence in honor of the 18-year anniversary of 9/11.

Commissioner Katz moved to approve the August 14, 2019 minutes. Commissioner Fabrizio seconded the motion. All the Commissioners voted to approve the minutes.

Approval of Bills (August 2019)

Board members reviewed the bills. Commissioner Crane inquired about the substantial charge of \$1,650 from US Bank. Mr. MacPherson explained that the charge is partially for an administrative bond fee and partially to cover the annual cost of the EMMA report which provides status updates on all bond trustee related items.

Commissioner Fabrizio moved resolution 09.11.19-01 to approve the August bills. Commissioner Katz seconded the motion. The motion was unanimously approved.

DISCUSSION ITEMS

Audit Update

Bob Butvilla, Accountant from Suplee, Clooney & Company, had supplied the draft audit report for 2018 for the Board members to review. He stated that the delay was due to the new accounting pronouncement on the unfunded liability for retiree for health benefits now required to be included in the report. The State performed an actuarial study of all entities involved in the State's benefits plan and then it had to be audited.

Mr. Butvilla said that that it was a profitable year because the budgeted revenue versus the actual expenses revealed a surplus of approximately \$492K, which does not include capital expenses. He had no audit findings or issues, as all went smoothly during the course of the audit.

Mr. MacPherson called for a motion to approve resolution 09.11-02 to introduce the audit. Chair Lupo seconded the motion. In a Roll Call vote, each board member voted in favor of the motion.

REPORTS

Police

Officer Bal informed the Board on the light police activity in August stating that there were 48 incidents, which he discussed in detail.

Mr. MacPherson stated that he placed a line of cones in the Wallace permit lot from the entrance of the lot to the curb to guide vehicles to the farthest lane in an effort to slow drivers down and maintain the flow of traffic. There are some drivers who turn too quickly and then abruptly stop to drop off passengers, and, at times, not in the designated drop-off area. There are some commuters who make a quick turn and speed to find a parking spot.

Mr. MacPherson received customer complaints about the slow traffic caused by the cones and asked Officer Bal if he would meet with Authority's enforcement staff in the lot to discuss a solution. Officer Bal said that he would do a walk through with Authority enforcement sometime next week. Mr. MacPherson suggested adding a dotted line down the first row of the Wallace permit lot by the drop off area to make two lanes. Mr. Korkuch stated that legally there is enough space to make two lanes and will confirm.

Chair Lupo inquired about the progress on installing cameras and signs to deter individuals from making illegal left turns when exiting the Vaughn lot. Mr. MacPherson stated that Cifelli Electric was onsite today and completed the wiring. The transmitters are on backorder, so to activate the 6 cameras sooner, Cifelli Electric is searching for a temporary solution. Surveillance signage has been installed.

DISCUSSION ITEMS

Food Truck

Mr. MacPherson said that all is on schedule for this Sunday's food truck event. Enforcement is offering one of their police dogs to be onsite. Cones will be set up in the Vaughn lot this Friday to designate an area for the beer stand. Alcohol will only be permissible in the beer garden location only. Two commercial vendors were recently added to the roster.

Snow Bid Results

Mr. Korkuch provided a summary of the three bids submitted for snow removal services in the parking lots. The lowest bidder is Custom Landscaping at \$399,650. Mr. Korkuch stated that they have met all of the requirements and have the capability and skills to perform the job.

Chair Lupo called for a motion to approve resolution 09.11.19-02 to award the bid for snow removal services in the parking lots to Custom Landscaping. Commissioner Crane seconded the motion. The motion was unanimously approved.

Mr. Korkuch stated that pre-season meetings will be scheduled. The lots will need to be video recorded to document the condition of the lots prior to snow removal services.

Platform Repairs

Mr. MacPherson stated that the platform repairs are almost complete. Concrete repairs are being done by Signorino Construction. NJ Transit's structural engineering team is expected to inspect the pillars and staircases that need repair within the next two weeks. Mr. MacPherson will meet with NJ Transit members some time in November or December to discuss replacing the railings in 2020.

As part of the platform repairs, a new generator will be installed. Also, a new HVAC system in the waiting room will be installed. Currently, the old unit is extremely inefficient and costs approximately \$16K on heating oil a year, as well as the additional cost for parts that need repair and/or replacement. The new electric HVAC system will cost approximately \$14K. It will be environmentally friendly, increase energy efficiency and cost savings. The existing oil tank will be drained, cleaned, filled with sand, and buried. Authority would be reimbursed for the unused oil that is drained. Another "go green" consideration is to eventually add solar panels to the roof.

Platform heaters have not yet been installed because of a delay with Cifelli Electric. Heaters are scheduled to activate in the Wallace permit lot the day after Election day, November 6th.

Mr. MacPherson stated that a meeting at the Township building is scheduled on September 24th to discuss the detour plans for commuters during the Alexander Street (and Road) in both West Windsor and Princeton closure from November 2019 to May 2020. Princeton Business Bureau representatives are suggesting that individuals park at the train station and

take the dinky to Princeton, where they anticipate having shuttle vans to transport to the downtown location.

Fill in Parking

To be tabled until the next Board meeting when Commissioner Girandola is present.

Waitlist Update

Mr. MacPherson stated that both an email and letter will be forwarded to those on the waitlist (approximately 2,000 individuals) to verify that they want to remain on the waitlist and that their contact information is entered correctly. If a response is not received by November 15th, they will be removed from the waitlist. Weblications is creating a website that will link to WWPA's site where individuals will be able to confirm and update their contact information, if necessary. The fee schedule will be distributed a week later.

Electric Vehicle (EV) Chargers

Mr. MacPherson asked the Board if they agree to accept the \$20K grant offered for the purchase and installation of approximately 4 electric vehicle charging stations to be placed in the Vaughn lot. As of yet, there have not been any EV charger installation requests from commuters, but it is foreseen that EV purchases will increase in the future. The consensus is that it makes sense to accept the grant while it is being offered, however, these spots would have to be eliminated from standard vehicle parking and designated exclusively for EV parking. Authority would have to create a new ordinance that would allow enforcement to ticket those who park a non-EV in an EV spot. Commissioner Fabrizio asked if these EV spots can revert if not utilized after a period of time. Mr. MacPherson will review the documentation with Mr. Schwartz to find out the timeline requirements and what the Authority's commitment is to this agreement.

2020 Budget

Mr. MacPherson stated that the paperwork required to submit the budget due by November 1 was received yesterday. The State is aware since all Authorities are experiencing the same issue. Since this does not allow enough time, Mr. Butvilla suggested that the Board members pass a resolution for an extension. It is anticipated that the Authority will be able to pass the budget at November's Board meeting. Mr. Butvilla will submit a copy of the unaudited financials to remain compliant.

Chair Lupo called for a motion to approve resolution 9.11.19-03 to extend submission of the 2020 budget. Commissioner Crane seconded the motion. The motion was unanimously approved.

ACT ENGINEERS

2019 Paving

Mr. Korkuch stated that the project will be complete once Earle Construction receives the pole to install for an additional surveillance camera. Mr. Korkuch recommended that board members extend their contract until the next board meeting. Board members agreed.

Wallace Pond

Mr. Korkuch received notice today that PSE&G is going to schedule the electrical work and will coordinate with Cifelli Electric to get the service and new meter running to test the lights and fountains. Once proven to be operational, the fountains will be stored away until spring.

REPORTS (continued)

Accounting

Mr. Colitsas and board members discussed the financial reports in detail.

Administration

Chair Lupo informed Councilwoman Manzari that Mayor Marathe will reach out to her to involve her in the MOU to adjust the language in the document.

Councilwoman Manzari stated that she asked a member of the Township to look into the \$50K grant received to remove the unused bus shelter. The member was aware of the grant and will investigate and get back to her.

Mr. MacPherson said that he discussed with employees the recent discovery that contributory insurance should have been withdrawn from all full-time employees' earnings, therefore, effective immediately, those who are full-time employees will see this deduction at each pay cycle.

ADJOURNMENT

Chair Lupo moved to adjourn. There being no further business to discuss, the meeting was adjourned at 10:20 p.m.

West Windsor Parking Authority

Respectfully,

Elle Magarelli