

# **WEST WINDSOR PARKING AUTHORITY**

## **Minutes of Meeting**

**February 12, 2020**

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The West Windsor Parking Authority meeting was held on Wednesday, February 12, 2020 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 Girandola 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  
Tom Crane, Treasurer

#### **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  
Hemant Marathe, WW Township Mayor  
Sonia Gawas, Township Liaison

### **Comments from Audience**

Ms. Gloria Halloway, a non-resident and seldom Princeton Junction Station commuter, joined the meeting to communicate her confusion on the parking signage which was the cause of her receiving a parking ticket. The board members heard her case and agreed with Mr. MacPherson's plan to advocate for a partial penalty with the prosecutor at the next court session.

### **ACTION ITEM**

**Approval of Minutes (January 8, 2020)**

Commissioner Crane moved to approve the January 8, 2020 minutes. Commissioner Fabrizio seconded the motion. All Commissioners voted to approve the minutes.

**Approval of Bills (December 2019)**

Mr. MacPherson explained that the invoice for Mr. Rooter was to repair the sewer line that was backed up causing bathroom closure for 4 days. It has been repaired and is now operating efficiently.

Final payment was made to Earle Construction for the paving project that was completed successfully.

Mr. MacPherson stated that payroll services provided by ADP was replaced by Paychex with only a few minor glitches. ADP lacked functionality that Paychex was able to provide at a lower cost.

Mr. MacPherson stated that there were numerous invoices from Woodwinds Associates for salting the platforms, as requested by NJ Transit.

Commissioner Katz moved resolution 02.12.20-01 to approve the January bills. Commissioner Crane seconded the motion. The motion was unanimously approved.

**DISCUSSION ITEMS**

**Stat Report Review**

Mr. MacPherson stated that he eliminated a significant number of items from the monthly stat report because the large volume of data that is transferred from T2 to generate the report impedes the computer system for a long duration, and at times, locks the system. He asked the board members to review the reduced report to determine if the items remaining are sufficient. Commissioner Girandola and Chair Lupo requested retaining particular items the monthly report and some to the quarterly report. The full report will be provided annually.

**ACT ENGINEERS**

**DEP Permits**

Mr. Korkuch stated that the DEP application for the permit and installation of electrical services for the fountains in the pond has been completed and assigned to a DEP case manager for review and approval. He is unsure of the timeframe.

**NJ Transit Engineering Report**

Mr. Korkuch stated that all information needed to create the annual engineering evaluation report required by NJ Transit for their budgeting purposes has been collected by representatives from ACT Engineers and Kelter & Gilligo Consulting Engineers. Mr. Korkuch will work with Mr. MacPherson to create the report that will include an assessment breakdown, timeframe, and cost of each area in need of immediate and anticipated repair. Mr. Korkuch displayed images of the damaged or decayed areas that will be included in the report. The main cause of deterioration is rainwater and salting. The report should be completed within the next two weeks.

Mr. MacPherson stated that representatives from Kilter & Gilligo Consulting Engineers recommended replacing the approximately 20-year-old backup generator that powers the water pumps and lights for the entire station. Cost is estimated at \$75K.

Mr. Korkuch displayed images of areas in the WWPA lots that need minor repairs and maintenance.

**Electric Vehicle (EV) Charger Grant**

Mr. MacPherson stated that he and Mr. Schwartz reviewed the EV charger grant document and determined that it would not be feasible to install EV charges in the Vaughn lot. Although the grant promotes go-green initiatives and the amount provided would cover the cost of the EV chargers and installation, the negative impact is greater. To list a few negatives, there would be the elimination of standard vehicle parking to be replaced with EV vehicle parking only, a 3-year commitment that includes reporting, updating and insuring, the overhead to comply with the grant, the responsibility of ticketing non-EV parkers who park in the designated EV spaces, etc. Mr. Katz stated that there may be inexpensive options in the future where companies offer free maintenance and would assume all responsibility of the charging station. Board members agreed that at this time, it is not conducive to a train station location and will table this topic.

**Vaughn Drilling**

Mr. Korkuch stated that ACT continues to monitor the landfill underneath the new Vaughn parking lot to make certain that the natural attenuation process is occurring accordingly so that contaminants do not threaten the water quality. It was determined that the Township will need to have additional wells installed along Vaughn Drive, lower Vaughn, and the Alexander lot to track the ground water's flow. No action is required from WWPA since the property belongs to the Township, but the update is provided since it impacts the Authority's operation.

**Vaughn Pedestrian Trail**

Chair Lupo inquired if there were any issues with the Vaughn pedestrian trail, and Mr. Korkuch stated that the only issue is that the sign posted that is required by DEP for the wetlands permit illustrating natural habitat is missing for the second time. Mr. MacPherson will request another sign to be placed.

**Campus Lighting Plan**

Mr. Korkuch shared a series of drawings that is updated to easily identify which jurisdiction each utility is within. PSE&G owns most of the light fixtures on the campus and covers the cost of its maintenance and electricity. WWPA pays a monthly flat fee for each fixture. PSE&G is offering a program to convert their existing fixtures to high-efficiency LED lighting at their cost. They are scheduled to retrofit the fixtures in the Wallace daily lot and two other areas which is estimated to save the Authority \$6k a year. Mr. Korkuch displayed other areas eligible to be retrofitted.

PSE&G's program does not include the fixtures owned by WWPA, which are the fixtures in the middle of the Alexander lot that hold the surveillance cameras, the fixtures in the Vaughn lots and on the pedestrian trail. All fixtures in the Vaughn lots and pedestrian trail have already been upgraded with LED lighting. If cost-effective, the fixtures in the Alexander lot will be considered for retrofitting.

**Landscaping**

Mr. Korkuch displayed images of fencing and landscaping options to place along the strip between the Wallace permit lot and Wallace Road. Board members agreed that fencing is an additional expense that can be damaged easily and suggested to only plant tall shrubs

throughout the length of the strip. Mr. Korkuch will provide an estimate for just the shrubs at the next meeting.

### **Wallace Pond**

Mr. Korkuch said that the DEP application is pending approval for the permit and installation of electrical services for the fountains in the pond area. Authority is still waiting on PSE&G to provide a new meter location to feed power to the fountain lights. Mr. Korkuch is creating a list of outstanding items to submit to PSE&G as a reminder.

## **REPORTS**

### **Police**

Officer Bal informed the Board on the police activity in January stating that there were 103 incidents, which he discussed in detail.

Officer Bal provided an update on a hit and run that occurred in the permit parking lot. The driver was identified and issued 3 summonses for not reporting the accident, leaving the scene of the accident, and careless driving. A video of the scene was played, and discussion followed on the legalities of suspending and/or revoking the violator's permit. Mr. Schwartz stated that the language in the Authority's policy for penalties on violations is vague and recommended adopting an amendment to the resolution stating that in the event a permit holder violates the policy's rules and regulations, penalties may be exacted which would include suspension and/or loss of a permit, if found guilty. Board members agreed, and Mr. Schwartz will update the policy with the amendment for the Board to approve at the next meeting.

Commissioner Katz called for a motion to amend resolution 02.12.20-02 to include language in the policy's rules and regulations that allow for the suspension of a permit and/or removal of a permit holder, if found guilty, to park in the facility in the event that they are found to have violated the policy's rules and regulations or any of the traffic laws. Commissioner Fabrizio seconded the motion. The motion was unanimously approved.

### **Accounting**

Mr. Colitsas and board members discussed the financial reports in detail. The overall total revenue is in line with the budget. The overall total revenue is substantially lower than last year. No issues were found in the reports.

## **DISCUSSION ITEMS (continued)**

### **Township Agreement**

Mayor Marathe joined the meeting to make an appeal to WWPA to help close a gap in the Township's final budget. After a lengthy discussion, it was agreed that an amendment to the interlocal services agreement will be drafted that will adjust the amount WWPA pays the Township for police enforcement services to \$154,000 from \$99,600 per year. All other terms of the agreement remain in force.

### **NJ Transit Exploring Enforcement Options**

Chair Lupo stated that NJ Transit is exploring options on how to minimize or offset enforcement cost to maximize their income, since they pay the cost of enforcement on their lots and do not collect revenue. Mr. MacPherson and board members discussed various options and will need to review the cost analysis to discuss at the next meeting.

## **ADJOURNMENT**

Chair Lupo moved to adjourn. There being no further business to discuss, the meeting was adjourned at 11:05 p.m.

Respectfully,

Elle Magarelli