

# **WEST WINDSOR PARKING AUTHORITY**

## **Minutes of Meeting**

**January 8, 2020**

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The West Windsor Parking Authority meeting was held on Wednesday, January 8, 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**

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  
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  
Sonia Gawas, Township Liaison

Newly appointed Councilwoman Sonia Gawas will now attend the board meetings as Township Liaison. Councilwoman Virginia Manzari was appointed Council President of West Windsor Township Council.

### **Reorganization - Election of Officers for 2020**

Mr. MacPherson moved to reinstate current board member, Andy Lupo, as Chair. Commissioner Katz seconded the motion. In a Roll Call vote, each board member approved the motion.

Chair Lupo moved to reinstate current board members: Lyle Girandola as Vice Chair, Thomas Crane as Treasurer, Dan Fabrizio as Secretary, and Larry Katz as Assistant Treasurer. Commissioner Crane seconded the motion. In a Roll Call vote, each board member approved the motion.

**Adoption of Resolutions for 2020**

The Parking Authority adopted three Resolutions regarding meetings as follows: Commissioner Girandola moved resolution 01.08.20-01 to establish the monthly meeting date as the second Wednesday at 7:30 p.m.; announce Parking Authority meetings in the Trenton Times and The Princeton Packet; and set the fixed price of \$36 for a copy of the minutes. Commissioner Katz seconded the motion. Mr. MacPherson called the Roll, and the motion was unanimously approved by all of the board members.

**Professional Services Appointments for 2020**

Chair Lupo moved to approve the following professional services appointments for calendar year 2020:

- ACT Engineers, Inc. as Engineers
- Princeton Financial Group, LLC as Accountants
- Frank Gubitose of FJG Enterprises as Investment Consultant
- McManimon, Scotland & Baumann, LLC as Bond Counsel
- Robert M. Schwartz as Attorney
- Suplee, Clooney & Company as Auditors

Commissioner Fabrizio seconded the motion. In a Roll Call vote, each board member voted in favor of the motion.

**Comments from Audience**

None present.

**ACTION ITEM**

**Approval of Minutes (December 11, 2019)**

Commissioner Fabrizio moved to approve the December 11, 2019 minutes. Commissioner Girandola seconded the motion. All Commissioners voted to approve the minutes.

**Approval of Bills (December 2019)**

Mr. MacPherson stated that although there was very little snowfall in December, there were significant charges from Woodwinds Associates for salting the platforms because of the considerable amount of freezing rain.

All invoices from Custom Landscaping that were pending payment have been processed, since they were finally able to provide a certified report from WeatherWorks, a weather subscription service used to gauge the weather for reference.

Commissioner Katz inquired about the \$28,461 invoice from T2 Systems, and Mr. MacPherson explained that it is for T2 Systems' annual subscription renewal.

Commissioner Katz inquired about the invoices from Technocality, and Mr. MacPherson explained that they were for the new cameras installed in the Vaughn lot. There are 17 cameras on site, but only 14 that are operational as of now because of connectivity issues. To correct the issue, Comcast will install a modem to the electrical box in the Alexander lot, which will provide signaling to the cameras, as well as offer Wi-Fi to commuters.

Chair Lupo inquired about the camera exiting the Vaughn lot, and Mr. MacPherson replied that the camera is active and recording but is not yet broadcasting.

Mr. MacPherson stated that light poles will be placed in the Alexander lot for PSE&G to provide power and a camera. Technocality will also install cameras in the Wallace daily and permit lot which completes surveillance coverage for the entire campus.

Commissioner Fabrizio moved resolution 01.08.20-02 to approve the December bills. Commissioner Katz seconded the motion. The motion was unanimously approved.

**REPORTS**

**Police**

Officer Bal informed the Board on the police activity in December stating that there were 72 incidents, which he discussed in detail.

**DISCUSSION ITEMS**

### **Parking Lot Lighting**

Mr. MacPherson stated that PSE&G owns all of the light poles in the Alexander, Station Drive, and Wallace lots and plans to replace all bulbs with LED bulbs. When replacement will occur is uncertain, but there will be no disruption to commuters during that time, and PSE&G will pay all costs. Additional light poles to be installed by PSE&G in the Alexander lot were delivered. All light poles in the Vaughn lots are owned by WWPA and have already been upgraded with decorative fixtures and LED lights. Chair Lupo inquired about the light pole down in the Wallace circle, and Mr. MacPherson said that PSE&G is aware and plans to repair it.

### **Snow Removal**

Mr. MacPherson stated that Custom Landscaping has been very responsive and approves of their performance on keeping the parking lots clear of ice during the days of freezing rain.

### **Platform Extensions**

Mr. MacPherson stated that Amtrak plans to work on the catenary lines on the southbound side and will need to close Track 4 during that time. They plan to install a temporary platform extension of approximately 500-700 feet for commuters when exiting trains starting on January 16 and will be removed towards the end of March. There will be reduced exiting areas, but it should not be an issue when entering the train. Amtrak will be responsible for snow removal on the extended platforms. Mr. MacPherson requested Amtrak to provide a certificate of insurance naming the Authority, NJ Transit, and Woodwinds Associates as additionally insured and for indemnification of snow removal.

### **Wallace Permit Landscape and Cones**

Mr. Korkuch displayed images of the strip of damaged landscaping between the Wallace permit lot and Wallace road. Snow trucks plow from both sides and push snow into this strip causing damage to shrubs and bushes. Electrical wires run overhead the strip making options to visually enhance this area limited. Some possibilities are to fill in the gaps with landscaping and add a fence or wall as protection. He and Mr. MacPherson will work on options and cost estimates to present to the Board.

Mr. MacPherson stated that the line of cones that were temporarily placed from the entrance of the Wallace permit lot in an effort to slow drivers down and maintain the flow of traffic proved

to work. The cones will be changed to 24 magnetic removable delineators, which are permanent fixtures, but have a magnetic base so that they can be easily removed for snow plowing. They will be installed within the next two months and cost is approximately \$4,800.

### **DEP Permits**

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. If WWPA does not get the permit by spring, the fountains can be temporarily installed until it is received.

Commissioner Katz offered to speak with members from the Township's environmental commission on obtaining donated benches from West Windsor High School's environmental group. Students from this group go green by using waste materials to craft items such as benches. More information will follow at the next meeting.

### **NJ Transit Engineering Report**

Mr. MacPherson stated that per lease requirements, WWPA needs to provide an annual engineering report that appraises the campus to determine the capital repairs needed. Mr. Korkuch stated that he will work with consulting engineers from Kelter & Gilligo on the inspection. He anticipates presenting a completed report at the next board meeting.

Mr. MacPherson displayed a list of capital improvement items to be done in 2020. Currently, the backup generator that powers the water pumps and lights is being worked on to increase its output power.

### **New Lots**

Messrs. MacPherson, Colitsas, and Mosca prepared and reviewed with the board members financial analyses on the valuation of two parking lots under consideration of being either purchased or leased. They will continue to work on various options and meet with Commissioner Girandola within the next two weeks to discuss projections, management agreement, and proposal options.

### **NJ Transit End of Year Reports**

Mr. Korkuch stated that he forwarded the Engineering Report to NJ Transit this morning, per their lease requirement that is to be submitted twice a year on January 15 and July 15. The

series of reports includes a rough P&L statement, how much revenue was generated, a record of all enforcement violations (ticketing), and daily vehicle count.

### **Conferences/Development**

Mr. MacPherson informed the board member of the two upcoming conferences: International Parking Mobility Institute in San Antonio, TX to take place in May, and National Parking Association Convention and Exposition in September to take place in New Orleans, LA.

Mr. MacPherson stated that the annual food truck event may be moved to October this year. He plans to explore other non-profit organizations to manage the beer truck.

## **ACT ENGINEERS**

### **2019 Paving**

Mr. Korkuch stated that the final camera pole was installed in the Wallace daily lot. The pavement coring sample was tested at a lab and resulted with no issues. Recommendation for final payment of the project may be possible before the next board meeting.

### **Wallace Pond**

Mr. Korkuch stated that there are no updates on the DEP application that is pending approval from Amtrak's environmental group for the permit and installation of electrical services for the fountains in the pond. Plans to clear the sediment in the pond will be made.

## **REPORTS (continued)**

### **Accounting**

Mr. Colitsas stated that the overall total revenue is substantially above the budget and above what it was last year. This was partially due to the 592 additional parkers, as well as the cost of daily parking increase from \$5 to \$6. Permit numbers have remained consistent.

Snow removal for the year ended 2019 was substantially less than what was budgeted and only \$11K above last year.

Insurance is over budget because of additional essential protections for the platform.

**Administration**

Mr. MacPherson stated that he needs to replace one of the cameras on the backup vehicle and suggested purchasing a new camera system. The new camera system would be swapped with the newest vehicle and would cost \$8,100. Board members agreed.

**ADJOURNMENT**

Chair Lupo moved to adjourn. There being no further business to discuss, the meeting was adjourned at 10:05 p.m.

Respectfully,

Elle Magarelli