

# **WEST WINDSOR PARKING AUTHORITY**

## **Minutes of Meeting**

**March 10, 2020**

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The West Windsor Parking Authority meeting was held on Tuesday, March 10, 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**

Lyle Girandola, Vice Chair  
Tom Crane, 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  
Frank Bal, Officer of West Windsor Police  
Andrea Mandel, Township Liaison

#### **Not Present**

Andy Lupo, Chair  
Larry Katz, Asst. Treasurer

#### **Comments from Audience**

None present.

## **ACTION ITEMS**

### **Approval of Minutes (February 12, 2020)**

Commissioner Crane moved to approve the February 12, 2020 minutes. Commissioner Fabrizio seconded the motion. All Commissioners voted to approve the minutes.

**Approval of Bills (February 2020)**

Mr. MacPherson stated that WWPA now has the capability to process credit card payments in the office for permit purchases. He explained that the numerous reimbursement payments made to him on the Transaction Detail (Bills) report was for out-of-pocket payments that he made to test all of the system's options (late fees, transaction fees, Alexander, Vaughn, Wallace, and Vaughn non-resident permit purchases) to ensure that all functions registered efficiently.

Mr. MacPherson stated that Coronavirus prompted the purchase of hand sanitizer dispensers and Lysol that were installed in every pay station booth, two waiting rooms, and all but one ticket stand. Unfortunately, the one sanitizing unit that was not bolted to the wall was stolen.

Commissioner Fabrizio inquired about the parking lot's recent capacity status. Mr. MacPherson replied that occupancy is down 50% in the permit parking lots and 20%-25% in the daily parking lot.

Commissioner Girandola inquired about the significant maintenance charges from Cifelli Electrical. Mr. MacPherson replied that charges were for light adjustments, electrical services in the waiting room, and preparation work for the back-up generator. Mr. MacPherson stated that other significant charges for station maintenance was for sewer repair on a pipe in the Vaughn lot that collapsed after a clog was removed. While the contractors dug into the asphalt to repair the pipe, they discovered the sewer pipe was leaking and needed replacement. (To be discussed in detail during Sewer Line Repairs.)

Commissioner Crane moved resolution 03.10.20-01 to approve the February bills. Commissioner Fabrizio seconded the motion. The motion was unanimously approved.

**REPORTS**

**Police**

Officer Bal informed the Board on the police activity in February stating that there were 105 incidents, which he discussed in detail.

Officer Bal stated that construction on the water main from County Route 571, Princeton-Hightstown Road to Alexander Road/Street will occur at the end of this or next month causing road closure. There is a possibility that one lane may be open. Duration was not mentioned.

Commissioner Crane inquired about enforcement's handle on the Coronavirus. Officer Bal responded that only emergency first aid calls will be responded to, as opposed to all first aid calls. Enforcement is prepared to quarantine areas, if needed.

## **DISCUSSION ITEMS**

### **Wallace Landscape Wall**

Mr. Korkuch displayed images of the shrubs to be added to fill in the gaps in the area between the Wallace permit lot and Wallace Road to buffer the lot and the residents across the street. He will obtain landscaping quotes that he anticipates will be in the \$10-\$12K range. Commissioner Fabrizio asked if it would eliminate the headlights that the residents complain about, and Mr. Korkuch said that it will not eliminate it entirely but will reduce it substantially.

### **Coronavirus Impact Update**

Commissioner Girandola asked what preventatives are being implemented for the commuters' safety. Mr. MacPherson replied that besides adding the sanitizing units throughout the station, the pay and ticketing stations are being wiped down with disinfectant a few times a day and plans to close the waiting area is being considered to eliminate clusters. Notification will be posted on the website informing commuters of these precautions.

### **PSE&G**

Mr. MacPherson stated that he reached out to PSE&G representatives and the Senior Regional Public Affairs Manager of Mercer County to discuss the pending projects (light pole in Wallace Daily lot and electrical service for pond fountain) but has not yet received a response. However, PSE&G has been sporadically replacing the light fixture bulbs with LED bulbs, but has not yet completed replacements. Mr. Korkuch will reach out to the Public Affairs' Senior Regional Manager, as well.

### **Farmers' Market Renewal**

Mr. MacPherson asked board members if they agree to extend the Farmers' Market agreement that grants the Market permission to utilize space in the Vaughn Drive parking facility for the year 2020, and all present agreed. The agreement will be signed once all insurance requirements have been met by the Farmers' Market.

### **Landscaping Renewal**

Mr. MacPherson requested board members to renew Sunset Creations, Inc. landscaping maintenance contract for another year, and all present agreed.

Commissioner Fabrizio called for a motion to approve resolution 03.10.20-02 to extend Sunset Creation's landscaping maintenance contract for another year. Commissioner Crane seconded the motion. The motion was unanimously approved.

### **Sewer Line Repairs**

Mr. MacPherson stated that a section of the sewer pipe in the Vaughn lot collapsed after a clog that was supporting the pipe was cleared. To repair that portion of the pipe, the asphalt was dug up and exposed that the pipe was corroding throughout. That repair cost \$16K. Mr. MacPherson is awaiting approval from NJ Transit to replace the entire pipe that is estimated to cost \$23K. Mr. Korkuch stated that it is very likely that the other areas of the pipe which were not exposed are corroded as well, and that it should be replaced quickly before another emergency repair is needed. Mr. MacPherson displayed a video of the procedure called pipe bursting that would be used to replace the sewer pipe.

## **ACT ENGINEERS**

### **Wallace Pond**

Mr. Korkuch said that the DEP application is still pending approval for the 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.

### **NJ Transit Engineering Report**

Mr. Korkuch discussed the Engineering Evaluation Report, a new requirement put in place by NJ Transit that includes all train stations. The purpose of this report rationalizes the list of items in need of replacement or repair. All information needed to create the report has been collected by representatives from ACT Engineers and Kelter & Gilligo Consulting Engineers.

Messrs. Korkuch and MacPherson discussed all items included in the report in detail, along with images of each of the areas. All items listed are essential in order to continue efficient operations and protect existing assets. The top two critical items are replacement of the railings around the stations and Station Drive lot. Normal maintenance items will not be listed such as painting chipped railings. The estimated cost to replace/repair all items listed in the report is \$1M.

## **REPORTS (continued)**

### **Accounting**

Mr. Colitsas stated that the overall revenue is substantially above the budget. Overall total revenue is slightly lower than last year.

Compensation is slightly over budget because there were three pay periods in January. The amount will even out as the months progress.

Lot and station maintenance are slightly over budget.

Snow budget is under for the lots and platform; even lower than the previous year. Mr. Colitsas advised to keep the same budget amount for snow next year.

Further discussion continued on the financial report with no issues found.

### **Administration**

Mr. MacPherson stated that a newsletter is being worked on by the staff that will be distributed quarterly that is anticipated to begin mid-April. The newsletter will be in PDF form so that it could be linked through social media and ParkMobile for email distribution.

Mr. MacPherson stated that there is a possibility of a coffee truck vendor to serve in the station but needs to look into its legalities with Mr. Schwartz.

## **ADJOURNMENT**

Commissioner Girandola moved to adjourn. There being no further business to discuss, the meeting was adjourned at 9:40 p.m.

West Windsor Parking Authority

Respectfully,

Elle Magarelli