

# **WEST WINDSOR PARKING AUTHORITY**

## **Minutes of Meeting**

**December 8, 2021**

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The West Windsor Parking Authority meeting was held on Wednesday, December 8, 2021 at 7:00 p.m. in its office at 64 Princeton-Hightstown Road, Suite 24, Princeton Junction, NJ 08550. The dial-in details were posted on the WWPA website for those participating via video conferencing.

### **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 7:00 p.m. The following individuals attended:

#### **Commissioners**

Andy Lupo, Chair  
Dan Fabrizio, Treasurer  
Michael Cerullo, Asst. Treasurer  
Larry Katz, Secretary

#### **Non-Commissioners**

Scot MacPherson, Director of Operations  
Lyle Girandola, Parking Consultant  
Frank Bal, Officer, West Windsor Police  
Kevin Loretucci, Officer, West Windsor Police  
Andrea Mandel, Council President/Township Liaison  
Robert Korkuch, President, P.E., ACT Engineers Inc.  
Robert Davidow, Attorney  
James Colitsas, CPA, Princeton Financial Group, LLC  
Philip Mosca, CPA, Princeton Financial Group, LLC

#### **Not Present**

Tom Crane, Vice Chair

#### **Comments from Audience**

None present.

## **ACTION ITEMS**

### **Approval of Minutes (November 10, 2021)**

Commissioner Fabrizio moved to approve the November 10, 2021 minutes. Commissioner Katz seconded the motion. All Commissioners voted to approve the minutes.

### **Approval of Bills (November 2021)**

Mr. MacPherson stated that West Windsor Township forwarded an invoice from Suplee, Clooney & Company in the amount of \$8,500 for the bond offering report.

Mr. MacPherson stated that instructions on sending a wire transfer in the amount of \$44K was received from McManimon, Scotland & Bauman. He is waiting on confirmation from a representative from US Bank that payment was not already being processed before sending the wire transfer.

Chair Lupu inquired about the Comcast invoice under Communications for NJ Transit that was reimbursed to Mr. MacPherson for \$888.94. Mr. MacPherson explained that in order to be prompt, he made payment to Comcast with his personal credit card for the combined Comcast bills for operating the cameras at the train station and server.

Commissioner Fabrizio inquired about the Verizon Wireless charge of \$1,978.10, and Mr. MacPherson explained that it was a combined total from the previous and current months.

Commissioner Cerullo inquired about the \$4,000 invoice from Sunset Creations, and Mr. MacPherson explained that the charge was for the end of the season's lawn and landscaping contract.

Chair Lupu stated that Mayor Marathe requested rent payment of \$50K for 2021. Board members agreed to make the payment before year end.

Commissioner Fabrizio moved resolution 12.08.21-01 to approve the November bills. Commissioner Cerullo seconded the motion. The motion was unanimously approved.

## **REPORTS**

### **Police**

Officer Kevin Loretucci informed the board members on the police activity in November stating that there were 65 incidents.

## **DISCUSSION ITEMS**

### **Snow Treatment & Removal Services**

Mr. MacPherson stated that there have been two snow treatment services (salting) on the platforms and no snow removal services in the lots. There were two days of heavy mist that required salting since the concrete had the potential of freezing. Commissioner Fabrizio asked if Mr. MacPherson was able to stop the services on days that did not seem to run the risk of freezing, and Mr. MacPherson replied that he could stop services but would have to provide an official statement that the Authority assumes all liabilities should the concrete form ice and an incident occurs. The cost of one application of salting at \$2,600 versus a lawsuit would be significantly less, and the insurance company may have an issue with waiving salting services when there is uncertainty of freezing.

Chair Lupo asked if there had been any issues with assigned flaggers, and Mr. MacPherson said no issues since flaggers only need to be present if snow is being removed on the platforms.

Commissioner Fabrizio inquired about the heat in the waiting area in Wallace Station, and Mr. MacPherson replied that the heater is operating for the winter season.

### **Princeton University Parking**

Mr. MacPherson stated that the Princeton University workers have been parking in the upper Vaughn lot with no issues. Princeton University has been providing a weekly list of vehicles parking in the lots with the highest count at 380 vehicles, which is well under their limit.

### **Bond**

Chair Lupo stated the Authority went to market to refinance at a lower rate that will provide a savings of approximately \$30K over the year. There were no issues.

**State Budget**

Mr. MacPherson stated that he asked Mr. Butvilla, WWPA's Accountant, to forward documentation for the audit, which was forwarded to all board members as well as a draft report that will be sent to NJ Transit's Finance group. Since the State of New Jersey has not yet completed the report on what the pension or health care liability numbers are, WWPA's budget cannot be completed until the audit is introduced and adopted. Mr. MacPherson said that the regulatory groups from US Bank and Phoenix Advisors requested WWPA's audit and budget, and they were informed that they will not be able to receive the requested documents until NJ Transit completes the report.

**Permit Parking Renewals**

The board members reviewed the Stat Report that illustrated an increase in parking permit renewals. The numbers have not resumed to the pre-Covid numbers; however, they continue to increase. Mr. MacPherson said that he has noticed a change from individuals paying monthly to paying quarterly for their renewals which indicates that individuals are returning to their work locations. Mr. Girandola asked Mr. MacPherson to create a report that splits permit renewals versus new permits.

Mr. MacPherson stated that for every parking permit that was not renewed, it was offered to someone on the waitlist. Commuters requesting to have their permit reactivated are able to do so since there is space still available.

Mr. Colitsas asked if there would be an increase in daily parking fees, and Mr. MacPherson replied that the Governor stated that there would be no price increases through 2021. NJ Transit may consider increasing the daily parking rate in 2022, especially since Princeton Junction charges the lowest fee from other NJ Transit lots.

**Daily Parking Pay Stations**

Mr. MacPherson stated that the pay stations in the parking lots for daily parking will be obsolete in 2022; therefore, service, maintenance, and parts for these pay stations will no longer be available in 2022. Rather than repair or replace some of the pay stations that are currently inoperable, they have been closed and will be used for parts for when other pay stations need repair. There are four pay stations on each side of the tracks and three pay stations in Station Drive. Commissioner Fabrizio asked if signage could be posted to direct daily parkers to the available pay stations. Mr. MacPherson agreed and said that 50% of daily parking commuters use the pay stations and the other 50% of commuters use the Parkmobile

app. Mr. MacPherson said that he wants to encourage commuters to use the Parkmobile app since, unlike the pay stations, it does not incur credit card fees, does not use electric, and eliminates the maintenance and repair costs. Commissioner Katz suggested that Mr. MacPherson send notices to commuters informing them that pay stations will eventually be removed and parking will need to be reserved via the Parkmobile app.

## **ACT ENGINEERS**

Mr. Korkuch stated that there are no changes since the last meeting regarding the ADA projects and State of Good Repair.

Mr. MacPherson said that Cifelli Electric will reach out to Mr. Korkuch sometime this week to discuss the electricity needed to power the fountains in the pond.

## **REPORTS (continued)**

### **Accounting**

Mr. Mosca displayed the financial reports. He stated that as of November, the total income for all categories was over budget. Permit parking was about \$35K over budget and daily parking was about \$444K over budget. When compared to the prior year, permit parking is less than last year by about \$454K and daily parking is about \$57K greater than it was last year.

Mr. Mosco said that the November Actual Vs. the November Budget is over, due to Princeton University parkers. The numbers reveal a significant increase from last year.

Mr. MacPherson said that he spoke with NJ Transit representatives about the possibility of adding daily parking in the Alexander permit lot. In order to not reduce the value of the key Alexander parking permit areas, daily parking would only be permissible starting past the tree-lined section and towards the Vaughn lot.

Mr. Mosca displayed graphs illustrating cash balances and yearly comparisons for daily and permit parking in the WWPA and NJ Transit lots. The cash balance for NJ Transit and WWPA are trending upwards. NJ Transit permit parking revenue for 2021 is lower than 2019 and 2020. NJ Transit daily parking revenue for 2021 is higher than 2020 but lower than 2019. Mr. Colitsas said that adjusting the pricing model should be considered since it seems that daily parking is more desirable than permit parking. Mr. Girandola said that revenue trade-off

would have to also be considered as the daily parking revenue depends on the demand at the time. Permit parking is more of a guaranteed revenue versus daily parking revenue being probable. Chair Lupo stated that this topic will be further discussed during executive session.

Mr. Mosca continued to go through the reports with the board members. Chair Lupo expressed his appreciation on the valuable reporting that Messrs. Colitsas and Mosca present.

Mr. MacPherson asked if Messrs. Colitsas and Mosca would continue to provide their services for 2022, and they replied yes. Mr. Mosca will provide an engagement letter.

## **DISCUSSION ITEMS (continued)**

### **West Windsor Township**

Council President Mandel stated that there was a ceremonial groundbreaking of Princeton University's Lake Campus that will expand the school's grounds to add graduate student housing, parking, and athletic facilities. She briefly discussed the Princeton Junction Train Station Redevelopment Plan.

### **Parking Data**

Mr. MacPherson supplied Mr. Girandola with data to create an analysis of daily parking revenue. The first graph that Mr. Girandola displayed was a high-level view of the daily revenue generated from 2020 and 2021 that included weekends. It showed predicted growth over the months.

Mr. Girandola shared 2021 Occupancy Count by Lot graph starting from June 2021 to current that included Wallace Permit, Vaughn, Alexander, Station Drive, Wallace Pay, and the recently added, Princeton University parkers. It also revealed a steady increase each month. It is uncertain if revenue will get back to pre-pandemic numbers, but it is continually increasing.

Chair Lupo said that these graphs were helpful in viewing the data that demonstrated the predications to be accurate and for future budgeting.

## **EXECUTIVE SESSION**

Commissioner Fabrizio moved that board members enter executive session to discuss Solar Energy, NJ Transit call, and personnel issues. Commissioner Cerullo seconded the motion. Board members went into executive session at 9:09 p.m. At 9:42 p.m. Chair Lupo moved that board members come out of the executive session. Commissioner Cerullo seconded the motion.

## **ADJOURNMENT**

Chair Lupo moved to adjourn. There being no further business to discuss, the meeting was adjourned at 9:43 p.m.

Respectfully,

Elle Magarelli