

# **WEST WINDSOR PARKING AUTHORITY**

## **Minutes of Meeting**

**July 14, 2021**

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The West Windsor Parking Authority meeting was held on Wednesday, July 14, 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  
Tom Crane, Vice Chair  
Dan Fabrizio, Treasurer  
Michael Cerullo, Asst. Treasurer  
Larry Katz, Secretary

#### **Non-Commissioners**

Scot MacPherson, Director of Operations  
Lyle Girandola, Parking Consultant  
James Colitsas, CPA, Princeton Financial Group, LLC  
Philip Mosca, CPA, Princeton Financial Group, LLC  
Andrea Mandel, Council President/Township Liaison

### **Comments from Audience**

None present.

## **ACTION ITEMS**

### **Approval of Minutes (June 9, 2021)**

Commissioner Katz moved to approve the June 9, 2021 minutes. Commissioner Cerullo seconded the motion. All Commissioners voted to approve the minutes.

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

Mr. MacPherson stated that delayed invoices from Sunoco for fuel services provided before the pandemic are expected soon for payment which were already accrued. Invoices for fuel services provided during the pandemic will be minimal.

Mr. Fabrizio inquired about Woodwinds quarterly service invoice, and Mr. MacPherson explained that the \$798.75 charge was to spray the trees with fungus and insect treatment.

Mr. MacPherson stated that services with Declercq Law Firm have been discontinued and is searching for new legal representation for WWPA which will be discussed during Executive Session.

Mr. MacPherson stated that a deposit has been made for WWPA's annual holiday party to be held on the first Friday in December.

Mr. MacPherson stated that the software invoices paid to himself are for reimbursements from Integrated Technical Systems for charges applied to his credit card to expand the offsite backup system for additional memory space.

Commissioner Cerullo inquired about the \$1,750 invoice from FJG Enterprises, Inc., and Mr. MacPherson explained that the charge is for investment services provided such as transferring funds to various banks for the best returns on interest rates.

Board members had a lengthy discussion on the prepaid parking fees and permit refunds. Mr. MacPherson explained how it is tracked.

Commissioner Fabrizio moved resolution 07.14.21-01 to approve the June bills. Commissioner Katz seconded the motion. The motion was unanimously approved.

## **DISCUSSION ITEMS**

### **West Windsor Township**

Council President Mandel stated that the West Windsor Police Department's annual National Night Out that was cancelled in 2020 due to Covid will take place on Tuesday, August 3<sup>rd</sup> at the West Windsor Community Park.

Council President Mandel stated the West Windsor Township's Community Day is scheduled on October 25<sup>th</sup>. She suggested that WWPA set up a table at the event to inform individuals about available parking permits.

Council President Mandel informed the Board that tickets for the Mayor's Ball on October 9<sup>th</sup> will go on sale soon. Mr. MacPherson stated that he requested a table.

Council President Mandel stated that there are no updates on the Transit Village project.

### **Princeton University Parking**

Mr. MacPherson stated that Princeton University members made some minor formatting changes to the agreement between Princeton University and WWPA whereas WWPA is selling parking permits in the upper Vaughn lot to Princeton University for their construction contractors to utilize for the next three years. Commissioner Cerullo questioned if Princeton University is able to exceed the 596 parking permits included in the contract which was previously discussed as permissible by the Authority if capacity is available. Mr. MacPherson stated that language will be added into the contract that will allow Princeton University to exceed 596 spaces but only if capacity is available and with the Authority's permission.

Commissioner Cerullo inquired about how the number of spaces being used will be monitored and controlled. Mr. MacPherson stated that to start, Princeton University will only purchase 200 parking permits. To ensure that no more than 200 vehicles are parking in the Vaughn lot daily, he is planning to leverage WWPA's current scanning technology to upload authorized Princeton University vehicle license plates into the surveillance database by 10:45 a.m., daily. Should the count go over the purchased parking permit amount, Princeton University will be notified. If vehicle counts continue to exceed the 200-vehicle threshold, further reconciling processes will occur between WWPA and Princeton University. As Princeton University increases their expected permit purchases over time, eventually reaching Upper Vaughn lot's full capacity, a sign will be posted at the entrance that states parking for Princeton University permit holders only. Commissioner Fabrizio emphasized that these conditions should be clearly expressed in the agreement. Mr. MacPherson and WWPA's lawyer will go over the contract in detail to ensure that all requirements are covered.

A discussion was had on the possibility of relocating resident and non-resident commuters to lots other than where they are currently assigned which is not expected to cause disruption.

## **REPORTS**

### **Accounting**

Mr. Mosca reviewed the financial reports with the Board and stated that for the period January 2021 through June 2021, the total income versus the budget was up by 7%, and versus last year was down by approximately 29%.

He reviewed the actual year to date numbers for 2021 compared to the budget for 2021 that showed the actual for permit parking at \$1,745,401 versus the budget of \$1,649,025. The actual for daily parking was \$192,204 versus the budget at \$130,500. In 2020, permit parking was at \$2,138,722 and daily parking at \$532,266. Mr. MacPherson stated that 2020 numbers were strong because there were two pre-pandemic billing cycles from January and April, which then declined significantly in the following cycles.

Mr. Mosca said that just for the month of June 2021 versus June 2020, daily parking went from \$6,774.00 in 2020 to \$57,834 in 2021. Once New Jersey and New York lift their mandates, daily and permit parking are expected to increase even more in the current months than what it was at the same time last year. Mr. Mosca discussed all of the following items in detail: total income, compensation, fringe benefits, maintenance, lighting & heating, software, financial consultant, and intercompany transfer/shared expenses.

Mr. Mosca discussed the monthly cashflow budget reports and stated that WWPA and NJ Transit appear to remain cash positive for the entirety of 2021. As of June, it is projected that NJ Transit will break even for 2021 which is a better outlook than what was projected at the beginning of the year. This projection factored in NJ Transit agreeing to waive the NJ Transit user fees for the year. Mr. MacPherson stated that based on the increase in July's daily parking sales that included Fourth of July weekend, it is anticipated that daily parking sales will increase even more in September when more commuters return to their offices.

## **DISCUSSION ITEMS (continued)**

### **Rebuilding Plan**

Mr. MacPherson stated that in the beginning of August, an email offering Alexander lot parking permits to all those on the waitlist will be sent. Wallace and Vaughn lot permits are

still being offered to those on the waitlist. Those on the Alexander waitlist will remain on the waitlist should they not respond.

## **ACT ENGINEERS**

### **Snow Removal RFP**

Mr. MacPherson stated that he is waiting on a date from NJ Transit to discuss the contract for snow treatment & removal services on the platforms.

Mr. Korkuch displayed the RFP for snow removal services on the platforms for 2021-2022. He and the Board members reviewed and discussed the document in detail. Bids are to be submitted no later than 11:00 a.m. on Tuesday, August 5, 2021.

Mr. Korkuch displayed the RFP for snow removal services on the lots for 2021-2022. He read the language added to the RFP addressing the issue of reducing rates should there be lot closures due to unforeseen circumstances such as a pandemic. “The Owner has the right to close any lot or portion of a lot. Snow clearing services will not be performed in any closed lot(s) or portion of the property. If a portion of a lot is closed by the Owner, the Contractor will be paid a portion of the bid value for each bid item based on the square yards open at the time of the weather event.” Board members reviewed and discussed the document in detail.

Commissioner Katz called for a motion to approve resolution 07.14.21-02 to accept both RFPs to go out for bids. Commissioner Cerullo seconded the motion. The motion was unanimously approved.

### **State of Good Repair**

Mr. Korkuch said that he will send the packet of information regarding the Princeton Junction train station platform railing concept repair/replacement alternatives to NJ Transit for their review. This was at the request of NJ Transit to WWPA to develop alternatives to return the platform railings into a “state of good repair” which has been completed by ACT Engineers. The packet identifies the need for repair or replacement of the railing along the rear of the platforms on the northbound and southbound sides at the station. Also included are photographs of typical railing post and connectors to the concrete platforms, mapping of the platforms (11 drawing sheets), and construction and materials guidance and specifications outlined. Mr. Korkuch expects a series of meetings with NJ Transit to review the packet

together. Once NJ Transit decides how they want to proceed with the repairs/replacements, the project will go out for bid.

Mr. Korkuch stated that members representing Mercer County's Countywide Hazard Mitigation Plan (HMP) reached out to him for any property issues. The HMP is required by state and federal agencies in order for communities in Mercer County to be eligible for certain types of mitigation funding to reduce hazard risk. Mr. Korkuch said that he replied with information on the blockage in the water system coming off Schlumberger's property as well as photographs of the area before it was addressed. Mr. MacPherson said that there have not been any floods since the drainage issue was fixed and that the drain is periodically cleared from debris to ensure proper water flow.

### **Wallace Pond Fountains**

Mr. Korkuch stated that the water in two locations in the pond where the fountains will be placed were tested for contamination, particularly two volatile organic compounds, and results showed the water to be safe. Mr. MacPherson will speak with PSE&G members to install a new panel box and meter to run the fountains.

## **REPORTS (continued)**

### **Administration**

Mr. MacPherson stated that all WWPA employees will return to the office with the possibility of staggering remote Fridays so that someone is in the office on Fridays.

Mr. MacPherson said that there are commuters who forfeited their permits who are now requesting to reclaim them. If the permit was forfeited in 2020, the individual requesting to reclaim the permit will be required to pay a reassessment fee to be placed back into the system, but if it was forfeited in 2021, no fee will be issued. A few extensions were offered during the pandemic that could have been utilized to eliminate the reassessment fee.

## **EXECUTIVE SESSION**

Chair Lupo moved that board members enter executive session to discuss professional appointments. Commissioner Fabrizio seconded the motion. Board members went into executive session at 10:04 p.m. At 10:15 p.m. Chair Lupo moved that board members come out of the executive session. Commissioner Katz seconded the motion.

## **ADJOURNMENT**

Chair Lupo moved to adjourn. There being no further business to discuss, the meeting was adjourned at 10:16 p.m.

Respectfully,

Elle Magarelli