

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

November 10, 2021

The West Windsor Parking Authority meeting was held on Wednesday, November 10, 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

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

Larry Katz, Secretary

Comments from Audience

None present.

Chair Lupo discussed the recently deceased Frank Gubitose, who was WWPA's Investment Consultant. The Board is sadly in the process of searching for Mr. Gubitose's replacement. Mr. MacPherson said that WWPA has full access to their investment accounts.

ACTION ITEMS

Approval of Minutes (October 13, 2021)

Commissioner Cerullo moved to approve the October 13, 2021 minutes. Commissioner Crane seconded the motion. All Commissioners voted to approve the minutes.

Approval of Bills (October 2021)

Board members reviewed the bills with only a few questions.

Commissioner Crane moved resolution 11.10.21-01 to approve the October bills. Commissioner Cerullo seconded the motion. The motion was unanimously approved.

REPORTS

Police

Officer Bal introduced Officer Kevin Loretucci who will take his place effective February 2022. Officer Bal informed the board members on the police activity in October stating that there were 65 incidents.

Commissioner Fabrizio asked about the recent vehicle theft that occurred in Princeton. Officer Bal did not have information to offer but stated that there is a group of teenagers operating from Newark who steal vehicles in various neighborhoods throughout West Windsor Township that are left unlocked with keys available. Notifications have been posted to inform people not to leave their keys in their vehicle and to make sure to lock their car doors and garages.

DISCUSSION ITEMS

Platform Snow Contract

Chair Lupo stated that the bid for snow removal services on the platforms was awarded to Custom Landscaping.

Princeton University Parking

Mr. MacPherson stated that the Princeton University workers began parking in the upper Vaughn lot with minimal issues and will soon begin to provide Mr. MacPherson with a daily list of parkers and their license plate numbers. Commuters received notification informing those who park in the upper Vaughn lot to relocate to lower Vaughn. Signage will be placed over the existing signs within the week to enforce the new rule that only Princeton University members are permitted to park in the upper Vaughn lot from Monday through Friday. This will not interfere with those who visit the Farmers' Market on Saturdays. Commissioner Crane asked if a daily count of Princeton University parkers is available, and Mr. MacPherson said that a count of vehicles is collected daily. Chair Lupo requested that Mr. MacPherson split the daily report that currently blends the Princeton University and regular parkers.

Council President Mandel asked if tickets are being issued to those parking in the upper Vaughn lot who are not Princeton University members. Mr. MacPherson said that tickets are not being issued yet but will be once he begins receiving an accurate daily list from Princeton University and the process stabilizes. Chair Cerullo asked how many vehicles are unidentified daily in upper Vaughn, and Mr. MacPherson replied that the count has been declining and is down to approximately 30 unidentified vehicles daily. He is working with Princeton University on obtaining registration for every vehicle that parks in upper Vaughn to avoid ticketing Princeton University parkers.

Commissioner Cerullo asked where the lower Vaughn permit parkers will relocate if closed during the winter, and Mr. MacPherson replied that they will be directed to the Wallace lot. The Station Drive lot will not be closed during the winter, and the gravel lot will remain closed as it is the snow dumping location. There is a possibility that the right side of Alexander lot will be closed during the winter.

Mr. MacPherson stated that Princeton University submitted their November payment.

NJ Transit Follow-up Call

Chair Lupo stated that he, Mr. MacPherson, and Commissioner Fabrizio will participate in a follow-up phone call with NJ Transit representatives on December 1st at noon to continue their discussion on the lease, finances, ADA, State of Good Repair report, and the snow contract on the platforms. All required participants from NJ Transit will be on the call, including the financial representative who was not able to attend the initial meeting. Chair Lupo stated that NJ Transit has not forwarded their minutes from the meeting on September 29th to WWPA yet. He will finalize WWPA's minutes from that meeting by the end of next week

and forward to Mr. Davidow for his review who will then forward to the Government and Community Relations representative at NJ Transit before the December 1st meeting.

State of Good Repair Report

Commissioner Cerullo asked what NJ Transit's expectation is for the start of the State of Good Repair work as required by the Federal Railroad Commission. Mr. MacPherson replied that he spoke with NJ Transit representatives who said that they are not yet ready to submit their response letter but are considering two of the options that was suggested by WWPA, preferably the option to replace the railing and drop the lights to the ground. They need their engineering team to review.

ADA List

Mr. MacPherson said that in order to make the station more accessible and compliant for handicapped individuals, NJ Transit is planning to install an elevator possibly on the Wallace pay station side to go from the tunnel up to the platform.

Solar Canopy

Chair Lupo stated that Citrine Power, the solar company interested in leasing space in the Wallace lots, is waiting for a response from WWPA on acceptance of their proposal. Mr. MacPherson said that another solar company is interested and plans to provide their proposal by the end of the week.

Farmers' Market

Mr. MacPherson stated that the contract was sent to a member of the Farmers' Market. The member requested minor changes in the language but nothing that would alter the contract. Mr. Davidow stated that he will insert language into the contract to specify that the Farmers' Market will operate in the upper Vaughn lot area.

NJ Parking Institute Networking Event

Mr. MacPherson informed the Board of the upcoming New Jersey Parking Institute's Networking Event on November 17th from 4:30-7:00 in Atlantic City, NJ. It will be hosted by NJPI's Acting President, Willie Hunter, and is honoring various Council members from Camden, Burlington, and Moorestown.

Bond

Chair Lupo stated that the Authority will go to market on Tuesday to refinance at a much lower rate with an interest savings of approximately \$35K a year. However, this is contingent on the conditions of the market. The underwriters are from RBC Capital Markets and the advisors are from Phoenix Advisors.

ACT ENGINEERS

Mr. MacPherson stated that Mr. Korkuch had a conflict and is not able to attend this evening's Board meeting.

Miscellaneous

Chair Lupo asked if there was any update on the new panel box and meter for electricity to power the pond fountains. Mr. MacPherson said that PSE&G has not provided an install date and that it may be due to them experiencing a supply issue.

EXECUTIVE SESSION

Chair Lupo moved that board members enter executive session. Commissioner Fabrizio seconded the motion. Board members went into executive session at 8:45 p.m. At 9:47 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 9:49 p.m.

Respectfully,

Elle Magarelli