

# WEST WINDSOR PARKING AUTHORITY

## Minutes of Meeting

October 13, 2021

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The West Windsor Parking Authority meeting was held on Wednesday, October 13, 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  
Frank Bal, Officer, West Windsor Police  
Andrea Mandel, Council President/Township Liaison  
Robert Korkuch, President, P.E., ACT Engineers Inc.  
Robert Davidow, Attorney  
Philip Mosca, CPA, Princeton Financial Group, LLC

### **Comments from Audience**

None present.

## **ACTION ITEMS**

### **Approval of Minutes (September 8, 2021)**

Commissioner Katz moved to approve the September 8, 2021 minutes. Commissioner Cerullo seconded the motion. All Commissioners voted to approve the minutes.

**Approval of Bills (September 2021)**

Board members reviewed the bills and had no questions.

Commissioner Crane moved resolution 10.13.21-01 to approve the September bills. Commissioner Katz seconded the motion. The motion was unanimously approved.

**REPORTS**

**Police**

Officer Bal informed the board members on the police activity in September stating that there were 60 incidents.

**ACT ENGINEERS**

**Snow Removal RFP**

Mr. Davidow stated that a resolution is required to reject the bid submitted for snow removal services on the platforms due to its deficiency in meeting NJ Transit's insurance requirements and to rebid. Messrs. English (WWPA's insurance broker), Korkuch, and Davidow worked with NJ Transit to resolve their disconnect on the insurance specifications in the contract and redrafted it so that it is now ready to go out for rebid. A special meeting is scheduled on October 29<sup>th</sup> where the Board will either approve or reject the bids presented. Mr. Korkuch stated that the bid will be advertised starting this Friday and all previous bidders will be notified.

Chair Lupu moved resolution 10.13.21-02 to reject the bid submitted due to the vendor not meeting the standards of the bid requirement and to rebid. Commissioner Katz seconded the motion. The motion was unanimously approved.

Mr. Korkuch shared the bid for the platforms with the Board. There was a lengthy discussion on the bid items, and all agreed that they would keep the mobilization payment of \$10K in the contract to help offset the massive insurance fees that the awarded bidder would have to pay.

**Miscellaneous**

Mr. Korkuch stated that he and Mr. MacPherson will contact NJ Transit for their response on the three options offered to them on repairing/replacing the railings that include lighting, posts, and platform as required in the State of Good Repair report.

Mr. MacPherson said that Amtrak requested that the Authority install a fence to close the gap in the Wallace pay lot behind the ATM where the railing along the ramp leads to the tunnels. They also requested to block the gap between the railing and the base on the platform.

Mr. MacPherson stated that Cifelli Electric repaired the lights that were not working on a large portion of the west-bound train platform.

Mr. MacPherson stated that the Wallace pond fountains are not yet operating because PSE&G has not yet installed a new panel box and meter for electricity to power the fountains.

## **DISCUSSION ITEMS**

### **Princeton University Parking**

Mr. MacPherson stated that a Princeton University representative was under the impression that a gate was going to be installed in the entrance of the upper Vaughn lot to ensure that only Princeton University construction workers are parking in the lot of 596 spaces that they are renting starting November 1<sup>st</sup>. Mr. MacPherson stated that a gate was not discussed and would not be possible as it would cause traffic on Alexander Road. Mr. MacPherson said that notification has been sent to commuters making them aware that parking in the upper Vaughn lot is no longer permitted and that those currently parking there would need to relocate to lower Vaughn. WWPA members will scan the upper Vaughn lot daily to ensure that only Princeton University commuters are parked there. Additional notification will be sent, and signage will be posted.

Mr. MacPherson said that it would be beneficial to blend the Station and Alexander lots to be utilized as both daily and permit parking. The board members agreed. Once Mr. MacPherson gets clearance from NJ Transit representatives, he will send notification to commuters of the change, as well as post signage.

### **NJ Transit Meeting**

Chair Lupo stated that he, Mr. MacPherson, and Commissioner Fabrizio participated in a phone call with NJ Transit representatives to discuss the lease, finances, ADA, State of Good Repair report, and the snow contract on the platforms which went very well. They were receptive to all of the items mentioned and want to work with WWPA on maintaining a fair partnership. There will be a significant amount of follow-up, and NJ Transit will need to

discuss the financial implications with their financial representative who was not able to attend the meeting.

Mr. MacPherson stated that unlike WWPA's fiscal calendar that goes from January to December, NJ Transit's fiscal calendar goes from July to June, therefore, it is too late for NJ Transit to take back the responsibility of the snow removal contract on their platforms, but plan to do so next year. NJ Transit will assign a flagger to the platforms so that WWPA does not have to wait for a flagger to be dispatched who is required to be present before a contractor could clear the platforms from snow and/or ice.

There was a discussion on if WWPA will continue making the \$375K quarterly payments or one, true-up payment at the end of the year.

There was a discussion on the State of Good Repair and ADA projects, and NJ Transit is aware that they will need to fund the projects. WWPA will continue to fund the smaller projects which will be reimbursed by NJ Transit.

Mr. Girandola stated that the revised contract on WWPA's management duties over the platform needs to address how WWPA will be reimbursed for projects that they funded for NJ Transit, in the event that NJ Transit experiences a revenue shortfall. He expressed his concern on the premium paid on the platforms and the risks involved. Chair Lupo agreed and will speak with Mr. English on updating the language in the contract to clarify that the platforms are owned by NJ Transit and to ensure that appropriate coverage is provided. He requested that Mr. Davidow review Mr. English's full assessment once completed. Mr. MacPherson stated that WWPA has a good track record on safety that has kept the insurance fees to a minimum.

### **Snow Removal – Parking Lots**

Mr. MacPherson stated that the contract for snow removal services in the parking lots was sent to Custom Landscaping. He informed Custom Landscaping that closure in the gravel lot is possible but not sure at this time. Custom Landscaping's term will go through April.

### **DCA Budget**

The Board reviewed the state budget from Department of Consumer Affairs. Mr. MacPherson stated that there were only slight changes from last year's budget.

Chair Lupo agreed to move resolution 10.13.21-03 to approve the DCA budget. A Roll Call was held by Mr. MacPherson and each board member approved the motion. Commissioner Katz will sign the budget.

### **Solar Canopy**

Mr. MacPherson stated that he had a walk-through with Citrine Power, LLC., the solar company who is interested in leasing space in the Wallace lots. He reviewed the lease proposal with the board members that included images of the proposed solar canopy layout and its specifications.

The benefits would be the annual \$40K lease payment to WWPA with a minimal annual increase, coverage to vehicles and pedestrians from rain and snow, the reduction in electricity cost, and most significantly, the elimination of salting and snow removal services in the covered areas which is estimated a savings of \$80-\$90K a year. Mr. MacPherson said that arborvitaes would line the street to block the view from nearby residents.

Commissioner Fabrizio inquired about the liability risks, and Mr. MacPherson replied that Citrine Power provides all maintenance and coverage on the canopies. Mr. MacPherson said that mounting points for cameras will be added to provide even more surveillance than what is currently available.

Chair Lupo said that Mr. Colitsas had mentioned another solar company who could provide a proposal. Mr. Mosco will speak with Mr. Colitsas to obtain their contact information so that WWPA can obtain an additional proposal as a comparison.

### **Farmers' Market Winter Contract**

Commissioner Katz stated that the Farmers' Market will begin operating their business in the upper Vaughn lot every other Saturday starting December 1<sup>st</sup>. Farmers' Market will provide portable restrooms for patrons.

### **Bond Refinance**

Chair Lupo stated that WWPA is in the process refinancing as suggested by Mr. McManimon, Bond Counsel. The Rating Agency is scheduled to speak with Township and WWPA members on October 22<sup>nd</sup>. Assuming all goes well, the Authority will go to market to refinance at a much lower rate with an interest saving of approximately \$35K a year. The bond offering of \$4M is for the construction in Vaughn lot.

### **West Windsor Township**

Council President Mandel stated that there is a Planning Board meeting that started today at 7:00 pm where they will discuss the Princeton Junction Train Station Redevelopment Plan. All meetings can be viewed via YouTube. She stated that there are concerns of traffic flow and safety and discussed road plan options of where to connect Alexander Road and Washington Road, as well as access roads. Mr. MacPherson stated that some of the areas mentioned are wetlands and will hinder some of the planning.

Council President Mandel stated that there will be underground retention basins installed to reduce the flooding issues around the Little Bear Brook area.

Council President Mandel discussed the plans for the residential and affordable housing units, retail and/or restaurant space, parking to support the Project, public space, stormwater, and other associated infrastructure improvements.

## **REPORTS (continued)**

### **Accounting**

Mr. Mosca displayed the financial reports. He stated that total income over all categories has been over the budget but has been below what it was last year. The pandemic had a significant effect on the comparability of the periods.

Mr. Mosca stated that the total maintenance expense between all accounts is under budget. Lot maintenance and landscaping are under budget, but station maintenance is over budget. This is most likely due to work around the platforms. Lighting and heating are under budget due to low electrical usage of heaters and pay stations. Significant expenses are in the near future due to the required projects as requested in the State of Good Repair report.

Mr. Mosca said that insurance is below the budget since premiums have been temporarily lowered because of the pandemic.

Messrs. Mosca and MacPherson will work together on the Audit of 2020 that has just begun.

Mr. Mosca reviewed the monthly cashflow budget reports for WWPA and NJ Transit in detail. Mr. MacPherson said that he and Mr. Mosca will start to plant the budget for 2022.

## **DISCUSSION ITEMS (continued)**

### **National Parking Association (NPA) Convention & Expo**

Commissioner Fabrizio discussed NPA's Convention & Expo that he and Mr. MacPherson attended on September 27-29 in Las Vegas. They found the sessions informative, and it was a good opportunity to speak with individuals in the parking industry.

## **EXECUTIVE SESSION**

Chair Lupo moved that board members enter executive session. Commissioner Katz seconded the motion. Board members went into executive session at 10:48 p.m. At 11:25 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 11:26 p.m.

Respectfully,

Elle Magarelli