

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

September 8, 2021

The West Windsor Parking Authority meeting was held on Wednesday, September 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

Commissioner Crane 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
Frank Bal, Officer, West Windsor Police
Kyle Brown, 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

Comments from Audience

None present.

ACTION ITEMS

Approval of Minutes (August 11, 2021)

Commissioner Katz moved to approve the August 11, 2021 minutes. Commissioner Cerullo seconded the motion. All Commissioners voted to approve the minutes.

Approval of Bills (August 2021)

Commissioner Katz stated that some of the charges on the report provided by Mr. MacPherson are difficult to differentiate if they are duplicate charges because the monthly report includes all charges from the previous month and all charges from the first two weeks of the current month. If the previous month's invoice is from a vendor who submits a repetitive monthly invoice within the first two weeks of the month, those charges would be listed on the report twice, making it appear to be a duplicate. Mr. MacPherson said that going forward, he will create two separate reports: one report with the previous month's charges and another report with charges from the first two weeks of the current month. Should there be two of the same charges within the month, a description will be added into the memo section. Board members agreed.

Commissioner Fabrizio moved resolution 09.08.21-01 to approve the August bills. Commissioner Cerullo seconded the motion. The motion was unanimously approved.

DISCUSSION ITEMS

West Windsor Township

Council President Mandel stated that the postponed West Windsor Township Planning Board meeting has been rescheduled for September 22nd. At that time, the Planning Board will review the Princeton Junction Train Station Redevelopment Plan that proposes construction of residential units that includes apartment units, townhouses, condominium flats, senior living units (within an assisted living facility) and affordable units. The Plan includes retail and/or restaurant space, parking to support the Project, public space, stormwater, and other associated infrastructure improvements. Mr. MacPherson displayed the [Princeton Junction Train Station Redevelopment](#) presentation that is 72 pages of site plans which was shared during the Planning Board Hearing held on August 25th. Mr. MacPherson stated that the new development will involve two of the parking lot entrances, but minimal impact will be made to the parking lots. Council President Mandel stated that once the Planning Board approves the Redevelopment Plan, permits will need to be approved, and then construction can begin.

Princeton University Parking

Mr. MacPherson stated that the agreement between Princeton University and WWPA, whereas WWPA is selling parking permits for the upper Vaughn lot to Princeton University for their construction contractors to utilize for the next three years has been updated. Instead of their original agreement of renting 200 parking spaces starting on November 1st, they will rent the entire lot of 596 spaces.

REPORTS

Police

Officer Bal informed the board members on the police activity in August stating that there were 62 incidents.

Officer Bal stated that there has been an increase in auto theft that is being investigated. The burglaries occurred in various neighborhoods throughout West Windsor Township. There is a group of individuals who either steal items from unsecured vehicles or vehicles. Notifications have been posted to inform people not to leave their keys in their vehicle and to make sure to lock their doors. There have not been any incidents within the parking lots; however, Mr. MacPherson will send communication warning commuters to lock their vehicles.

DISCUSSION ITEMS (continued)

Covid Vaccine Mandate

Mr. MacPherson stated that the Governor mandated that by October 18th, Authorities, State employees, and Agencies must be vaccinated before returning to their place of employment. WWPA employees have all been vaccinated. He informed the board members that they are not mandated to be vaccinated since they all have been appointed and are municipal volunteers. Virtual option is available for board meetings, and if joining a meeting in person, masks and sanitizers are provided at WWPA's entrance.

Hurricane Ida

Mr. MacPherson stated that the recent hurricane was not a major issue with only minimal water in the tunnel. One of the two pumps needs to be repaired, and a third pump is on backorder. Concerns of flooding in the tunnel is when severe, flash floods of more than 6 inches of rain occur within an hour. The third pump will alleviate that concern. WWPA employees routinely check that all drains are cleared of debris to maintain consistent water flow.

Post Labor Day Usage

Mr. MacPherson stated that that there was a slight increase in commuters this past Monday, but not as many as anticipated. This could be because of Rosh Hashanah and school closings in observance of the holiday. A more significant increase of commuters is expected next Monday.

Solar Canopy

Chair Lupo stated that the proposal from the solar company who is interested in leasing space in the Wallace lots to install solar canopies has been received. Mr. MacPherson said that the project is estimated to take approximately 3 months, and during that time, would only eliminate up to ten parking spaces. It is uncertain, however, how many parking spaces would need to be eliminated permanently because of the structure, but it will be minimal. The canopy would cover almost 90% of the Wallace daily lot and part of the Wallace permit lot and its entrance. The board members asked how it would affect the nearby residents who would be in view of the canopy, and Mr. MacPherson said that either shrubs such as arborvitae or a green, foliage wall would be added to block the view as well as provide a sound barrier. The benefits would be the lease payment to WWPA of \$40K a year 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 those area which is estimated at \$80-\$90K a year. Mr. MacPherson said that mounting points for cameras will be added to provide even more surveillance than what is currently available. Gutters will be placed on the canopy to divert rainwater to a drain. Board members agreed that adding the solar canopy offers many benefits. Chair Lupo asked Mr. MacPherson to inform the consultants to proceed with the plans and provide WWPA with the design, visuals, and specifics on how the lot spaces will be impacted. Discussion with the Township will be had immediately.

Chair Lupo called for a motion to approve resolution 09.08.21-02 to proceed with the solar canopy plans for the Wallace daily and part of the Wallace permit lots. Commissioner Crane seconded the motion. The motion was unanimously approved.

Farmers' Market Winter Contract

Commissioner Katz stated that he spoke with members from the Farmers' Market about conducting their business in the upper Vaughn lot instead of the lower Vaughn lot, since that portion of the lot must remain open for Princeton University construction commuters and will be plowed if it snows. There is a possibility that the lower Vaughn lot will be closed during the winter to reduce the cost of salting and snow removal services in that location. Farmers' Market members have no issues in relocating to the upper Vaughn lot but have some concerns on placement, parking, and electricity for the portable restrooms. Mr. MacPherson provided Commissioner Katz with a map of the upper Vaughn lot for their setup that will address all of their concerns.

REPORTS (continued)

Accounting

Mr. Mosca displayed the financial reports. He stated that the total income over all categories has been over the budget but below what it was last year. The Actual 2021 YTD versus Budget 2021 YTD was up by 7% in June, up by 12% in July, and up 17% in August. The Actual 2021 YTD versus the Actual 2020 numbers was down by 69% in June, down by 25% in July, and down by 22% in August. The following are the same comparisons but for the single months of June, July, and August. Actual versus Budget for June was down 2%, July up by 587%, and August up by 515%. Actual versus Actual for June** was up 507%, July up by 1028%, and August up by 134%.

**In June of 2020, WWPA did not bill permits; the numbers reflect total income without including permit parking.

Mr. Mosca stated that the Actual 2021 versus Budget 2021 (January through August) was over budget by \$150,302 for permit parking and \$200,190 for daily parking. The Actual 2021 versus Actual 2020 (January through August) for permit and daily parking for was down by 18% for permit parking in 2021 from 2020 and down by 33% for daily parking in 2021 for from 2020.

The Actual versus Budget for August is over budget by \$39,161 for permit parking and \$51,072 for daily parking. The Actual 2021 versus Actual 2020 for August has increased in 2021 by \$4,713 for permit parking and \$57,870 for daily parking.

The Health insurance bill from the State of New Jersey was just received and will be reflected in September's report.

Maintenance overall remains under budget, but that is expected to increase in future months.

Mr. Mosca said to expect a bond interest payment of approximately \$82K next month. Also, expect significant expenses to be paid in the coming months for projects required for the State of Good Repair report and State Audit.

Mr. Mosca reviewed the Monthly Cashflow Budget reports and displayed graphs to show comparisons of the monthly cash flow balances for 2019 through 2021. NJ Transit displayed an overall increase in cash balance over the three years. Closing a few of the lots this past

winter to lessen snow removal costs was a big contributor to savings. WWPA displayed an overall decrease in cash balance over the three years.

ACT ENGINEERS

Department of Justice of Americans with Disabilities Act Response

Mr. Korkuch stated that per NJ Transit's request that WWPA respond to the Department of Justice (DOJ) of Americans with Disabilities Act (ADA) for the 74 identified deficiencies at the Princeton Junction station's interior and exterior campus areas, ACT Engineers drafted the DOJ of ADA Audit Response Cost Summary. He reviewed the Summary that included modifying parking spaces, replacing pedestrian ramps and handrails, repairing the platform decks, modifying the interior of the station building, and adding signage. ACT performed a preliminary evaluation of each deficiency, determined the required remedial construction, estimated the remediation cost, and considered alternatives. A current cost estimate to correct the deficiencies is \$1.5-\$2.5M. More than 90% of the costs are for work on the site and the remainder is for the interior station. The most significant costs are to correct the pedestrian ramps. He reviewed various charts that illustrated the percentage of remediation cost versus percentage of ADA deficiencies, cost distribution of exterior and interior deficiencies, and distribution of costs based on duration of deficiency remediation.

Mr. Korkuch discussed adding mechanical lifts (elevators) as an alternative to ramps in various areas such as from the tunnel to the platform at both the northbound and southbound track sides. Lifts would eliminate many of the deficiencies and is estimated to be \$1-\$2M of remediation cost. He went into detail on the lift options and provided examples of the proposed lift locations.

Mr. MacPherson said that some of the smaller items are already being repaired by WWPA personnel. Discussions with NJ Transit will occur to discuss finances.

Snow Removal RFP

Mr. Davidow said that during regular session, the Board can discuss the number of bids that were received, when they were received, whether the bids were responsive or non-responsive, and if the bid is going to be accepted or rejected. Board members will formally vote and make a resolution to either accept or reject the bid. The remainder of snow removal items to be discussed will be during executive session.

Mr. Korkuch stated that one bid was received from Custom Landscaping for snow treatment and removal in the parking lots. Custom Landscaping were the previous snow removal contractors, and board members were pleased with their performance. Messrs. Korkuch, Davidow, and McPherson had reviewed the proposed \$607K bid from Custom Landscaping, and Mr. Korkuch explained that the bid price, however, is contemplated on the actual services that they deliver. Mr. MacPherson stated that last year, Custom Landscaping had the right to charge the contracted rate for snow removal but were flexible and decreased their fee significantly by eliminated charges for those lots that were closed. The contract now includes 11 areas of individual rates, should lot closures occur this winter.

Chair Lupo ask Mr. Davidow if there was any reason to reject Custom Landscaping's bid from a legal perspective, and Mr. Davidow replied, no. Commissioner Fabrizio moved resolution 09.08.21-02 to award the bid for snow removal services in the parking lots to Custom Landscaping. Commissioner Katz seconded the motion. The motion was unanimously approved.

Mr. MacPherson stated that the one bid received for snow removal services on the platforms was deficient since their insurance did not meet NJ Transit's requirements. Commissioner Cerullo motioned to reject the bid for the platforms due to the deficiency in insurance coverage. Commissioner Fabrizio seconded the motion. The motion was unanimously approved.

Mr. Davidow stated that the Authority will need to schedule a special meeting to rebid and vote on approving the resolution at that point during the special meeting to reject this bid. executive session.

EXECUTIVE SESSION

Chair Lupo moved that board members enter executive session to discuss NJ Transit Response, State of Good Repair, Snow Removal bids, and vaccine mandate. Commissioner Crane seconded the motion. Board members went into executive session at 11:28 p.m. At 11:57 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 11:59 p.m.

Respectfully,

Elle Magarelli