

# **WEST WINDSOR PARKING AUTHORITY**

## **Minutes of Meeting**

**June 9, 2021**

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The West Windsor Parking Authority meeting was held on Wednesday, June 9th, 2021 at 7 p.m. in its office at 64 Princeton-Hightstown Road, Suite 24, Princeton Junction, NJ 08550.

### **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  
Mike Cerullo, Asst. Treasurer  
Larry Katz, Secretary

#### **Non-Commissioners**

Scot MacPherson, Director of Operations  
Lyle Girandola, Consultant  
Robert Korkuch, ACT Engineers Inc.  
Frank Bal, Officer, West Windsor Police  
James Colitsas, CPA, PFG, LLC  
Phil Mosca, CPA, PFG, LLC (call in)  
Andrea Mandel, Township Liaison

### **Comments from Audience**

none.

## **ACTION ITEMS**

### **Approval of Minutes (May 12<sup>th</sup>, 2021)**

Commissioner Crane moved to approve the May 12<sup>th</sup>, 2021 minutes. Commissioner Fabrizio seconded the motion. All the Commissioners voted to approve the minutes.

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

The Board discussed the bills in detail. Commissioner Katz moved resolution 6.09.21-01 to approve the May bills. Commissioner Fabrizio seconded the motion. The motion was unanimously approved.

## **DISCUSSION ITEMS**

### **T2**

Mr. MacPherson spoke to the board about issues that had occurred in the previous month with online payments through the T2 flexport system. Payments were able to be processed but the Flexport system, was not showing the accounts as renewed. These issues were corrected prior to the beginning of the billing month on June 1<sup>st</sup>, 2021

### **DCA budget adoption**

Mr. MacPherson asked the board if they would like to approve the 2021 budget that was introduced at the May 12, 2021 board meeting as it was approved for adoption with no major changes by the DCA earlier in the day. A roll call vote was taken of all Commissioners and unanimously approved. The budget is adopted for 2021 and will be submitted back to the state DCA for sign off at their level.

### **Princeton Parking**

Mr. MacPherson announced that negotiations have been completed on the agreement with Princeton university to sell Parking permits in the Upper Vaughn lot to the university for their construction contractors to utilize for the next 3 years. An attorney will look over the agreement soon.

### **NJT**

Mr. MacPherson spoke about the need to address the quarterly fees and year end true up portion of the NJT lease. The discussions have not begun with NJT as the NJTransit board has introduced the resolution to forgive any payments due for 2020 and 2021 as part of the federal Cares Act funding. This will be adopted by the Transit board in their late June meeting. After that meeting, discussions with WWPA will begin.

### **“The new Normal”**

Mr. Girandola showed a presentation on the tracking of revenue since the Pandemic began and along with Mr MacPherson spoke on where the trend is projecting our revenues will go to next month and beyond. Mr. MacPherson mentioned that since the data was originally

compiled, more recent data in June indicates revenues trending higher, leading him to predict revenue increases could be even better than the curve shows.

### **Audit**

Mr. MacPherson presented to the board a proposal from Supplee Clooney to provide auditing services and financial reporting for the 2020 year. The pricing was similar to previous years and the board has always been very satisfied with the services rendered. Mr. Crane made a motion to accept, seconded by Mr. Fabrizio. The motion passed with unanimous agreement.

### **Attorney**

After coming out of executive session the WWPA board agreed to begin the search for another attorney following the mutually agreed separation with previous attorney. A subcommittee consisting of Mr. Fabrizio, Mr. Cerullo, Mr. MacPherson & Mr. Girandola will contact candidates beginning with a suggested firm by Mr. Crane. The subcommittee will report back to the board with suggestions on how to proceed.

### **NPA**

Mr. MacPherson spoke about the National Parking Association Conference in Nevada September 27-29. This conference will focus on the parking and commuting industry in the post Covid world.

## **ACT ENGINEERING**

### **State of Good Repairs**

Mr. Korkuch presented to the board an update on repair plan for the train platform railing as required by the State of Good Repair report. Mr. Korkuch will send to Mr. MacPherson a packet of information to submit to NJT for their approval and to move to the next step in the project.

### **Bullet proof glass**

Mr. Korkuch spoke about options for adding bullet proof glass to the office. A full set of bullet proof windows would cost between \$150,000 - \$200,000. An option of a ballistic film is also a possibility, the film will not make the windows bullet proof but will stop someone from being able to break the windows and enter the office. The film would cost between \$30,000 - \$40,000. The board asked Mr. MacPherson to look into it further at a later date and for now to explore installing a camera and signage on the front vestibule area.

**Snow bid packages**

Mr. Korkuch will meet with Mr. MacPherson to put together the snow bid packages with new parameters allowing the plowing to be dictated by lot as our needs mandate. The goal is to have bid packages out for mid July for Board adoption in August.

**Ground Water Testing**

Mr. Korkuch spoke about the ground contamination from the Schlumberger facility on Wallace road and how it could impact the WWPA operated lots. Mr Korkuch stated that the testing and certifications could take years but if any remediation needs to occur it will most likely not require any extensive or disruptive work to the parking lots. The possible contamination of the ground water from Schlumberger would only be an issue for areas that are drawing from the ground water with wells. Mr. MacPherson mentioned that NJTransit’s environmental team called him earlier this week to arrange for the well at the Crew quarters to be tested for possible ground water contamination. When the results come back for this Mr. MacPherson ill relay the information to the board

**REPORTS**

**Police**

Officer Frank Bal informed the Board on police activity in May stating that there were 48 incidents, which he discussed in detail.

**Accounting**

The Board had a lengthy discussion on on the financial reports provided by Messrs. Colitsas and Mosco, specifically on the cash flow reports for WWPA and NJ Transit. The board will continue to monitor the revenues as we enter the June billing renewal month.

**EXECUTIVE SESSION**

Chair Lupu moved that the Board enter into executive session to discuss the attorney appointment. Commissioner Crane seconded the motion. The Board went into executive session at 10:15 p.m. At 10:45 p.m., Chair Lupu moved that the Board come out of executive session. Commissioner Fabrizio seconded the motion.

**ADJOURNMENT**

Chair Lupo moved to adjourn. There being no further business to discuss, the meeting was adjourned at 10:55 p.m.

Respectfully,

Scot MacPherson