

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

April 13, 2022

The West Windsor Parking Authority meeting was held on Wednesday, April 13, 2022 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
Liaison
Michael Cerullo, Asst. Treasurer
Larry Katz, Secretary

Non-Commissioners

Scot MacPherson, Director of Operations
Lyle Girandola, Parking Consultant
Linda Geevers, West Windsor Council/Township
Ed McQuaid, Officer, West Windsor Police
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 (March 9, 2022)

Commissioner Cerullo moved to approve the March 9, 2022 minutes. Commissioner Fabrizio seconded the motion. All Commissioners voted to approve the minutes.

Approval of Bills (March 2022)

Mr. MacPherson discussed March's charges with the board members. Chair Lupo commented on the significant monthly refunds to permit parking customers, and Mr. MacPherson said that it is mostly due to commuters working a hybrid schedule who find it more economical to pay the daily parking rate. The parking permit revenue has decreased, while daily parking revenue has increased. Chair Lupo asked what the potential permit parking refund amount is and what has been refunded since 2021, and Mr. MacPherson said that the refunds from January 2021 through March 2022 for parking permits in NJ Transit's lots were \$47,520. The potential refund amount for prepaid parking permits for NJ Transit's lots is \$96,000. Mr. MacPherson is uncertain and will research the amount for West Windsor lots.

Mr. MacPherson said that majority of the refunds are due to either customers who let their parking permits lapse and forget to stop their ACH payment transaction that automatically withdraws from their bank accounts, or because they prepaid but no longer need a parking permit for the additional quarter(s).

Mr. MacPherson said that he paid Mr. Rooter Plumbing \$33,000 today in order to start the pipe repair on Monday, and an additional \$2,000 will be paid for the four portable toilets that have been set up in the Wallace daily lot in the section that is blocked off. They are located in an ADA compliant area for wheelchair accessibility. The repair should take approximately one week to finish. Mr. MacPherson stated that in order for the repair to start on Monday, he needed to pay the deposit of \$16,500 with his personal credit card and the other half will be paid via check. Chair Lupo asked Mr. MacPherson to explore options on obtaining a company credit card.

Commissioner Katz moved resolution 04.13.22-01 to approve the March bills. Commissioner Crane seconded the motion. The motion was unanimously approved.

REPORTS

Police

Officer Ed McQuade informed the board members on the police activity in March stating that there were 76 incidents.

DISCUSSION ITEMS

Farmers' Market Renewal

Mr. MacPherson stated that the insurance requirements have been met by the Farmers' Market. He asked the board members if they approve of extending the Farmers' Market agreement granting them permission to utilize space in the lower Vaughn Drive parking facility for the year 2022 starting the first Saturday in May. All board members agreed. Mr. Davidow will review the agreement.

Sewer Line

Mr. MacPherson stated that while Mr. Rooter Plumbing was clearing a small clog in the sewer line on Saturday, it collapsed upon completion trapping their hose in the pipe. They will need to excavate the area to release the hose when they come to replace the pipe on Monday. Chair Lupo asked if insurance would cover the \$33,000 pipe replacement, and Mr. MacPherson said that the deductible is \$50,000.

Solar Meeting

Mr. MacPherson stated that Saturday's Solar Power meeting to discuss adding a solar roof canopy that will cover most of the Wallace permit lot went well. A local resident who lives in close proximity was present and requested that the sidewalk and asphalt near the entrance to the Wallace permit lot be repaired as it is not wheelchair accessible. In order to enter the Wallace permit lot, the local resident must enter at the farther entrance which does not have a path making it difficult for the wheelchair to get to. Mr. MacPherson said that he will get an estimate from Justin Services for the repair, and the board members agreed.

Mr. Korkuch stated that the Request for Proposal will soon be completed to go out to bid, and he anticipates presenting bidders at June's Board meeting. The project is estimated to start next summer. Chair Lupo stated that the solar canopy will eliminate the significant cost of salting and snow removal services, as well as provide snow and rain coverage to commuters in that area.

2020 Audit Adoption

Chair Lupo called for a motion to approve resolution 04.13.22-02 to adopt the 2020 audited financials. In a Roll Call vote by Mr. MacPherson, all board members approved the motion to approve the audited financials.

Mr. MacPherson stated that the Board will adopt the 2022 budget at May’s meeting.

National Parking Association (NPA)

Mr. MacPherson said that the NPA Conference is from September 18-21, 2022 in Austin, TX, which will provide information on modern technology. He asked that members let him know as soon as possible if interested in attending the conference with him.

Landscaping - Plantings

Commissioner Katz asked Councilwoman Geevers if the Township would consider adding plants in the area across the street from where the construction is occurring by the daily lot for curb appeal. Councilwoman Geevers responded that she would bring up the topic during the Township budget meeting on May 9th.

ACT ENGINEERS

Mr. Korkuch stated that all topics will be discussed during Executive Session.

REPORTS

Accounting

Mr. Mosca displayed a comparison of 2018-2020 of West Windsor Wallace permit parking lot refunds as shown below:

	Jan - Dec 18	Jan - Dec 19	Jan - Dec 20	Jan - Dec 21
4001 - Refund Permit Parking	-13,845.00	-19,028.00	-20,246.11	-23,844.00

Refunds from January through March 2022 are -\$2,807.

Mr. Mosco said that as of December 2021, the prepaid permits were approximately \$227,000, and as of April 1, 2022, it is approximately \$25,000.

Mr. Mosca displayed the financial report and stated that the total income for March 2022 is under budget by approximately \$18,000 and is greater than last year by about \$143,000.

Total parking permit income was under budget by approximately \$33,000 and was less than last year by about \$87,000. Total daily parking income is under budget by about \$19,000 but greater than last year by approximately \$229,000.

Mr. Mosca stated that daily parking is showing higher than last year and seems that it will continue to increase. Daily parking revenue is approximately \$229k higher from last year.

Mr. Mosca said that the retirement benefits will not be paid until April.

Mr. Mosca said that snow removal expenses for lots and platforms is under budget by approximately \$346,000 and is less than last year. The amounts for the season from October through April are currently under budget by approximately \$578,000, and compared to last year, it is under budget by about \$335,000.

Mr. Mosca stated that the bond interest in the amount of \$36,000 was paid and principle was paid down in the amount of \$140,000. The next scheduled payment of \$70,400 will be in September for interest only.

Mr. MacPherson stated that 300 letters were sent to those on the Wallace permit parking wait list offering spots. Mr. Girandola asked if Wallace daily parking is being tracked, and Mr. MacPherson said yes and that there are 20-25 daily parkers from Tuesdays through Thursdays, 8-9 daily parkers on Mondays and Fridays, and usually 2 paid parkers on Saturdays. Chair Lupo inquired about the vehicle count for each lot, and Mr. MacPherson responded that Wallace permit had 241 yesterday and 205 today, lower Vaughn lot had 100 yesterday and 86 today, Alexander lot had 412 yesterday and 392 today, Station Drive had 407 yesterday and 422 today (Tuesdays and Wednesdays have the largest volume of the week), and Wallace pay has approximately 380 each day. Mr. MacPherson said that he maintains a tracking document called Lot Occupancy that he updates daily that is stored in Dropbox, which can be accessed by the board members.

DISCUSSION ITEMS (continued)

West Windsor Township

Councilwoman Geever stated that Township Council introduced the \$43M plus municipal budget, and the Public Hearing is scheduled on May 9. The Planning Board had its first meeting on the proposed warehouse to be located off of Route 571 on the East Windsor

border. The Hearing will continue until April 27. All information is posted on the West Windsor Township Municipal website.

Councilwoman Geever discussed the various events and activities occurring throughout Mercer County such as the upcoming Earth Day event, a landscaping clean-up and plantings at Nash Park, and a ribbon cutting ceremony with the Mayor for the recently constructed trolley line trail extension which are all scheduled on April 23.

Councilwoman Geever said that she will work with WWPA to coordinate the agenda for the Council's presentation. The date is to be determined.

EXECUTIVE SESSION

Commissioner Cerullo moved that board members enter executive session to discuss the NJ Transit meeting and Solar Energy. Commissioner Katz seconded the motion. Board members went into executive session at 8:53 p.m. At 9:31 p.m. Chair Lupo moved that board members come out of the 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 9:32 p.m.

Respectfully,

Elle Magarelli