

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

August 17, 2022

The West Windsor Parking Authority meeting was held on Wednesday, August 17, 2022 at 7:00 p.m. in its office at 64 Princeton-Hightstown Road, Suite 24, Princeton Junction, NJ 08550. 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
Dan Fabrizio, Vice Chair
Michael Cerullo, Asst. Treasurer
Larry Katz, Secretary
Mike Twamley, Board Member

Non-Commissioners

Scot MacPherson, Director of Operations
Lyle Girandola, Parking Consultant
Linda Geever, West Windsor Council Liaison
Ed McQuade, 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

New Member Appointment

Chair Lupo introduced Mike Twamley who has been appointed as a new WWPA board member.

Comments from Audience

None present.

ACTION ITEMS

Approval of Minutes (July 13, 2022)

Commissioner Cerullo moved to approve the July 13, 2022 minutes. Commissioner Katz seconded the motion. All Commissioners voted to approve the minutes.

Approval of Bills (July 2022)

Commissioner Katz asked if some of the Cifelli Electric invoices for NJ Transit was for the electrical service to operate the fountain in the pond, and Mr. MacPherson replied yes and that the fountain will fully operate on Friday.

Commissioner Fabrizio inquired about the Cifelli Electric invoices referenced as Alexander lot for NJ Transit, and Mr. MacPherson said that the charges were for PSE&G to run two power connections to two new light poles in the Alexander lot.

Commissioner Fabrizio inquired about the Justin Tree Service invoice in the amount of \$5,200 under Lot Maintenance. Mr. MacPherson explained that when the water main break occurred, the water under the ground cracked the asphalt leading to a storm drain next to the water main which had to be dug out and repaired. There is also a charge of \$5,500 for the storm drain and \$5,500 for the water main repairs.

Chair Lupu asked about the Air Power invoices for NJ Transit, and Mr. MacPherson said that it was for the air condenser unit in the waiting room that is now functioning.

Chair Lupu asked about the invoice from Technocality Inc., and Mr. MacPherson said that it is for an annual service contract that includes service to all of the surveillance cameras six times a year.

Mr. MacPherson said that he received T2's estimate of \$33k for next year's annual software licensing agreement. It is significantly higher than last year's renewal due to their new software/hardware package overhaul. He will explore the new technology at next year's National Parking Association conference. The Board agreed since T2 provides the best software package on the market.

Commissioner Katz moved resolution 08.17.22-01 to approve the July bills. Commissioner Fabrizio seconded the motion. The motion was unanimously approved.

REPORTS

Police

Officer McQuade informed the board members on the police activity in July stating that there were 70 incidents.

DISCUSSION ITEMS

New Jersey Transit

Mr. MacPherson stated that this topic is to be discussed during Executive session.

Snow Renewals

Mr. MacPherson stated that the two contracts for snow removal services with Custom Landscaping for the parking lots and Evergreen for the platforms are up for renewal. A significant benefit with Custom Landscaping is that the contract allows WWPA to close any of the lots that are not filling to capacity to reduce the cost of snow removal services. Mr. MacPherson and the board members agreed that Custom Landscaping and Evergreen serviced the lots and platforms very well and will renew contracts with a 2% rate increase.

Commissioner Fabrizio moved to renew the snow removal services in the parking lots to Custom Landscaping. Commissioner Cerullo seconded the motion. A Roll Call vote was held by Mr. MacPherson and each board member present approved the motion.

Commissioner Fabrizio moved to renew the snow removal services on the platforms to Evergreen. Commissioner Twamley seconded the motion. A Roll Call vote was held by Mr. MacPherson and each board member present approved the motion.

Ground Water Drilling

Mr. MacPherson said that the drilling in the Alexander and Station Drive lots to evaluate the ground water for contamination that was to be completed the first week of August has been delayed due to difficulties. Drilling is expected to be completed by the end of August, and the results of the water testing report may be available some time in December.

The contaminated ground water that is coming from Schlumberger property is being placed in an off-site well on the Schlumberger property to be treated. Once completed, the well will be capped to allow continual testing over the next few years.

Electrical Update

Mr. MacPherson said PSE&G connected the electric and the fountain is operating.

Mr. MacPherson stated that the wires will soon be connected to the lights in the back of the Alexander lot. Chair Lupo asked where the additional surveillance cameras will be installed, and Mr. MacPherson said that they will be installed in the back portion of the Alexander lot across from the gravel lot. Mr. MacPherson has been trying to schedule an appointment with Comcast to drill and add a cable in the Vaughn lot.

Mr. MacPherson stated that A1 Limo requested an assigned area in a lot for individuals to park their vehicles when taking an A1 bus trip. They have been assigned an area in the daily parking lot where they can meet and park at the \$6 daily parking rate.

National Parking Association (NPA) Conference

Mr. MacPherson said that attendance at NPA's conference will be beneficial as T2 will be there to provide information on their new software technology during this conference. Also, vendors for electric vehicle charging stations and solar panel companies will be present.

Solar Energy

The following was discussed at July's Board meeting but was erroneously left out of July's minutes: Mr. Davidow stated that he and Mr. Korkuch reviewed the one solar energy canopy project bid received and found it to be deficient. He suggested that the Board consider rejecting the bid. Chair Lupo moved to reject the solar energy bid. Commissioner Fabrizio seconded the motion. The motion was unanimously approved. Mr. Korkuch will notify the solar energy bidder.

During tonight's Board meeting, Mr. Korkuch stated that he notified the solar energy canopy project bidder that their bid was rejected due to some deficiencies. Mr. Korkuch said that he requested that they contact him to discuss the potential of rebidding in the future since the discrepancies were due to the lack of awareness made known on the rules and regulations. The board members agreed that it would be beneficial to put rebidding on hold until it is

determined if the environmental bill passes in Congress that will provide State funding for the Community Solar Program.

Chair Lupo stated that placement of a solar roof canopy to cover most of the Wallace permit lot would significantly reduce the cost of salting and snow removal, but the materials to construct the canopy are too expensive without the funding. He anticipates multiple bidders if the Community Solar Program is funded. Mr. MacPherson said that coverage over the Wallace permit lot could save the Authority anywhere from \$70-\$100k annually in snow treatment and removal services.

ACT ENGINEERS

Mr. Korkuch stated that he did not have anything to discuss.

REPORTS (continued)

Accounting

Mr. Mosca displayed the financial reports and stated that the total income for permit and daily parking for July 2022 is over budget by approximately \$157k and is greater than last year by about \$533k. Total permit parking income for July was under budget by \$89,700k and less than last year by about \$69k. Total daily parking income for July is over budget by \$250k and greater than last year by approximately \$585k.

Mr. Mosca displayed tables to show Actual YTD 2022 Vs. Budget YTD 2022, Actual YTD 2022 Vs. Actual YTD 2021, Actual July 2022 Vs. Budget July 2022, and Actual July 2022 Vs. Actual July 2021. There is a significant difference from last year.

Mr. Mosca said that lot and station maintenance was higher than the budget and last year due to the repairs that have been made and are currently occurring. July's expenses for lot and station maintenance totaled approximately \$71k.

Police payments were behind a month, therefore, two payments of \$12,750 were made in July.

Mr. Mosca displayed the Cash Balance charts showing NJ Transit's cash balance for August ending at approximately \$900m, and WWPA's cash balance for August ending just under

\$3.65m. This cash balance is similar to the cash balance in 2020 and is fairly higher than 2021.

Mr. Twamley inquired about the missing amounts for land rent in the WWPA Monthly Cash Flow chart. Chair Lupo said that the land rent is an annual fee of \$50k that WWPA pays the Township for leasing the upper Vaughn lot. Mr. MacPherson said that payment will be made in September. Mr. Twamley suggested that this amount be included in the Cash Flow chart, and all present agreed.

Administration

Councilwoman Geevers said that the bill for the purchase of the New Engine 43 fire truck was approved during the Council meeting on August 8th.

Councilwoman Geevers stated that Council approved the resolutions supporting the Township to submit a State Aid Grant Application for funding within the 2023 State budget for the procurement of firefighter gear.

Councilwoman Geevers stated that three ordinances were approved for various construction easements for new sidewalk construction on 2 Cranbury Road and 1 Millstone Road properties.

Councilwoman Geevers said that the due date to pay third quarter taxes has been extended by resolution from August 10th to August 19th.

Councilwoman Geevers welcomed Michael Twamley and stated that the Township Council approved via resolution his appointment to the Parking Authority.

Councilwoman Geevers said that a resolution was approved for rental assistance for tenants of the very low-income units at Woodstone. Tenants will receive a \$100 per month rent reduction that will be withdrawn from the Township's Affordable Housing Trust Fund.

Councilwoman Geevers stated that upon recommendation of the Environmental Commission and the Green Team, a resolution was passed for the commitment to pledge continuation for them to expand sustainable lands planning practices within West Windsor Township. This is in support of an application for certification under the Sustainable Jersey program.

Mr. Davidow stated that the Board needs to approve the resolution rejecting the bid, and Commissioner Katz will sign it. The Board originally voted on rejecting the bid on July 13th based on the Engineer and Parking Authority recommendations because of its defects. Commissioner Cerullo motioned to approve the resolution. Commissioner Fabrizio seconded the motion. The motion was unanimously approved.

EXECUTIVE SESSION

Commissioner Fabrizio moved that board members enter executive session to discuss NJ Transit lease. Commissioner Cerullo seconded the motion. Board members went into executive session at 8:36 p.m. At 9:06 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 9:07 p.m.

Respectfully,

Elle Magarelli