

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

December 6, 2022

The West Windsor Parking Authority meeting was held on Tuesday, December 6, 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 dialed in:

Commissioners

Andy Lupo, Chair
Dan Fabrizio, Vice Chair
Mike Twamley, Asst. Treasurer
Larry Katz, Secretary

Non-Commissioners

Scot MacPherson, Director of Operations
Robert Korkuch, President, P.E., ACT Engineers Inc.
Paul Bishop, Attorney, Mason, Griffin & Pierson, P.C.
James Colitsas, CPA, Princeton Financial Group, LLC
Philip Mosca, CPA, Princeton Financial Group, LLC

Not Present

Michael Cerullo, Treasurer

Comments from Audience

None present.

ACTION ITEMS

Approval of Minutes (November 9, 2022)

Commissioner Katz moved to approve the November 9, 2022 minutes. Commissioner Twamley seconded the motion. All Commissioners present voted to approve the minutes.

Approval of Bills (November 2022)

Mr. MacPherson reviewed the bills with the Board stating that there was nothing unusual for the month of December.

Chair Lupo inquired about the charges from Justin Tree Services, and Mr. MacPherson said it was for trimming the overgrowth of trees entering the platform area, per NJ Transit’s request. They also repaired the concrete on a stairwell area.

Chair Lupo inquired about the charge from Signorino Contractors, and Mr. MacPherson said that it was to refabricate the rusting staircase railings and portions of stairs in two separate areas of the platform.

Commissioner Fabrizio inquired about the ATM charge from Cifelli Electrical, and Mr. MacPherson said that it was for the removal of the ATM machine located in the Wallace lot, per NJ Transit’s request.

Chair Lupo inquired about the two charges from Interstate Waste, and Mr. MacPherson explained that there was a delay in billing from Interstate due to transitioning services from Central Waste, therefore, two months of services were paid in November.

Commissioner Katz moved resolution 12.06.22-01 to approve the November bills. Commissioner Fabrizio seconded the motion. The motion was unanimously approved.

REPORTS

Police

Mr. MacPherson discussed the police activity for November from the report submitted by Sergeant Loretucci who was unable to attend. There were 89 incidents for the month of November with the main concern on the continued catalytic converter thefts. Police are investigating.

DISCUSSION ITEMS

Bid Awards

Mr. Korkuch stated that three bids were received on November 22nd in response to a Notice to Bidders for the 2023 Lawn and Landscape Maintenance Services. Mr. Bishop said that Inarvy

Lebasi Services, LLC was the lowest bidder, but their bid was non-responsive since it lacked an agreement of the surety; therefore, it may be rejected. The second lowest bidder was WWPA's current lawn and landscape maintenance services provider, Sunset Creations, Inc. The board members agreed that Sunset Creations, Inc. has performed well with no issues and is within the budget.

Chair Lupu called for a motion to approve resolution 12.06.22-02 to award the bid for 2023 lawn and maintenance services to Sunset Creations, Inc. Commissioner Fabrizio seconded the motion. The motion was unanimously approved.

Mr. Bishop stated that three bids were received on November 22nd in response to a Notice of Bidders for 2023 Station Maintenance and Custodial Services. Inarvy Lebasi, LLC, WWPA's current station maintenance and custodial services provider, was the lowest bidder, but their bid was non-responsive since it lacked an agreement of the surety; therefore, it may be rejected. The other two bidders are out of budget which means that all three bidders may be rejected. The 2023 Station Maintenance and Custodial Services will go out to bid again but exclude the agreement of surety requirement since it is not a construction bid over \$100k.

Chair Lupu called for a motion to approved resolution 12.06.22-03 to reject the three bids presented based on the information provided by Mr. Bishop. Commissioner Fabrizio seconded the motion. The motion was unanimously approved.

Investments

Mr. MacPherson displayed the WWPA & NJ Transit Cash-Investments document that he recreated from an investment document made by the late Frank Gubitose, who was WWPA's Investment Consultant. Commissioner Twamley discussed the various banks and accounts where WWPA is currently invested to show where the funds are allocated. The funds have not been actively invested since Mr. Gubitose's passing and should be periodically reinvested at current higher rates. Commissioner Twamley said that after discovering an omitted \$288k CD with US Bank (trustee) from the most recent banking statement, he spoke with representatives to investigate where it exists. It is also unclear who from the Authority can manage bank transfers on the various accounts. Chair Lupu stated that Commissioners Cerullo and Twamley should be authorized to move funds, since they are the Authority's Treasurer and Assistant Treasurer, respectively. Commissioner Twamley agreed and said that he already spoke with Commissioner Cerullo on this topic since they are both versed in finance.

Commissioner Twamley suggested that Messrs. Colitsas and Mosca include a summary of the investments in their monthly reports. They agreed and will include a summary to discuss during the board meetings.

Mobile pay

Mr. MacPherson discussed T2 Systems' session that he attended at the T2 Connect Conference in Palm Springs, CA last month on their new mobile application that allows customers to make payment from their mobile phones by scanning in a QR code. Customers can either scan the QR code to be directed to payment or text the number that will be provided on signage that will send them a link to pay. This could be used as an additional option with the current Parkmobile system or in place of. There is QR code sticker technology that can adhere to signage, walls, platforms, etc. to make it easier to scan and pay for parking from a mobile phone.

Mr. MacPherson said that currently, this would only be available for daily parking but will eventually be available for permit parking. There is also the option to include notifications before being directed to payment when the QR code is scanned, for an additional cost. There is a one-time implementation cost of \$249 and transaction fees are similar to Parkmobile's transaction fees.

Commissioner Fabrizio and Chair Lupo expressed their concerns over confusing commuters with the multiple payment options, and Mr. MacPherson said that he will speak with individuals at locations who have experience with multiple payment options. Commissioner Katz suggested waiting until the spring to implement the QR code option since the winter weather conditions could already delay customers getting to the platform. Board members agreed and thought that it would also be best to wait until the spring to ensure that the new system works efficiently.

Dinky Line

Mr. MacPherson discussed the NJ Transit's Dinky transit project stating that there are four preliminary concept build alternatives that were developed and evaluated with Alternative 1 (dedicated transit roadway with embedded rail) and Alternative 4 (no build) being advanced for further study since determined most favorable. The service type would be light rail transit and bus rapid transit (BRT) with potential BRT extensions into Downtown Princeton and West Windsor with additional access via a bike path and pedestrian trail. The issue for WWPA would

be the elimination of approximately 250 parking spaces. Mr. Korkuch asked if a parking deck was being considered to replace the loss of spaces, and Mr. MacPherson said no.

Commissioner Katz asked if there was an environmental study, and Mr. MacPherson said yes, there would be moderate impacts anticipated primarily related to the additional impervious area/storm water management needs. There would be 14.58 acres of new impervious surface. Bridges would be replaced over Stony Brook, D&R Canal and Little Bear Brook, and separate bridges for pedestrian/bike path would be added, as well as 3,750 LF of new retaining walls.

New Jersey Transit Village

Mr. MacPherson stated that he just received drawings from Mr. Korkuch on the New Jersey Transit Village project. AvalonBay Communities is working in conjunction with NJ Transit since the project will impact Station Drive and will eliminate parking spaces. Drainage will need to be worked on in Station Drive. Mr. MacPherson said that he will need to further review the drawings. The original transit village plan pre-covid was thought to bring in more commuters with the significant residential units being added but is now expecting not as many commuters since a lot of individuals now work a hybrid schedule.

REPORTS (continued)

Accounting

Mr. Mosca displayed the financial reports and stated that the total income for permit and daily parking for November 2022 YTD is over budget by approximately \$482k and is greater than last year by about \$1m. Total permit parking income for November was under budget by \$96k but greater than last year by about \$87k. Total daily parking income for November is over budget by \$569k and greater than last year by approximately \$887k. Permit parking for just November is over budget by approximately \$9k, and daily parking for just November is over budget by approximately \$90k.

Mr. Mosca said that station maintenance continues to be over budget for 2022, and October is significantly over budget. This is due to work that had to be done during November in the lot and at Station Drive.

Mr. Mosca said that there was no snow expense for November, and the budget amount for snow removal in the lot for November was \$100k and \$75k for the platforms.

Mr. Mosca displayed charts to illustrate the cash balances in the bank accounts available to each entity as well as their income amounts for permit and daily parking.

Mr. Mosca said that as of November, the cash balance for NJ Transit has slightly decreased. The cash balance for WWPA has also decreased but is expected to trend upwards by the end of the year. The ending cash balances for WWPA are reduced by the current amount due to NJ Transit. This amount by the end of November was up \$1.3m from \$1.2m the previous month.

Mr. Mosca stated that permit parking for the fourth quarter for NJ Transit and WWPA are estimated to be higher than they were in 2021. Daily parking estimates for NJ Transit are shown to be about \$90k but are expected to be \$150k or higher. Daily parking estimates for WWPA are shown to be about \$1k but are expected to be \$15k or higher.

NJ Transit's cash balance as of November is between \$1m to \$1.2m and is expected to end slightly over \$1.2m. WWPA's cash balance for November is currently below \$3.7m but is expected to get to \$3.8m by the end of the year.

EXECUTIVE SESSION

Commissioner Katz moved that board members enter executive session to discuss NJ Transit and personnel matters. Commissioner Fabrizio seconded the motion. Board members went into executive session at 9:29 p.m. At 9:55p.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 9:56 p.m.

Respectfully,

Elle Magarelli