

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

February 9, 2022

The West Windsor Parking Authority meeting was held on Wednesday, February 9, 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

Kevin Loretucci, 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 (January 12, 2022)

Commissioner Fabrizio moved to approve the January 12, 2022 minutes. Commissioner Katz seconded the motion. All Commissioners voted to approve the minutes.

Approval of Bills (January 2022)

Chair Lupo inquired about the significant amount of money being refunded to customers, and Mr. MacPherson replied that approximately \$35K is refunded to customers annually. The 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).

Commissioner Fabrizio inquired about the \$21,399 charge from Signorino Contractors, and Mr. MacPherson explained that the charge was for the demolition and removal of the old ticket shelters and the transport and installation of three additional ticket shelters provided by NJ Transit. Last month, there were charges from Signorino Contractors for the replacement of the ticket shelter in the Wallace Circle that was struck by a vehicle. Mr. MacPherson expects to receive only half of the amount paid from the driver's insurance company. Mr. Davidow said that it would not be feasible to try and collect the remainder of the balance from the driver.

Chair Lupo inquired about the charges from Custom Landscaping, and Mr. MacPherson said that most of the charges were for salting services. The invoices from the last snow fall were not included in the bills because Custom Landscaping realized their error in charging snow removal services for all lots that included the temporarily closed lots. They will update the invoices to reflect snow removal services in only the lots open to commuters.

Commissioner Fabrizio moved resolution 02.09.22-01 to approve the January bills. Commissioner Katz seconded the motion. The motion was unanimously approved.

REPORTS

Police

Officer Kevin Loretucci informed the board members on the police activity in January stating that there were 81 incidents.

DISCUSSION ITEMS

Snow Response

Mr. MacPherson said that he met with the new snow removal crew for the platform to show them the area and explained what was expected to ensure that the platform remain clear of snow and ice.

Chair Lupu asked Mr. MacPherson what he predicted the cost of snow removal and salting for the lots and platform from the recent snowstorm to be, and Mr. MacPherson replied that it would probably cost anywhere from \$50k-\$60k. He had no complaints with the snow removal and salting services during the past snowstorm.

Chair Lupu inquired about the surveillance camera that was removed from the old shelter in the Alexander lot and the cameras that are not functioning efficiently. Mr. MacPherson said that he is scheduled to speak with representatives from Technocality next week about installing the old shelter's surveillance camera in the new shelter. It was recently discovered that the surveillance cameras in Station Drive lose signal every time a train passes by and contacts the catenary wires. To avoid signal disruption, the repeaters need to be removed and installed higher than the wires. Repairs on the surveillance cameras in Vaughn and Alexander lots will follow to provide coverage for the whole campus.

Audit Update

Mr. MacPherson stated that the auditors still have not yet received the GASB 68 and 75 numbers from the State of New Jersey. The audit cannot be completed until those numbers are received, and all Authorities are on hold because of this issue. No timeline has been announced.

Daily Parking Pay Stations

Mr. MacPherson stated that parts, maintenance, and service for the pay stations in the parking lots for daily parking is no longer available. There are currently 8 out of 13 pay stations located near the terminal that are operating, and those that are not working are kept for parts. Since most individuals use Parkmobile, only four machines are needed.

Ticket Shelters

Mr. MacPherson said that all ticket shelters were replaced with smaller ticket shelters. There is one ticket shelter on the Alexander side that exposes a large gap presenting the risk of someone falling through it 12 feet to the ground. Caution tape and cones have been temporarily placed in that area to block the gap. A custom railing will need to be installed that would cost approximately \$18k to be funded by NJ Transit.

REPORTS

Accounting

Mr. Mosca displayed the financial reports. He stated that the total income for January 2022 is under budget by approximately \$61k and is less than what it was in January 2021 by about \$55k.

Total parking permit is under budget by approximately \$25k and is less than last year by about \$89k. Total daily parking is under budget by about \$35k but greater than last year by approximately \$37k.

Mr. Mosca stated that overall, it was expected that daily parking would match November and December of 2021 at around \$90-\$100k, but due to the decrease in the beginning of January, the result was less at around \$55k. Daily parking is expected to recover in February.

Mr. Mosca reviewed the Actual 2021 Vs. Budget 2021 showing that permit parking is down \$25,148 and daily parking is down \$35,776. The Actual 2021 Vs. Actual 2020 showed that permit parking is down from 2020 by \$89,776 and daily parking is up from 2020 by \$36,774.

Mr. Mosca discussed the monthly cashflow budget and shared 2 line and 6 bar graphs illustrating: 1) the ending cash balance in each of the NJ Transit and WWPA bank accounts at the end of each month of 2019 through 2021 and January 2022, 2) the permit and daily parking totals for NJ Transit by month for 2019 through 2022 and January 2022, and 3) permit and daily parking totals for WWPA by month for 2019 through 2021 and January 2022.

The ending cash balance for NJ Transit at the end of 2021 was higher than previous years and is projected to grow in 2022, which is attributable to the suspension of the NJ Transit Use fee as agreed with NJ Transit. For WWPA, the ending cash balance of 2021 ended lower than in 2019, but higher than in 2020. It is expected to stay consistent through 2022. NJ Transit profit will be applied to improvement and repair expenses as required by State of Good Repair and ADA.

Mr. Mosca said that the permit and daily parking budget is expected to be the same as last year. There was a decline in daily parking at the beginning of January, but it is anticipated that an increase will occur or even surpass the budgeted amount in February.

Mr. Mosca said that WWPA permit parking fluctuates every month since Princeton University fees are included and spread out. Chair Lupo asked if permit parking offer letters for the Wallace lot were going to be sent out to individuals on the waitlist, and Mr. MacPherson replied that 100 letters will be sent.

Mr. Mosca stated that snow is under budget, but it is significantly higher than last year.

Farmers' Market

Mr. MacPherson said that parking tickets have started being issued to individuals who have already been warned not park in the upper Vaughn lot which is designated to Princeton University members and those attending the Farmers' market.

Mr. MacPherson stated that the Courts will not dismiss more than three tickets per day. This could be a problem since technical errors occur daily such as entering the wrong license plate number into the system.

West Windsor Township

Councilwoman Geevers stated that a new elevator will be installed in the municipal complex. The renovations on the main level that used to be the old police station is in progress and going well.

Councilwoman Geevers stated that Township Council Budget meetings that are open to the public with access via Zoom are scheduled to take place on March 11th, 16th, 18th, and 24th at 10:00 a.m.

Artwork to honor Black History month is on display at the West Windsor Arts Council.

EXECUTIVE SESSION

Commissioner Fabrizio moved that board members enter executive session to discuss State of Good Repair and NJ Transit Use Fee. Commissioner Katz seconded the motion. Board members went into executive session at 9:07 p.m. At 9:43 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 9:44 p.m.

Respectfully,

Elle Magarelli