

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

July 13, 2022

The West Windsor Parking Authority meeting was held on Wednesday, July 13, 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

Non-Commissioners

Scot MacPherson, Director of Operations
Lyle Girandola, Parking Consultant
Linda Geevers, West Windsor Council/Township 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

Comments from Audience

None present.

Vice Chair Appointment

Chair Lupo stated that Council is actively seeking an individual to appoint as a new board member. Councilwoman Geevers replied that she will follow up.

A motion was made by Chair Lupo to appoint Commissioner Fabrizio as Vice Chair to replace Commissioner Crane who retired last month. Commissioner Cerullo seconded the motion. In a

Roll Call vote by Mr. MacPherson, all board members approved the motion to appoint Commissioner Fabrizio as Vice Chair. The motion was unanimously approved.

ACTION ITEMS

Approval of Minutes (June 8, 2022)

Commissioner Katz moved to approve the June 8, 2022 minutes. Commissioner Fabrizio seconded the motion. All Commissioners voted to approve the minutes.

Approval of Bills (June 2022)

Chair Lupo inquired about the \$3K LPR service charge, and Mr. MacPherson replied that it was for the new service agreement.

Commissioner Katz inquired about the invoice from Justin Tree Service for asphalt repair, and Mr. MacPherson explained that it was to repair the surrounding asphalt, sidewalk, and apron of one of the entrances into the Wallace permit lot to be wheelchair accessible.

Commissioner Fabrizio moved resolution 07.13.22-01 to approve the June bills. Commissioner Cerullo seconded the motion. The motion was unanimously approved.

REPORTS

Police

Officer McQuade informed the board members on the police activity in June stating that there were 74 incidents.

There was a discussion on the increase of vehicle parts being stolen locally, specifically catalytic converters. It was suggested to alert the public, and Mr. MacPherson said that he will post the warning via WWPA website and Facebook.

DISCUSSION ITEMS

Vaughn Lot Move

Mr. MacPherson said that all resident Vaughn permit parkers relocated to the Wallace permits lot with no issues. Princeton University pays for 800 spaces in the Vaughn lots and has been occupying approximately 200 spaces daily.

Mr. MacPherson asked Commissioner Katz if he has heard of any complaints from members of the Farmers’ Market, and Commissioner Katz replied that he has not.

2022 Budget Adoption

Mr. MacPherson requested that the members of the board approve to adopt the 2022 budget. Commissioner Cerullo moved to adopt the 2022 budget. Commissioner Katz seconded the motion. A Roll Call was held by Mr. MacPherson and each Board member present approved the motion.

Ground Water Drilling

Mr. MacPherson said that drilling in the Alexander and Station Drive lots to evaluate the ground water for contamination will be completed the first week in August. The contaminated ground water that is coming from Schlumberger property is being placed in an off-site well to be treated. Once completed, the well will be capped so that continual testing can occur over the next few years. Results of the water will be available in a few months.

Pond

Mr. MacPherson said that Cifelli Electric will continue nudging PSE&G to drop the power line into the pond so that the fountain can be connected.

Mr. MacPherson said that he will arrange to have the trees surrounding the pond trimmed on the bottom to provide visibility of the fountain and safety to pedestrians.

ACT ENGINEERS

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

REPORTS (continued)

Accounting

Mr. Mosca displayed the financial reports and stated that the total income for permit and daily parking for June 2022 is over budget by approximately \$81k and is greater than last year by about \$464k. Total permit parking income for June was under budget by \$111k and less than last year by about \$104k. Total daily parking income for June is over budget by \$195k and greater than last year by approximately \$550k.

Mr. Mosca stated that for this month, there was an adjustment made to prepaid parking as well as deferred parking balance sheet accounts. In order to make the adjustments, the permit parking recognized had to be adjusted downward. Other than the adjustment, permit parking is under budget by \$100k and is still less than last year, while daily parking continues to be over budget and greater than last year.

Mr. Mosca said that June's daily parking is significantly higher than expected at approximately \$159K, which is due to Princeton University parkers.

Mr. Mosco explained that there was a budgeted amount for insurance in June of about \$29K which will be paid in July. This brings the total expense for the year close to the budget number and similar to the previous year.

Mr. Mosca said that \$20,646 was redeposited into WWPA's bank account. This amount was a returned amount due to the Bond refinance and that amount will be reclassified to the balance sheet since it should not show as income.

Mr. Mosca stated that the ending cash balance as of June for NJ Transit has slightly increased which was expected in June since it is a billing month. It is expected to trend downward until the next billing month. Similar for WWPA, the cash balance continues to trend upward due to it being a billing month.

The cash balances for both NJ Transit and WWPA is at a safe amount, allowing both entities to be able to fund any upcoming repairs and maintenance expenses.

Mr. Mosca said that the ending cash balance in June for NJ Transit is slightly over \$1m and the balance owed to NJ Transit is \$822k. The ending balance for WWPA, minus what is owed to NJ Transit, is approximately \$3.6m.

Mosca stated that NJ Transit permit parking decreased slightly, and NJ Transit daily parking is slightly increasing. WWPA permit parking has increased and better than expected.

DISCUSSION ITEMS (continued)

Administration

Councilwoman Geever said that the West Windsor Planning Board approved the Bridge Point Warehouse development application with a 6 to 2 vote and with more than 80 conditions that must be met. One of the conditions is to obtain DOT approval for a new road that will connect into Route 1. Another condition is to address the concerns of the residents who voiced their disapproval on the potential truck traffic on Clarksville Road and the traffic's impact to the residential and school areas. Council discussed steps moving forward and gave direction to Mayor Marathe to have the township's engineering department run an RFP for consultants to do work regarding the impacts on the county roads to keep the truck traffic away from the residential streets and schools.

Councilwoman Geever stated that there was a discussion on replacing the bridge on Clarksville Road, which is owned by Amtrak.

Councilwoman Geever stated that during Monday's Council meeting, Police Chief Garofalo said that the police department has applied for a grant to perform a study on measuring traffic and to determine the types of vehicles are on the roads. They are exploring the option of utilizing a trailer with the technology to read license plates to distinguish cars versus trucks, as well as identify the speed and gross weight limits of the trucks.

Councilwoman Geever said that Council approved after hearing the \$7.5m capital bond ordinance; the aggregate is \$8.4m. It will be used for new computers, municipal building improvements, etc.

Council introduced three ordinances to acquire temporary construction and sidewalk easements from three of the Cranbury Road sidewalk extension programs. Council introduced an amended salary and wage plans for the Township. There were proposed changes to the Mayor and Council salaries. The hearings for those ordinances will take place on August 8th.

Mr. MacPherson reminded the board members that both August's and October's Board meetings were pushed up a week to August 17th and October 19th.

Commissioner Katz asked if the board members reviewed the email that he sent them regarding temporary signs that the Arts Council wants to post that directs individuals to designated parking spots in the Wallace lot during a few of their upcoming events. The Board discussed and approved. Commissioner Katz will request that members from the Arts Council inform Township Council.

EXECUTIVE SESSION

Commissioner Cerullo moved that board members enter executive session to discuss Solar Energy and NJ Transit. Commissioner Fabrizio seconded the motion. Board members went into executive session at 8:37 p.m. At 9:10 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 9:11 p.m.

Respectfully,

Elle Magarelli