

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

March 9, 2022

The West Windsor Parking Authority meeting was held on Wednesday, March 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

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

Not Present

Larry Katz, Secretary

Comments from Audience

None present.

ACTION ITEMS

Approval of Minutes (February 9, 2022)

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

Approval of Bills (February 2022)

Mr. MacPherson discussed February's charges with the board members. Mr. MacPherson said that the two significant charges from Custom Landscaping for snow removal in the parking lots were from the past two minor snowstorms on January 29 in the amount of \$23,380 and on February 13 in the amount of \$15,370.

Commissioner Fabrizio inquired about the Verizon Wireless charge in the amount of \$1,487, and Mr. MacPherson explained that it was a penalty fee for early termination on the contract since the pay stations no longer operate off of 3G. A new modem was installed.

Commissioner Fabrizio moved resolution 03.09.22-01 to approve the February bills. Commissioner Cerullo seconded the motion. The motion was unanimously approved.

REPORTS

Police

Officer Kevin Loretucci informed the board members on the police activity in February stating that there were 62 incidents.

DISCUSSION ITEMS

Snow Response

Mr. MacPherson stated that snow removal is under budget. There has been an increase in daily parking and those individuals were and will continue to be instructed to park in either the Alexander or Wallace permit lot until the lower Vaughn lot reopens, which will be soon.

Chair Lupu asked if the stairs in the Wallace lot by the shelter is in the plans for repair. Mr. MacPherson replied that the stairs is on the project plans list. Salting has eroded areas of the stairs.

Mr. MacPherson said that there have not been any issues with the services provided on the platforms.

Parking Permits

Mr. MacPherson stated that 13 individuals out of the 100 parking permit offering notifications that were recently sent to those waitlisted for the Wallace lot purchased parking permits. He will continue forwarding parking permit offering letters until the goal of approximately 100 additional customers is met.

Mr. MacPherson displayed the lot occupancy tracking report to show the spaces still available in each of the lots.

Audit Update

Mr. MacPherson stated the 2020 audit has been completed.

Mr. MacPherson called for a motion to approve resolution 03.09.22-02 to introduce the audit. Chair Lupo seconded the motion. In a Roll Call vote, each board member voted in favor of the motion. The Board plans to adopt the audited financials during April's Board meeting.

Mr. MacPherson stated that the budget for 2022 will need to be reintroduced and that all numbers have remained the same. In a Roll Call vote, each board member voted in favor of the 2022 budget. The Board plans to adopt the budget during April's Board meeting.

Mr. Davidow stated that the budget may be made available to the public upon request since it was voted and approved. Chair Lupo said that this allows the public with an opportunity to comment before the budget is adopted. Mr. MacPherson said that the public may request a copy by emailing him at scot@westwindsorpa.com. The final copy will be posted after it is adopted next month.

Genetec Service

Mr. MacPherson stated that Genetec's new servicing company that replaced Communication Systems Integrators since being bought out, has been providing poor service, therefore, WWPA is changing the servicing provider. The new servicing provider will support Genetec's LPR camera system in the trucks and its hosting services with no interruption during the

transition. Additional benefits are that money was saved by switching contracts and their location is significantly closer which allows for faster service calls.

Mr. MacPherson said that the two newer vehicles (Ford truck and Jeep) have warranties on their cameras, but the older back-up vehicle does not have warranties on its two cameras.

Princeton University Construction Parkers

Mr. MacPherson said that Princeton University members foresee increasing their contracted number of 600 parking spaces to 800 parking spaces sometime this summer. There is also the potential of extending the contract by another 2-years. Discussion was had on the possibility of relocating the Farmers' Market, but no decision was made.

ACT ENGINEERS

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

REPORTS

Accounting

Mr. Mosca displayed the financial reports. He stated that the total income for February 2022 is under budget by approximately \$27k but was greater than last year by about \$60k.

Total parking permit income was over budget by approximately \$6k but the budget had consisted of only the Princeton University income, and it was less than last year by about \$55k. Total daily parking income is under budget by about \$33k but greater than last year by approximately \$112k.

Mr. Mosca stated that overall, it was expected that daily parking income would be at least \$90k per month. Due to the decrease in the beginning of January, the result is a current status of being under budget. As time progresses, it is anticipated that the amount of daily parking will be above the budget and greater than last year.

Mr. Mosca said that snow removal is under budget by approximately \$185k and is less than last year by about \$275k. The amounts for the season from October through April are currently under budget by approximately \$416k, and compared to last year, it is under budget by about \$389k.

Mr. Mosca said that the snow removal services for the platforms last year were \$286,469 vs. \$56,600 this year.

The ending cash balance for NJ Transit at the end of 2021 was at a decent position and is projected to continue in an upward trend. This is most likely due to the elimination of the quarterly NJ Transit Use fee payment; however, the trend will begin to decline once repairs and maintenance begin. For WWPA, it is expected to stay consistent through 2022. Similar to NJ Transit, repairs and maintenance needed will dictate how much cash is available at the end of the year.

Mr. Mosca stated that permit and daily parking are budgeted based on previous year's results and the expectation for 2022 is to be similar to 2021.

The bond interest in the amount of \$34k and principle in the amount of \$140k will be withdrawn in March. The interest is much less since refinancing.

DISCUSSION ITEMS (continued)

West Windsor Township

Councilwoman Geevers stated that Township Council Budget meetings that are open to the public will take place at the Senior Center and can be accessed via Zoom and YouTube. The meetings are scheduled to take place on March 11, 16, 18, and 24 at 10:00 a.m. Presenting to West Windsor Township this Friday, March 11, will be Departments of Public Works, Health and Human Services, and Community Development. On March 16, presenting will be Departments of Community Development, Health and Human Services & Public Safety. On March 18, presenting will be Department of Administration and Clerks Office. The March 24 meeting is a wrap-up session where revenues, ordinances, items that pertain to the budget are reviewed. The budget will be introduced in April, and the Public Hearing will be held in May.

The overall budget is \$43,608,919.25 which has roughly increased by approximately \$459k from last year.

Councilwoman Geevers stated that the new elevator is expected to replace the old one in a few weeks.

Miscellaneous

Mr. MacPherson requested that August's Board meeting be moved to August 17. Board members approved.

EXECUTIVE SESSION

Commissioner Fabrizio moved that board members enter executive session to discuss State of Good Repair and NJ Transit Use Fee. Commissioner Crane seconded the motion. Board members went into executive session at 8:43 p.m. At 9:32 p.m. Chair Lupu moved that board members come out of the executive session. Commissioner Fabrizio seconded the motion.

ADJOURNMENT

Chair Lupu moved to adjourn. There being no further business to discuss, the meeting was adjourned at 9:33 p.m.

Respectfully,

Elle Magarelli