

# WEST WINDSOR PARKING AUTHORITY

## Minutes of Meeting

May 11, 2022

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The West Windsor Parking Authority meeting was held on Wednesday, May 11, 2022 at 7:00 p.m. via conference call. The dial-in details were posted on the WWPAA website.

### **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, Treasurer

Michael Cerullo, Asst. Treasurer  
Liaison

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

#### **Not Present**

Tom Crane, Vice Chair

#### **Comments from Audience**

None present.

## **ACTION ITEMS**

### **Approval of Minutes (April 13, 2022)**

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

### **Approval of Bills (April 2022)**

Mr. MacPherson stated that the significant charge on the invoice from Mr. Rooter was to replace the sewer line which has been completed. Board members briefly discussed the bills and found nothing out of the ordinary.

Commissioner Fabrizio moved resolution 05.11.22-01 to approve the April bills. Commissioner Katz seconded the motion. The motion was unanimously approved.

## **REPORTS**

### **Police**

Officer Loretucci informed the board members on the police activity in April stating that there were 52 incidents.

## **DISCUSSION ITEMS**

### **Sewer Line**

Mr. MacPherson stated that Mr. Rooter replaced a sewer pipe, and the pipes will be routinely inspected every three months. There is concern for an old, main sewer pipe that runs underneath the Café that will need to be replaced within a couple of years which NJ Transit is aware of. Mr. MacPherson asked NJ Transit representatives to speak with the owners of the Café to remind them not to flush paper towels or bulky items down the toilet to prevent clogging the pipe that occurs often.

### **Solar Meeting**

Mr. Korkuch stated that representatives from six firms were present at last week's pre-bid meeting for the solar canopy project in the Wallace lot. Additional information will be sent to the potential bidders before the end of this week in response to their questions/comments. Currently, there are approximately twelve potential bidders. Another meeting will occur next

week for bidders to ask questions and/or make comments, whereas ACT will then forward a bid addendum. Bids are due June 1<sup>st</sup> and is anticipated to be awarded at the next Board meeting. Commissioner Fabrizio stated that it would be cost-effective to install one canopy that would provide coverage over the entire lot to eliminate the significant snow removal cost. Chair Lupo stated that covering the entire parking lot is priority.

Mr. Korkuch said that Cifelli Electric is working with PSE&G on running the electrical service for the pond fountain.

Mr. Korkuch stated that he spoke with Mr. Cifelli about completing the electrical work that was supposed to occur after the paving project in the Alexander lot in 2019 but was put on hold due to PSE&G not being available. Mr. MacPherson responded that PSE&G and Cifelli Electric have begun the electrical work in the Alexander lot.

### **Princeton University**

Mr. MacPherson said that Princeton University is planning for various events such as graduations, reunions, etc. that require approximately 150 security team members who will need to park in the lower Vaughn lot from May 19<sup>th</sup> through May 21<sup>st</sup>. Princeton University will send payment for the additional vehicles at the daily parking rate for three days. Commissioner Katz asked if Farmers' Market members will be impacted, and Mr. MacPherson replied that the Farmers' Market members will not be impacted. Chair Lupo suggested allowing the Princeton University security team to park in the upper Vaughn lot for just Saturday the 20<sup>th</sup> and Sunday the 21<sup>st</sup> since the lot is not full during the weekend. Mr. MacPherson agreed and said that he will advise Princeton University to clearly mark the routes on the buses since there are different bus lines that transport in the upper Vaughn lot.

Mr. MacPherson stated that Princeton University requested 100 additional parking spaces in the lower Vaughn lot effective June 1<sup>st</sup> and then an additional 100 spaces in the lower Vaughn lot effective July 1<sup>st</sup>. As of July 1<sup>st</sup>, Princeton University will be renting the entire upper Vaughn lot and 200 spaces in the lower Vaughn lot totaling approximately 800 spaces.

Mr. MacPherson said the Princeton University will be placing some storage pods in the corner of the upper Vaughn lot containing foreign students' furniture until they return in mid-August. The pods are normally placed in an area that is now a demolition site. To accommodate Princeton University, Mr. MacPherson sent notices to all resident and non-resident Vaughn lot permit parkers requesting that non-resident permit parkers relocate to

the Alexander permit lot effective June 1<sup>st</sup> and resident Vaughn permit lot parkers relocate to the Wallace permit lot effective July 1<sup>st</sup>. Commissioner Katz inquired if this would upset those on the Wallace permit parking wait list, and Mr. MacPherson said that all those on the Wallace permit parking wait list were already offered a permit twice.

Commissioner Cerullo asked how many lower Vaughn permit parkers are relocating to Wallace permit lot, and Mr. MacPherson replied slightly over 200 commuters. Commissioner Cerullo questioned what would happen should they not have enough parking spots for commuters, and Mr. MacPherson said that commuters would be directed to park in lower Vaughn lot's daily parking section.

### **Procurement Card**

Mr. MacPherson stated that he researched options on obtaining a company credit card and discovered that as an Authority employee, he could apply for a Procurement Card (P-Card). In 2017, the Board voted on designating Mr. MacPherson as the Authority's Qualified Purchasing Agent (QPA) which is a requirement needed to obtain a P-Card. There is a spending limit on the P-Card, and in order to not be restricted, the QPA must complete four, three-week courses at one of the many colleges that offer the program. Mr. Davidow said that he strongly advises against Mr. MacPherson using his personal credit card for Authority purchases and encourages that he applies for the P-Card. Board members agreed. Mr. MacPherson will enroll for the first course that will begin in September 2022.

### **Sidewalk Repair**

Mr. MacPherson said that Justin Tree Service repaired the surrounding asphalt, sidewalk, and apron of one of the entrances into the Wallace lot after a local resident brought to the Board's attention last month that their wheelchair was unable to access the entrance closest to their house. The individual would have to enter the Wallace lot at the further entrance which does not have a path making their wheelchair difficult to maneuver. Board members appreciated the quick action in making the Wallace lot entrance ADA compliant.

### **Council Meeting on May 23, 2022**

Chair Lupo stated that all are invited to attend the Council meeting scheduled on Monday, May 23<sup>rd</sup> at 7:00 p.m. WWPA will display a PowerPoint presentation to discuss Covid's impact.

## REPORTS

### **Accounting**

Mr. Mosca displayed the financial reports and stated that the total income for permit and daily parking for April 2022 is over budget by approximately \$50k and is greater than last year by about \$295k. Total permit parking income is slightly under budget by \$19k and less than last year by about \$60k. Total daily parking income is over budget by \$68k and greater than last year by approximately \$388k.

Mr. Mosca reviewed April's Actual 2022 Vs. Budget 2022 showing that permit parking is over budget by \$14,686 and daily parking is over budget by \$49,562. April's Actual 2022 Vs. Actual 2021 showed that permit parking is up by \$26,583 and daily parking is up by \$109,398.

Mr. Mosca said that approximately \$67k was paid in April for the retirement benefits but was budgeted for approximately \$65k.

Maintenance expense has been minimal in 2022 up until April where a significant expense of approximately \$45k was paid for the sewer line.

Mr. Mosca stated that the total snow expense for the lots and platforms from January through April that was budgeted for \$800k was \$278,085. The total expense for the lots budgeted for \$500k was \$183,885, and the total expense for the platforms budgeted for \$300k was \$94,200. The total snow expense was less by almost half than it was at the same time last year. Last year the total snow removal cost for lots and platforms was \$503,312, which is almost double from what it was this year.

Mr. Mosca stated that the total snow expense for the lots and platforms for the snow season which is from October 2021 to April 2022 budgeted for \$1,050,000 was \$296,281. Last year's total snow expense was a little more than double at \$631,965.

Mr. Mosca said that the ending cash balance in April for NJ Transit was approximately \$800k. This is most likely due to the suspension of the NJ Transit Use fee as agreed with NJ Transit. The balance has the potential of decreasing significantly once major maintenance and repairs begin. The ending cash balance in April for WWPA was approximately \$4.1m and is expected

to be consistent through 2022, however, maintenance will dictate what remains at the end of the year.

Both permit and daily parking are budgeted based on previous year's results, and 2022 is similar to 2021 at this point but it is expected that 2022 will end higher.

Commissioner Fabrizio questioned the Station Maintenance amount of \$61,095 for the month of April understanding that most of that amount was for the sewer repair. Mr. Colitsas replied that if the sewer repaired was removed, the amount would be consistent with last month's balance.

Mr. MacPherson stated that lot occupancy is increasing, and WWPA staff have mostly been working from the office.

## **EXECUTIVE SESSION**

Commissioner Katz moved that board members enter executive session to discuss the lease and NJ Transit meeting. Commissioner Fabrizio seconded the motion. Board members went into executive session at 8:27 p.m. At 9:20 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 9:21 p.m.

Respectfully,

Elle Magarelli