

# **WEST WINDSOR PARKING AUTHORITY**

## **Minutes of Meeting**

**November 9, 2022**

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The West Windsor Parking Authority meeting was held on Wednesday, November 9, 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  
Michael Cerullo, Vice Treasurer  
Mike Twamley, Asst. Treasurer  
Larry Katz, Secretary

#### **Non-Commissioners**

Scot MacPherson, Director of Operations  
Lyle Girandola, Parking Consultant  
Linda Geevers, West Windsor Council Liaison  
Kevin Loretucci, Sergeant., West Windsor Police  
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

### **Comments from Audience**

A former Wallace permit holder was present and requested reinstatement of their permit in the Wallace lot after it lapsed for non-payment. Mr. MacPherson spoke against reinstatement as there are over 1,000 Wallace permits sold. Chair Lupo stated that he is in favor as more permits have been sold in the past. Once the extended spaces that Princeton University rents in lower Vaughn lot expires in February, Vaughn lot permit holders will be asked to move back. The Board will discuss further during Executive Session.

## **ACTION ITEMS**

### **Approval of Minutes (October 19, 2022)**

Commissioner Twamley moved to approve the October 19, 2022 minutes. Commissioner Fabrizio seconded the motion. All Commissioners present voted to approve the minutes.

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

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

Commissioner Fabrizio moved resolution 11.09.22-01 to approve the October bills. Commissioner Katz seconded the motion. The motion was unanimously approved.

## **REPORTS**

### **Police**

McQuade informed the board members on the police activity in October stating that there were 65 incidents.

## **DISCUSSION ITEMS**

### **RFP Bid Pack**

Mr. MacPherson said that Station maintenance and landscaping RFP are out for bid and available for pick up. Several bidders have received the bid pack for each. There is a voluntary pre-bid meeting for both RFPs on November 10<sup>th</sup>, and the bid openings will occur at the WWPA office at 11:00am on November 22<sup>nd</sup>.

### **Investments**

Mr. MacPherson has been working with members from US Bank to reconcile the accounts. New signers were added to WWPA accounts. Commissioner Twamley will work with Mr. Macpherson on adding him as a signer on all WWPA bank accounts and help create an investment strategy going forward.

### **Mayor's Ball**

Mr. MacPherson said that 6 members representing WWPA will attend the Mayor's Ball on Saturday, November 12<sup>th</sup> from 6:00pm-10:00pm at the Mercer County Park Marina/Boathouse. The money raised will go to the Historical Society of West Windsor.

### **Platform Stairs**

Mr. MacPherson stated that Signorino Construction repaired concrete on the platform. Repairs will be completed by Friday on the railing on the westbound-side close to the small tunnel. Repair on stairs will be done as well.

### **Pond Fountains**

Mr. MacPherson said that the pond fountains will soon be removed for the winter. Mr. Korkuch stated that he reviewed the DEP permits and found that dredging the bottom of the pond to remove sediment that has clogged the pumps is not included. Mr. Korkuch is exploring the best option for dredging the pond to clear the sediment before installing the fountains in the spring. The sediment will need to be tested for contamination to determine if it can be disposed on or off-site.

## **ACT ENGINEERS**

Mr. Korkuch stated that solar energy programs by the State are still not offered and is closely monitoring for when it does become available.

Mr. Korkuch stated that ACT is working on WWPA's capital budgeting report on potential repairs/replacements around the stations that may be needed in the upcoming years. He will have more information at December's Board meeting.

## **REPORTS (continued)**

### **Accounting**

Mr. Mosca displayed the financial reports and stated that the total income for permit and daily parking for October 2022 YTD is over budget by approximately \$380k and is greater than last year by about \$928k. Total permit parking income for October was under budget by \$105k but greater than last year by about \$78k. Total daily parking income for October is over budget by \$479k and greater than last year by approximately \$824k.

Mr. Mosca displayed tables to show Actual YTD 2022 Vs. Budget YTD 2022, Actual YTD 2022 Vs. Actual YTD 2021, Actual October 2022 Vs. Budget October 2022, and Actual October 2022 Vs. Actual October 2021.

Mr. Mosca said that station maintenance continues to be over budget for 2022 and October is slightly over budget. This is due to work that had to be completed in the waiting room, the

pond, and on the platform. There was also an expense for additional signage as requested by NJ Transit.

Mr. Mosca said that the budget amount for snow removal in October was \$100k, and there was no snow expense. Additional tables will be shared at January's Board meeting that will provide a comparison of the snow removal cost from previous years.

Commissioner Katz inquired about the potential of closing the lower Vaughn lot to reduce snow removal cost now that Princeton University no longer requires the 200 spaces that they rent beginning in February. Chair Lupo said that the lower Vaughn lot will need to remain open since an agreement was made between WWPA and Farmers' Market that they will operate their business in that location. Mr. MacPherson said that he is considering temporarily closing the gravel lot.

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 October, the cash balance for NJ Transit has slightly decreased. The cash balance for WWPA increased slightly and is trending upwards, mainly due to the quarterly deposits from Princeton University. The ending cash balances for WWPA are reduced by the current amount due to NJ Transit.

Mr. Mosca stated that the projected balances the revenue numbers permit parking for the fourth quarter for both NJ Transit and WWPA are expected to be higher than they were in 2021. Daily parking estimates for WWPA are shown to be about \$1k but are expected to be \$15k higher.

NJ Transit's cash balance for 2022 is higher than 2021 and is expected to maintain a higher position. WWPA's cash balance for 2022 is significantly higher than 2021 and will continue to increase.

Mr. Mosca stated that NJ Transit permit parking is not as high as it was in 2019 but it is higher than it was in both 2020 and 2021. NJ Transit daily parking is higher than the previous month.

Mr. Mosca said that WWPA permit parking is slightly better than 2021 and was significantly better in the third quarter. WWPA daily parking is still not where it was in 2019 but is better than 2021 and continuing to be consistent with the rest of the year.

Mr. Mosca said that the largest expense this month was station maintenance.

### **Administration**

Councilwoman Geevers stated that Council held a business meeting on October 25<sup>th</sup> and approved Ordinance 2022-18 amending Township code to establish standards and regulations for the safe and efficient installation of electric vehicle supply/service equipment and make-ready parking spaces at appropriate locations. This is part of the Township's commitment to sustainability and goes towards encouraging electric vehicle use.

Councilwoman Geevers stated that Council held a hearing on Ordinance 2022-21 approving an amendment on Chapter 109 Massage, Bodywork and Somatic Therapy establishments. There is new language describing the registration requirements renewal application for licensing.

Councilwoman Geevers said that a contract was awarded to Princeton Air Conditioning for 2023 to maintain and service HVAC systems at various Township buildings. The contract was for \$52,032.

Councilwoman Geevers stated that contracts were approved for Pennoni Associate and Roadbotics for a total of \$27,200. This will provide professional services for the collection of data for the Road Assessment Project.

Councilwoman Geevers stated that Scheideler Excavating Company, Inc. was awarded a contract for snow removal services for \$70k. The annual contract is for the period November 1, 2022 through October 31, 2023.

Councilwoman Geevers said that Council introduced an Ordinance adding Chapter 123 which would implement reasonable restrictions of access to non-public areas of municipally owned, leased, and operated areas or controlled property. This is an effort to protect staff and safeguard information not subject to public disclosure. Public hearing will be held on November 14.

Councilwoman Geevers stated that Council introduced a second Ordinance authorizing the grant of a Permanent Utility Easement per Mercer County. This is for the purpose of access,

installation, maintenance, repair, and replacement of public utility infrastructure as part of the Mercer County Bridge over Millstone River, located on Millstone Road. Public hearing will be held on November 14<sup>th</sup>.

A proclamation was given to the West Windsor Community Farmers' Market recognizing that it has been honored as number 1 in New Jersey and on the Northeast, and number 4 Nationwide.

A proclamation was given for Hindu American Heritage Month (October).

Councilwoman Geever stated that to honor Veterans on Friday, November 11, a wreath-laying ceremony will take place at 10:00am at the World War II Memorial in Dutch Neck and at Old Windsor Memorial at the Municipal Complex. Another ceremony will be held at 11:00am at the American Legion Centennial Memorial.

Mr. MacPherson stated that he and a WWPA associate will attend the T2 Connect Conference in Palm Springs, CA next week to test the new mobile pay options. Plans to install new mobile pay for permit holders and daily parkers are underway that will give commuters the ability to scan a QR code from their mobile phone to pay as they go. Mr. MacPherson will also explore pay stations since parts, maintenance, and service for the eight existing pay stations in the parking lots for daily parking is no longer available. The newer pay station models have tap pay options (Google Pay, Apple Pay, etc.) which will make it easier for commuters.

## **EXECUTIVE SESSION**

Commissioner Katz moved that board members enter executive session to discuss NJ Transit. Commissioner Cerullo seconded the motion. Board members went into executive session at 8:04 p.m. At 8:48 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 8:49 p.m.

Respectfully,

Elle Magarelli