

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

October 19, 2022

The West Windsor Parking Authority meeting was held on Wednesday, October 19, 2022 at 7:00 p.m. via conference call. The dial-in details were posted on the WWPA 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 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

None present.

ACTION ITEMS

Approval of Minutes (September 14, 2022)

Commissioner Twamley moved to approve the September 14, 2022 minutes. Commissioner Fabrizio seconded the motion. All Commissioners present voted to approve the minutes.

Approval of Bills (September 2022)

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

Commissioner Katz inquired about the Cifelli Electric invoice. Mr. McPherson replied that the charge was for the replacement light bulbs in the waiting room.

Commissioner Katz inquired about the recurring invoice from Woodwinds. Mr. MacPherson replied that it is a quarterly fee for tree care services. Commissioner Katz asked why WWPA contracts with four landscaping companies and suggested consolidating all services to one company to make it easier to manage and be offered a discounted rate. Mr. MacPherson said that each of the landscaping companies provide different services that require specific licenses. Woodwinds provides insect control/elimination and disease preventatives to spray on the trees and shrubs, Justin Tree Service occasionally removes trees, but mostly provides concrete and asphalt repair, Sunset provides lawn maintenance, and Custom Landscaping handles snow removal services.

Commissioner Fabrizio moved resolution 10.19.22-01 to approve the September bills. Commissioner Katz seconded the motion. The motion was unanimously approved.

REPORTS

Police

McQuade informed the board members on the police activity in September stating that there were 64 incidents which was significantly lower than last month's incidents.

DISCUSSION ITEMS

Attorney Replacement – Paul Bishop

Chair Lupo introduced Paul Bishop who replaced Rob Davidow from the same firm, Mason, Griffin & Pierson, P.C. Mr. Davidow resigned for another career opportunity and recommended Mr. Bishop as his replacement as his background aligns with WWPA responsibilities.

Treasurer and Assistant Treasurer Appointments

Chair Lupo moved to appoint Commissioner Cerullo from Assistant Treasurer to Vice Treasurer and Commissioner Twamley to Assistant Treasurer. In a Roll Call vote, each Board member approved the motion.

December Meeting

Chair Lupo requested that the Board meeting scheduled on December 14th be moved a week earlier to December 7th. The Board agreed to move December's board meeting to December 7th. Mr. MacPherson will make all necessary arrangements.

Reapproval for 2022 Budget

Mr. MacPherson stated that there was an error on form C7 of the 2022 budget whereas the incorrect amount of \$4,439 should have been \$4,349. The change has been made and a Roll Call vote is required to reapprove the 2022 budget.

Chair Lupo moved to approve the correct amount of \$4,349 on Form C7. Commissioner Fabrizio seconded the motion. In a Roll Call vote, each board member voted in favor of the motion.

Mr. MacPherson stated that budgets are now accepted electronically.

Landscaping & Station Maintenance Bid Packages

Mr. MacPherson stated that he forwarded the landscaping and station maintenance bid packages to the board members for their review. Mr. Korkuch helped in rewriting the landscaping bid package and has reviewed the station maintenance bid package that was last written in 2017. Board members approved that they go out to bid. Mr. Korkuch said that the bid packages will be sent some time next week and expects them back in time to approve at December's Board meeting.

Mr. Korkuch stated that the bids are for a one-year term with the potential to be renewed for two additional years at the Board's election. Next year, the Board has the option to either approve or deny continuation of the awarded bidder and the same for the following year.

Chair Lupo called for a motion to send out the landscaping and station maintenance bid packages. Commissioner Katz seconded the motion. The motion was unanimously approved.

Farmers' Market Burn Demonstration

Mr. MacPherson said that he gave permission to the Farmers' Market to hold a fire safety mock burn event on Saturday, October 29th with the Fire Department in the upper Vaughn lot. The demonstration teaches adults and children fire safety tips and how to react in the event that they are faced with a smoke and/or fire situation.

National Parking Association (NPA) Conference

Mr. MacPherson discussed the NPA Conference that he, Chair Lupo, and Commissioner Fabrizio attended from September 18-21 in Austin, TX. T2 Systems announced its new mobile application that will soon be available to provide customers with the ability to make payment on daily parking from their mobile phone. Phase 2 will offer the same for permit parking.

Parkmobile shared their new QR code sticker technology that can adhere to signage, walls, platforms, etc. to make it easier to scan and pay for parking from a mobile phone. Tap and pay is not yet available.

Chair Lupo and Commissioner Fabrizio were unable to locate solar energy vendors at the conference.

Mr. MacPherson said that he spoke with vendors who provide camera systems that track surface lot parking but is designed for locations that do not experience icing and snowfall since snow plowing would damage it. Mr. Girandola inquired what the goal would be for tracking surface lot parking, and Mr. MacPherson replied that it would be useful in quickly notifying commuters where space is available if that lot is full.

Mr. MacPherson informed the Board that NJ Transit authorized WWPA to allow daily parking in every lot. Notification is included on WWPA and NJ Transit's websites and signs are in the process of being made.

NJ Transit Rates

Chair Lupo stated that NJ Transit representatives have been discussing their options on whether to increase railroad fees or parking fees now that many individuals work a hybrid model. Further discussions on this topic will occur during Executive session since nothing has yet been confirmed.

State of Good Repair (SOGR)

Mr. MacPherson stated that he received an email from SOGR confirming that NJ Transit is responsible for the repairs needed to be ADA compliant. WWPA has been maintaining safety standards for the damaged railings and stairwells by flagging and/or blocking them off.

Mr. MacPherson said that the U.S. Attorney's Office for the District of New Jersey announced in a press release that a settlement has been reached with NJ Transit to resolve findings that five intercity rail stations are not accessible to individuals with disabilities in violation of the Americans with Disabilities Act (ADA). Princeton Junction was one of the five listed, and NJ Transit has committed to repairing all deficiencies to make them more accessible for individuals with disabilities. The largest items listed in the 55-page document for repair at Princeton Junction are the non-compliant ramps and railings. Most of the minor repairs listed have already been corrected.

Mr. MacPherson stated that the handicapped stall in the two-stalled women's restroom in the waiting area is not ADA compliant because it is not wide enough. In order to widen the stall, the toilet in the second stall will need to be removed since it will no longer fit, leaving the restroom with only one stall, a small storage area in place of where the second stall once was, and the two existing sinks.

Mr. MacPherson said that a much larger expense will be adding two elevators to meet ADA requirements since reconfiguring the ramps to the tunnel would not be feasible. This project will first start at another, less populated station, therefore, it will be a long-while until the project will begin at Princeton Junction.

Investments

Mr. MacPherson stated that he will be able to provide the cash report at November's Board meeting. Chair Lupo said that he spoke with WWPA's Bond Counsel, Mr. McManimon, who suggested that the Authority consider US Bank as an investment resource. Chair Lupo will reach out to his contact at US Bank.

There was discussion on finding a replacement for the late Frank Gubitose who was WWPA's investment consultant and maximized its revenue funds by purchasing short-term investments. The Board expressed the necessity of finding someone quickly to actively manage WWPA's funds since rates are increasing.

ACT ENGINEERS

Mr. Korkuch said 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.

Chair Lupo inquired about the inactive pond fountain. Mr. MacPherson said that it is clogged from the pond's sediment. The fountains are being removed for the winter and when returned in the spring, grates will be added around the fountains to block as much sediment as possible. Mr. Korkuch will review the DEP permits to find if dredging the pond is included.

REPORTS (continued)

Accounting

Mr. Mosca displayed the financial reports and stated that the total income for permit and daily parking for September 2022 YTD is over budget by approximately \$266k and is greater than last year by about \$809k. Total permit parking income for September was under budget by \$122k but greater than last year by about \$34k. Total daily parking income for September is over budget by \$388k and greater than last year by approximately \$775k.

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

Mr. Mosca said that the bond interest of \$70,400 was paid at the beginning of September. The next bond payment will be at the beginning of March 2023 and will include both an interest portion of \$70,400 and principal of \$110,000. This amount is less than what it would have been due to refinancing the bond.

Mr. Mosca said that the West Windsor land rent of \$50k was paid this month.

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 September, the cash balance for NJ Transit has increased. This was expected due to September being a billing month for permits. The cash balance for WWPA would have increased slightly, but due to the amount due to NJ Transit, the cash balance reflects a decrease. The ending cash balances for WWPA are reduced by the current amount due to NJ Transit.

Mr. Mosca said that the NJ Transit cash balance is slightly under \$1.2m and is projected to be the same by the end of the year which is still higher than the previous year and significantly higher than it was in 2020. This is due to the fact that WWPA is currently not paying the NJ Transit Use fee.

Mr. Mosca said that the WWPA cash balance as of September is currently at about \$3.6m and is reduced by the amount due to NJ Transit. By the end of the year, it should be at a balance closer to what it was in 2019 and higher than what it was in 2020 and 2021.

Mr. Mosca stated that NJ Transit permit parking for the third quarter is similar to what it was in 2021 and now looking to be higher by the end of the year. NJ Transit daily parking has been consistent between \$120k to \$150k. Mr. MacPherson said that it is projecting to be \$160k in October based on where the current numbers are.

Mr. Mosca said that WWPA permit parking is significantly more than what it was last year partly because of covid's impact and Princeton University parkers. By the fourth quarter it should be similar to last year. WWPA daily parking remains less than it was in previous years but much higher than last year. Mr. MacPherson said that it is projected to be approximately \$16k.

Mr. Mosca continued the discussion on cash balances for NJ Transit and WWPA. Board members had no questions.

Administration

Mr. MacPherson said that open enrollment for employee health insurance benefits has opened, and four employees are participating in the plan.

Mr. MacPherson stated that the employee holiday party has been scheduled on December 2nd.

Councilwoman Geevers stated that on Council approved a contract for \$189,500 for Various Park Court Improvements Project at Hendrickson Drive Tennis Complex and Community Park. This includes two new pickleball courts in Community Park.

Councilwoman Geevers stated that the 2022 pool closing and 2023 pool opening bid was awarded to Aquatic Service Inc. for approximately \$52k.

Councilwoman Geevers said that at the October 11th meeting, Council approved the contract with Standard Pipe Services, LLC for the D&R Canal Interceptor Sewer Line: 48-Inch Diameter Sewer Spot Repairs and Manhole Rehabilitation Project for \$862,900.

Councilwoman Geevers stated that a contract awarded to M.N.C. Concrete, LLC in the amount of approximately \$247k for the replacement of sidewalk, accessible sidewalk ramp and crosswalk improvements, retaining wall construction, milling, paving, striping, curbing and solar pedestrian lighting for the existing pedestrian route from Berkshire Drive to Cranbury Road. NJ Transit offered a grant of approximately \$40k for this project.

Councilwoman Geevers stated that a contract was awarded to Harshi Construction, LLC repair of 1,500 square feet of concrete sidewalks throughout the Township due to tree root growth.

Councilwoman Geevers stated that the current lease agreement with United States Postal Service (located near the municipal building) continues, and a possible approved renewal which is the final option for a five-year term from January 1, 2023 through January 31, 2028. There will be an increase of \$3,162.30 per year. The five-year contract is \$336,136.

Councilwoman Geevers stated that an ordinance was introduced to amend Chapter 109 Massage, Bodywork and Somatic Therapy establishments. The Clerk's office is suggesting several modifications to the ordinance which includes a renewal application process, a temporary license, and change in ownership sections to the code.

The Mayor's Ball is on Saturday, November 12th from 6:00pm-10:00pm at the Mercer County Park Marina/Boathouse. The money raised will go to the Historical Society of West Windsor. To purchase tickets, email WWGivesBack@gmail.com stating your interest in attending.

EXECUTIVE SESSION

Commissioner Fabrizio moved that board members enter executive session to discuss NJ Transit. Commissioner Katz seconded the motion. Board members went into executive session at 8:46 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 9:22 p.m.

Respectfully,

Elle Magarelli