

# **WEST WINDSOR PARKING AUTHORITY**

## **Minutes of Meeting**

**September 14, 2022**

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The West Windsor Parking Authority meeting was held on Wednesday, September 14, 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  
Mike Twamley, Board Member

#### **Non-Commissioners**

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

#### **Not Present**

Michael Cerullo, Asst. Treasurer  
Larry Katz, Secretary

#### **Comments from Audience**

None present.

## **ACTION ITEMS**

### **Approval of Minutes (August 17, 2022)**

Commissioner Fabrizio moved to approve the August 17, 2022 minutes. Commissioner Twamley seconded the motion. All Commissioners present voted to approve the minutes.

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

Mr. MacPherson reviewed the bills with the Board stating that there was nothing unusual for the month of August, just a significant expense to repair the street grate in Station Drive.

Commissioner Fabrizio inquired about the college courses that Mr. MacPherson needs to complete in order to obtain a company credit card, and Mr. MacPherson said that the schedule for Mercer County Community College, Brookdale Community College, and Princeton University will be released sometime next week.

Commissioner Fabrizio moved resolution 09.14.22-01 to approve the August bills. Commissioner Twamley seconded the motion. The motion was unanimously approved.

## **REPORTS**

### **Police**

Officer McQuade informed the board members on the police activity in August stating that there were 100 incidents which was significantly higher than usual.

## **DISCUSSION ITEMS**

### **Lot Occupancy Tracking**

Mr. MacPherson displayed the Lot Occupancy Tracking report for September that illustrated a significant increase of parked vehicles since July and August in the NJ Transit and WWPA lots. Mr. MacPherson said that the increase for September was predicted due to schools reopening and more businesses requiring individuals to return to the office.

### **Princeton University – Year One**

Chair Lupo asked why the number of Princeton University vehicles decreased in September, and Mr. MacPherson explained because construction was temporarily paused for a couple of

weeks while students moved into their dorms. Princeton University parking has resumed to regular capacity but has not come anywhere close to filling the spaces that they rent (entire upper Vaughn lot and 300 spaces in the lower Vaughn lot totaling 800 spaces). Commissioner Twamley asked if there was an option of reducing the number of spaces that are being rented to Princeton University should the other lots become full, and Mr. MacPherson replied that if the lots fill to capacity, which is unlikely, he will request Princeton University members to reevaluation the number of spaces that they require. He does not foresee any issues, nor has there been any issues between Princeton University and the Authority with the parking arrangement.

### **Core Drilling**

Mr. MacPherson stated that the drilling in the Alexander and Station Drive lots to evaluate the ground water for contamination that was originally expected to be completed by the end of July is now expected to be completed by the end of September. It was recently determined that drilling would have to go to the depth of 500 feet instead of the originally planned 250 feet to ensure that all contamination is captured. The contaminated water is coming from the Schlumberger property; therefore, they are responsible for payments.

### **2023 Budget**

Mr. MacPherson stated that there were no significant changes from last year's budget. The largest amount budgeted is for snow treatment and removal services at \$800k. Mr. MacPherson will forward the 2023 budget to Mr. Colitsas and the board members for their review.

There was a discussion on which parking lots could potentially be closed during the winter months to minimize the cost of snow removal services.

### **National Parking Association (NPA) Conference**

Mr. MacPherson said that Chair Lupo and Commissioner Fabrizio will join him at the NPA Conference on September 18-21, 2022 in Austin, TX. The conference will provide information on the newest trends with the main topics being electronic vehicles and solar options. T2 will be there to provide information on their new software technology.

Mr. MacPherson said that the LPR system was recently upgraded. In March, a new service provider was brought on to support Genetec's LPR camera system in the trucks and its

hosting services. They have been providing good service, their location is significantly closer which allows for quicker service calls, and they do not charge travel time.

**Bank Account Authorization**

Mr. MacPherson said that he was recently made aware by US Bank that he needs approval from the Board authorizing him as signer on WWPA's bank accounts.

Commissioner Fabrizio called for a motion to authorize Scot MacPherson as signer on WWPA's bank account with US Bank. Commissioner Twamley seconded the motion. The motion was unanimously approved.

**West Windsor Arts Council**

Chair Lupo stated that the Authority is not permitted to contribute or fund events to West Windsor Arts Council. Individuals from WWPA are permitted to do so, and WWPA can support the Arts Council's causes, but as an entity, donations cannot be given.

**ACT ENGINEERS**

Mr. Korkuch stated that he did not have anything to discuss outside of Executive Session.

**REPORTS (continued)**

**Accounting**

Mr. Mosca displayed the financial reports and stated that the total income for permit and daily parking for August 2022 YTD is over budget by approximately \$263k and is greater than last year by about \$646k. Total permit parking income for August was under budget by \$43k and less than last year by about \$34k. Total daily parking income for August is over budget by \$309k and greater than last year by approximately \$664k.

Mr. Mosca displayed tables to show Actual YTD 2022 Vs. Budget YTD 2022, Actual YTD 2022 Vs. Actual YTD 2021, Actual August 2022 Vs. Budget August 2022, and Actual August 2022 Vs. Actual August 2021. There is a significant difference from last year.

Mr. Mosca stated that insurance is slightly under budget and is significantly less than last year. The reduction in premiums overall and the refund received in August contribute to this.

Mr. Mosca said that the land rent amount of \$500k will be paid by the end of September as well as the interest payment.

Mr. Mosca said that as of August, NJ Transit's cash balance slightly decreased from July but will increase in the billing month of September. The cash balance for WWPA also slightly decreased from July but will also increase in the billing month of September. Projections were added to the charts.

The board members had a lengthy discussion on the comparison graphs for NJ Transit and WWPA that Mr. Mosca displayed.

Commissioner Twamley inquired on why the interest income decreased from \$8k last year to only \$1,700 this year. Mr. MacPherson replied that WWPA's investment advisor passed away in October 2021 and is in search of his replacement. The Authority has many restrictions on where investments can be made, and a discussion was had on viable options. Mr. MacPherson will call WWPA's Bond Counsel, Mr. McManimon, for advice.

### **Administration**

Councilwoman Geevers stated that at the August 22<sup>nd</sup> Council meeting ordinances were approved authorizing the acquisition of a temporary construction easements and sidewalks easement for two properties on Cranbury Road and one on Millstone Road.

**SEE HIGHLIGHT** - Councilwoman Geevers stated that an ordinance was passed making a road on ? property to provide access to open space and parklands.

Councilwoman Geevers said that an ordinance was approved granting two stormwater utility easements under the access road that leads to the public park.

Councilwoman Geevers said that resolutions were approved for a Land Performance Guarantee Agreement with Avalon West Windsor Venture LLC.

Councilwoman Geevers said that a resolution was passed endorsing the NJ Department of Transportation Preliminary Preferred Alternative Plan to replace the structurally deficient and obsolete Clarksville Road bridge over Amtrak.

Councilwoman Geevers stated that Council discussed traffic concerns around the Clarksville and Quaker Bridge Road areas. Council is waiting for the Mayor's suggestion on next steps.

Councilwoman Geever stated that the Historical Society of West Windsor presented their new book, "West Windsor Then and Now: A New Perspective." The book can be purchased from the West Windsor Historical Society.

Councilwoman Geever said that the 9/11 Memorial Services were held on Sunday at the Ron Rogers Arboretum.

Councilwoman Geever said that on September 12<sup>th</sup>, West Windsor Township Council presented a proclamation honoring the 225th anniversary of West Windsor Township. West Windsor was established by an act of the New Jersey Legislature on February 9, 1797.

Councilwoman Geever stated that there was a community presentation from Unified Spectrum which is a non-profit company that creates career opportunities for "differently abled" adults by providing an inclusive, adaptive, and diverse workplace. They make personalized merchandise such as mugs, t-shirts, buttons, etc. For more information on purchasing these items, go to their website at [unified-spectrum.org](http://unified-spectrum.org).

Councilwoman Geever said that an ordinance amendment was made in the Land Use Ordinance, Chapter 200 of the West Windsor Code, in clustering of land residential development in certain residential areas of town that are zoned a certain way will provide for more open space.

Councilwoman Geever stated that salary increases from Mayor and Council were approved by resolution.

Councilwoman Geever stated that a resolution was approved in opposition to proposed A-1294/S-2103 which would give local control over land use and zoning regulations around certain qualifying office and park retail center properties to be permitted as a right.

## **EXECUTIVE SESSION**

Commissioner Fabrizio moved that board members enter executive session to discuss NJ Transit lease. Commissioner Twamley seconded the motion. Board members went into executive session at 9:38 p.m. At 9:55 p.m. Chair Lupu 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 9:56 p.m.

Respectfully,

Elle Magarelli