

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

April 12, 2023

The West Windsor Parking Authority meeting was held on Wednesday, April 12, 2023 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 were either present or dialed in:

Commissioners

Andy Lupo, Chair
Dan Fabrizio, Vice Chair
Michael Cerullo, Treasurer
Mike Twamley, Asst. Treasurer
Larry Katz, Secretary

Non-Commissioners

Scot MacPherson, Director of Operations
Robert Korkuch, President, P.E., ACT Engineers Inc.
James Colitsas, CPA, Princeton Financial Group, LLC
Martin Whitfield, WW Township Council Liaison
Kevin Loretucci, Officer, West Windsor Police

Comments from Audience

None present.

ACTION ITEMS

Approval of Minutes (March 8, 2023)

Commissioner Fabrizio moved to approve the March 8, 2023 minutes. Commissioner Katz seconded the motion. All Commissioners present voted to approve the minutes.

Approval of Bills (March 2023)

Mr. MacPherson said that the parking permit refunds were significant due to the price increase. Commissioner Katz inquired about the invoice from ACT Engineering in the amount

of \$15,344, and Mr. MacPherson replied that it was for the Engineering report that is contractually required. Commissioner Fabrizio inquired about the invoices for job postings, and Mr. MacPherson said that it was for LinkedIn and ZipRecruiter to find candidates to fill the open position at WWPA's office.

Commissioner Fabrizio inquired about the two National Parking Association (NPA) invoices, and Mr. MacPherson responded that the invoice for \$695 was for NPA's annual membership fee, and the \$2,165 was for passes for NPA's Annual Convention & Expo in September 2023.

Commissioner Katz moved resolution 04.12.23-01 to approve the March bills. Commissioner Twamley seconded the motion. The motion was unanimously approved.

REPORTS

Police

Officer Loretucci informed the board members on the police activity in March stating that there were 72 incidents.

DISCUSSION ITEMS

Investments

Mr. MacPherson stated that the New Jersey State cash management fund is doing well and paid 4.39% for March and 4.53% for April.

Commissioner Twamley said that he spoke with UBS brokers who are interested in working with WWPA on investment options. UBS is familiar the WWPA's investment restrictions (US Treasuries and NJ Bank CDs). Investments in the treasury market may offer better rates at times. Chair Lupo said that investments may be made with WWPA funds, but not with NJ Transit funds. Mr. MacPherson stated that a decision must first be made on the projects occurring at Station Drive lot next year to determine the amount of funds available to invest.

Commissioner Twamley stated that working with an investment broker would be beneficial in that they can assess WWPA cash needs and suggest investment options. Chair Lupo said that since there is an uncertainty of the NJ Transit lease renewal, changes cannot be made until determined positive. Commissioner Twamley said that NJ Transit will stay in the New Jersey State cash management fund until the lease is finalized.

Mr. MacPherson said that USBank is required to be a trustee on any account opened at UBS. Chair Lupo agreed and asked Mr. MacPherson to open a UBS investment account with a small amount to start. Commissioner Twamley stated that investment funds should only be moved to UBS after confirmation from Chair Lupo, Commissioner Cerullo, and Mr. MacPherson.

Chair Lupo moved to approve that Mr. MacPherson open a UBS investment account. Commissioner Twamley seconded the motion. In a Roll Call vote, each board member voted in favor of the motion.

Transit Village Plan

Mr. MacPherson shared an image of the recent NJ Village Property plan that illustrated the Vaughn extension. There are concerns about the Vaughn extension being constructed through the wetlands area that would make paving difficult. Another concern is that Transit Village plans to create a walkway from Transit Village to the train station which would reduce the amount of parking spaces for NJ Transit, possibly up to 28 parking spaces. Timing of when construction would start has not been determined but it probably would be years.

Mr. MacPherson stated that Transit Village needs to be raised approximately 5 feet to be level with Station Drive and asked the Board if construction for Station Drive should be held off until then. The Board agreed to hold off on the construction, and Mr. Korkuch suggested to plan the layout in preparation.

Commissioner Cerullo asked if there would be any impact on WWPA lots, and Mr. MacPherson said that we would lose 5 parking spaces where they plan to build a circle for a utility driveway. Commissioner Twamley inquired about the partnership between West Windsor Township and Avalon Bay on the Transit Village, and Mr. MacPherson said that Avalon Bay won the bid about 15 years ago to build Transit Village portions of NJ Transit's property to embrace the culture of a train station and bring people in to ride the trains. Avalon Bay representatives inquired if WWPA would be interested in obtaining a parking enforcement contract that would allow WWPA to issue parking tickets in that area.

Farmers' Market

Mr. MacPherson asked the board members if they approve of extending the Farmers' Market agreement granting them permission to utilize space in the Vaughn Drive parking facility for the year 2023 starting the first Saturday in May. Chair Lupo moved to approve extending the Farmers' Market agreement allowing them to utilize space in the Vaughn Drive lot starting the

first Saturday in May 2023. Commissioner Fabrizio seconded the motion. The motion was unanimously approved by all board members present.

Solar

Mr. MacPherson stated that he spoke with a representative from a solar energy company about federal solar programs. He and Mr. Korkuch emailed the representative WWPA's solar plan who will determine if the plan is feasible.

Commissioner Katz stated an update for the new standard on Community Solar is now available and that he plans to attend a session about the Community Solar program at the Annual Sustainability Summit for the State of New Jersey on May 5th located at Bell Works in Holmdel. Commissioner Katz said that he has been in contact with a speaker of the event who provided him with information on the topic. The Summit will be able to provide additional information on if WWPA is eligible for the program. Mr. Korkuch stated that he spoke with a solar expert who reviewed the initial bid and suggested eliminating the single canopy and only cover the parking spaces for a more viable rebid.

Commissioner Twamley suggested that Mr. MacPherson contact the Association of Parking Authorities since he is a member to ask if they noticed a savings in snow removal services because of their canopy coverage. The Board agreed to take the next steps to find if incentives would provide solar coverage at no cost. An additional benefit is that it would provide coverage to commuters and their vehicles during rain and snow. Mr. Korkuch said that the Board will rebid at the next meeting.

Fountains

Mr. MacPherson stated that fountains will be placed into the pond next week. Mr. Korkuch suggested that they should be placed with enough room around them to place netting to prevent blockage from debris.

WWPA Price Increase

Mr. MacPherson shared the letter to be sent next week to customers informing them of the price increase from \$135 to \$150 for a quarterly parking permit for all resident permit holders in the Wallace and Vaughn lots beginning June 1st.

Pay Stations Install Plan

Mr. MacPherson stated that 11 new pay stations will be installed next month, and the old pay stations will be removed and disposed of. Parts from the old pay stations will be stored to repurpose when needed. Two of the 11 machines accept cash but does not dispense cash. They have tap pay option and except every form of payment. The cost of the 11 machines is \$100k.

New WWPB Employee

Mr. MacPherson said that a candidate was selected from the 80 resumes received for the open position at WWPB's office and will begin on May 22nd.

ACT ENGINEERS

ADA Compliance Issue

Mr. Korkuch stated that at the request of NJ Transit, Mr. MacPherson is managing NJ Transit's required ADA improvements to be compliant. He displayed an updated chart from the last Board meeting of existing ADA spaces, the required ADA spaces, and the proposed number of ADA spaces for NJ Transit lots. Station Drive requires 7 additional spaces, Alexander Road (including the gravel lot) requires 6 additional spaces, and Wallace Road daily lot is sufficient.

Mr. Korkuch displayed various options of reworked parking spaces that must be 20 feet each to be ADA compliant, with a walkway and ramps. Displacing the least number of standard parking spaces was considered in these options which arrived at a significant number of approximately 39 standard parking spaces. Mr. Korkuch will up finalize the package, clearly identify the ADA criteria, and deliver to NJ Transit.

REPORTS (continued)

Accounting

Mr. Colitsas stated that the total income for permit and daily parking for March 2023 YTD is over budget by approximately \$244k and is greater than last year by about \$343k. Total permit parking income for March 2023 YTD was over budget by \$43k and less than last year by about \$25k. Total daily parking income for March 2023 YTD is over budget by \$153k and greater than last year by approximately \$318k. Revenue numbers are positive, and daily parking is increasing.

Mr. Colitsas said that the interest income was \$57k due to a large portion of the funds being put to interest bearing accounts.

Mr. Colitsas said that the snow expense is under budget for March that totaled \$28k for lot and platform.

Mr. Colitsas displayed charts illustrating positive cash balances for WWPA and NJ Transit.

REPORTS (continued)

West Windsor Township

Councilman Whitfield stated that there were four budget meetings on March 9, 16, 21, and 23. We did introduce the budget two days ago and will have a hearing for the budget on May 22nd. All will be public. Revenues look good and taxes are holding. No timeframe has been announced for the warehouses.

Councilman Whitfield stated that the official ribbon cutting open house for the municipal building occurred and is now officially open.

EXECUTIVE SESSION

Commissioner Fabrizio moved that board members enter executive session to discuss NJ Transit lease and staffing. Commissioner Katz seconded the motion. Board members went into executive session at 9:56 p.m. At 10:35 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 10:36 p.m.

Respectfully,

Elle Magarelli