

# **WEST WINDSOR PARKING AUTHORITY**

## **Minutes of Meeting**

**August 9, 2023**

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The West Windsor Parking Authority meeting was held on Wednesday, August 9, 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 WWPAA 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  
Paul Bishop, Attorney, Mason, Griffin & Pierson, P.C.  
James Colitsas, CPA, Princeton Financial Group, LLC  
Philip Mosca, CPA, Princeton Financial Group, LLC  
Sergeant Kevin Loretucci, West Windsor Police

### **Comments from Audience**

None present.

## **ACTION ITEMS**

### **Approval of Minutes (July 12, 2023)**

Commissioner Katz moved to approve the July 12, 2023 minutes. Commissioner Cerullo seconded the motion. All Commissioners present voted to approve the minutes.

### **Approval of Bills (July 2023)**

Mr. MacPherson discussed the bills in detail for July with the board members.

Commissioner Twamley inquired about the numerous \$7 refunds, and Mr. MacPherson responded that trains were sporadically inoperable for two days due to fallen branches on the tracks and because Amtrak control boxes went down on the northeast corridor. The affected individuals requested daily parking refunds since they had to find other means of transportation.

Chair Lupo inquired about the two \$660 charges for Integrated Technical Systems, Inc., and Mr. MacPherson replied that it was for the service contract for the old paystations. There are now 11 new paystations that accept all payment types.

Commissioner Katz moved resolution 08.09.23-01 to approve the July bills. Commissioner Fabrizio seconded the motion. The motion was unanimously approved.

## **REPORTS**

### **Police**

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

## **DISCUSSION ITEMS**

### **NJ Transit Platform Repair Projects**

Mr. MacPherson informed the Board that NJ Transit will solely manage the platform repair project since they own the platform. NJ Transit representative informed Mr. MacPherson that WWPA will not be required to temporarily close off part of the Wallace drop off area during the repair as was once anticipated.

Mr. MacPherson stated that once work on scraping the mold, algae, and chipped paint is completed, it will be repainted.

Mr. MacPherson said that PSE&G came to repair the electrical box located outside of the crew quarters area that was struck by a vehicle and found that it feeds power to the dinky, therefore, NJ Transit Rail Operations will need to work with PSE&G on the repair.

Chair Lupo stated that continuation of the project list discussion will resume during Executive Session.

### **Investments/UBS**

Mr. MacPherson stated that the New Jersey State cash management fund is doing well. Board members had a lengthy discussion on alternative investment strategies to utilize short to medium term CDs.

### **WWPA's Employee Manual**

Mr. MacPherson discussed short-term disability, sick time, and vacation time options with the board members. It was determined that if additional time off is needed after using two consecutive weeks of sick time, either available vacation time or short-term disability would go into effect.

Board members agreed that paid vacation time accrual for regular full-time employees has been adjusted as follows:

- 1-5 years - 15 days
- 6-10 years - 20 days
- 11-20 years - 25 days
- 21+ years - 30 days

Beginning January 2024, per manager's approval, employees may roll over up to 5 unused vacation days into the new year, but if they are not used within the first quarter, they will be discarded. Unlimited sick time will be offered to all employees with no accrued sick days and will be withdrawn if abused. Employees with accrued sick days will pull from their accrued sick day bank.

Mr. MacPherson stated that the Employee Manual does not include a policy on maternity and paternity leave. Mr. Bishop will provide guidelines on the policy to add to the Employee Manual.

### **Cell Tower**

Mr. MacPherson stated that he spoke with the individual who proposed leasing a cellular tower in the woods of Vaughn Drive parking lot pre-pandemic in 2019. They still want to market the 5G tower in Vaughn Drive, now that the demand is back, and will search for an anchor tenant (Verizon, AT&T, Sprint, etc.). WWPA would receive \$1,875 a month land lease

once installation begins. If a second tenant joins, their rent fee would be paid to the owner of the cell tower, and if a third carrier joins, half of their rent fee would go to the owner of the cell tower and the other half to WWPA. There would be no out-of-pocket cost for WWPA.

### **Parking Enforcement Officer Search**

Mr. MacPherson stated that he met with a potential candidate for the parking enforcement officer position and will discuss during Executive Session. Board members agreed.

### **Mayor's Ball**

The Mayor's Ball is on September 30<sup>th</sup> benefiting the West Windsor Arts Council at the Boathouse at Mercer Lake. Mr. MacPherson requested that those interested in attending RSVP no later than a week before the event.

### **Draft Budget for 2024**

Board members reviewed and had a lengthy discussion on the draft budget for 2024 which is similar to the 2023 budget. Mr. MacPherson will include suggestions provided by the Board. Further discussions will be had during executive session.

## **REPORTS (continued)**

### **Accounting**

Mr. Mosca stated that the total income for permit parking for July 2023 YTD is over budget by approximately \$108k and is greater than last year by about \$40k. Total daily parking income for July 2023 YTD was over budget by \$449k and greater than last year by about \$626k. Total investment income for July 2023 YTD is over budget by \$169k and greater than last year by approximately \$172k.

Mr. Mosca said that station repairs were approximately \$76k for the month of July.

Mr. Mosca stated that insurance was not paid in July but will be paid in August. The same for police so an additional payment will be made in August.

Mr. Mosca stated that there was not much of a change in the cash flow forecast from last month. Interest income for NJ Transit has been increased to \$12k per month and for WWPA it has increased to \$14k per month. The Other Project amounts have been adjusted. The amount

due to be paid in June has been increased to \$350k and the amount due to be paid in July has been increased to \$150k. The amount of \$200k to be paid in September has not changed.

Mr. Mosca said that the NJ Transit cash balance as of the end of July was slightly over \$3.5M and anticipated to slightly increase each month. The WWPA cash balance at the end of July is slightly over \$4M and anticipated to increase, as well.

Mr. Colitsas stated that he has been experimenting with an AI financial reporting tool called Syft to customize WWPA's financial reports. This can be used as a supplement to the reports with the goal of transitioning solely to Syft. It is real-time information that all can log into to review interactive dashboards. To be reviewed at the next Board meeting.

Mr. MacPherson shared a Forecast Month-by-Month Net Profit Breakdown Comparison document that will be further discussed during executive session.

Chair Lupo inquired about previous discussions on adding a sign in the Wallace lot. Mr. MacPherson stated that he plans to explore options while at the NPA Conference in New Orleans.

## **EXECUTIVE SESSION**

Commissioner Fabrizio moved that board members enter executive session to discuss NJ Transit OMA and Scope of Services. Commissioner Cerullo seconded the motion. Board members went into executive session at 9:55 p.m. At 10:26 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 10:27 p.m.

Respectfully,

Elle Magarelli