

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

December 13, 2023

The West Windsor Parking Authority meeting was held on Wednesday, December 13, 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
Robert Korkuch, President, P.E., ACT Engineers, Inc.
Sergeant Kevin Loretucci, West Windsor Police

Comments from Audience

None present.

ACTION ITEMS

Approval of Minutes (November 8, 2023)

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

Approval of Bills (November 2023)

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

Commissioner Fabrizio moved resolution 12.13.23-01 to approve the November bills. Commissioner Twamley seconded the motion. The motion was unanimously approved.

REPORTS

Police

Sergeant Loretucci reviewed in detail the 50 incidents that occurred in the parking lots in the month of November.

Chair Lupo stated that there has been an increase in minor vehicle hit-and-runs and asked about the additional surveillance cameras to be added to upper Vaughn and Alexander lots. Mr. MacPherson stated that Technocality Inc. provided an invoice for \$67,466k for a surveillance system and its installation in upper Vaughn and Alexander lots. This surveillance system includes 7 new cameras (4 in upper Vaughn and 3 in Alexander lots) making a total of 30 surveillance cameras throughout the parking lot campus. Commissioner Twamley inquired about the ongoing operating cost, and Mr. MacPherson replied that the annual service contract is currently \$6k a year which includes service to the server and cameras once every three months, and the monthly internet cost of approximately \$60. The additional 7 cameras will increase the contract by approximately \$1k a year. NJ Transit and WWPA would split the cost, 66%/33%. Eventually, surveillance cameras will be added to the lower Vaughn lot.

Chair Lupo moved to approve and pay the Technocality Inc. invoice of \$67,466k for 7 new surveillance cameras and installation in upper Vaughn and Alexander lots. Commissioner Katz seconded the motion. In a Roll Call vote, each board member voted in favor of the motion.

Sergeant Loretucci stated that an Automated License Plate Reader (ALPR) camera program was initiated by Mercer County. This system captures license plate details from the back of vehicles. Two ALPR cameras were installed in Nassau Park. One camera was donated by West Windsor Police from an \$11k grant that they received, and the other camera was donated by Nassau Park. Mercer County will fund the storage cost of the system. Sergeant Loretucci said that he expects budgeting in the future for additional ALPR cameras to be installed throughout the Township at various intersections. He asked the Board if they would be interested in

donating an \$11k ALPR camera to be installed at one of the parking lot entrances/exits. Mr. MacPherson said that he would speak with members from New Jersey Transit.

Chair Lupo stated that Mayor Marathe received complaints regarding vehicles idling too long and blocking traffic when dropping off or picking up commuters from their train. Sergeant Loretucci said that there are no available waiting areas to direct traffic. The board members strategized on possible locations that could be made into waiting areas. Mr. MacPherson will contact Mr. Whitfield to request that he speak with West Windsor Township Administration for their suggestions.

DISCUSSION ITEMS

UBS

Mr. MacPherson stated that all required documents have been forwarded to UBS Financial Services Inc. to begin the investment process. Once UBS representatives are ready, they will coordinate a meeting to discuss investment strategies.

Mr. MacPherson said that the New Jersey State Cash Management fund is doing well with the interest rate currently at 5.32%.

Budget

Mr. MacPherson stated that a resolution was needed to accept minor changes to the introduced budget followed by adopting the 2023 budget. The 2024 budget will be introduced at February's Board meeting. The delay in adopting the 2023 budget is due to the audit not being introduced yet, which must occur first.

Chair Lupo moved to approve a resolution to amend the 2023 budget. In a Roll Call vote, each board member voted in favor of the motion.

The Board reviewed the budget in detail and agreed that there were areas that needed clarification before proceeding. Mr. MacPherson will reach out to WWPA's auditor, Robert Butvilla from Suplee, Clooney & Company, to request his participation in next month's Board meeting.

Audit

Mr. MacPherson shared the audit with the board members for their review. Chair Lupo stated that all questions on the audit will be discussed with Mr. Butvilla at next month's Board meeting. Chair Lupo requested that Messrs. MacPherson and Mosca work together to resolve employee pension questions that the board members had.

Employee Manual

Mr. MacPherson asked the board members to adopt the WWPA Employee Manual that goes into effect on January 1, 2024.

In a Roll Call vote held by Mr. Macpherson to adopt the WWPA Employee Manual that goes into effect on January 1, 2024, each board member voted in favor of the motion.

Renew Landscaping and Station Maintenance Contract

Mr. MacPherson stated that the landscaping and station maintenance contract is up for renewal. Landscaping by Sunset Creations will increase 3%, and station maintenance will increase 2%. All Board members agreed that they are satisfied with their services.

Commissioner Fabrizio moved to approve the 2024 renewal of the landscaping and station maintenance contracts. Commissioner Cerullo seconded the motion. The motion was unanimously approved.

Wallace Circle Plantings

Board members were pleased with the 58 trees and shrubs that Sunset Creations planted around the Wallace circle.

Snow Update

Mr. MacPherson stated that Evergreen salted the train platforms at the end of Wallace lot and in the areas where water collects in Alexander lot Tuesday morning after Monday's significant amount of rainfall. He has not yet received an invoice but expects it to be minimal.

Website

Mr. MacPherson shared a proposal that he received from Blueclone Networks with the board members. The full package is \$1,791.10 a month that includes managing information technology, cybersecurity, website, email services, cloud storage, etc. Commissioner Fabrizio inquired about the liability of personal records, and Mr. MacPherson replied that payments

made by customers are secure by T2 Systems, and other personal information is stored on an external drive that is backed up daily to the cloud giving minimal risk. The board members agreed that since the risk is low, there is no need for Blueclone Networks' services.

Mr. MacPherson discussed a quote that he received from Lemonade Stand, a web design company, to redo WWPA's website. There is a one-time fee of \$5,750 to rebuild the website and \$99 a month to provide one hour a month to update the site. Mr. MacPherson would be given administrative permission to make updates on the site. Commissioner Cerullo asked if they would host the email system, and Mr. MacPherson replied that he would inquire.

Station Drive Paving

Mr. Korkuch stated that he prepared three Station Drive paving cost estimates for NJ Transit. One cost estimate offers two options for the pedestrian crossings that need to be added. The first option of the two is to reroute it around the parking area that is estimated at \$375k, and the second option is to leave Station Drive as is but enhance the pedestrian crossing from Transit Village which is estimated at \$160k. The third cost estimate is to reconstruct 50% of the pavement in Station Drive which is estimated at \$1.4m. Mr. Korkuch suggested pavement core drilling in various areas of the parking lot to determine which areas need repair. Chair Lupo requested that Mr. Korkuch send all three cost estimates with emphasis on the pedestrian safety issue to Mr. MacPherson to send to NJ Transit. Mr. Korkuch agreed and will also include analyses of traffic and pedestrian movements and reports.

Station Drive Roadway

Chair Lupo stated that Mayor Marathe asked if WWPA could work with NJ Transit and Avalon Bay on agreeing to add a roadway that would provide commuters another exit from Station Drive into Washington Road. Major traffic congestion is expected when repair on the bridge and utility work in the circle begin in the spring. Mr. MacPherson is working with members from NJ Transit on the Mayor's request already and will follow up. Further discussion on this topic will be had during the Executive session.

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Wallace Permit Lot Display Sign

Mr. MacPherson stated that he received a quote of \$15,278 from IPdisplays, LLC for a 3x4 LED outdoor sign to place on the shelter before the entrance of Wallace permit lot. The sign would communicate useful information such as parking space availability. A modem will be provided that would allow updates to be made from the office.

REPORTS (continued)

Accounting

Mr. Mosca stated that the total permit parking as of November 2023 was \$2,307,050, of which \$886,560 is from WWPA and \$1,420,490 is from NJ Transit. The total daily parking as of November 2023 was \$2,485,043, of which \$284,749 is from WWPA and \$2,200,294 is from NJ Transit. Total Investment income as of November 2023 was \$310,107, of which \$178,013 is from WWPA and \$132,094 is from NJ Transit.

Mr. Mosca stated that when comparing the total income numbers between this year and last year, permit parking is slightly down from last year and daily parking is significantly higher.

Mr. Mosca said that station maintenance is significantly higher because of unexpected projects.

Mr. Mosca said that the cash balances for NJ Transit as of 2023 ended at about \$4.5m and WWPA ended at about \$4.7m. The cash balances compared to 2019 are much higher for NJ Transit and WWPA. Permit parking for NJ Transit in 2019 was a lot higher than what it is currently but on the daily parking side 2023 is higher than it was in 2019. Daily parking for WWPA in 2019 was significant and 2023 is slightly higher.

Chair Lupo asked Mr. Mosca to confirm if the \$36,904k actual amount is significantly higher than the \$12,100 budgeted amount is due to the audit (found on page 17 of the financial report). Mr. Mosca replied that he will investigate but believes it to be a timing issue with the audit.

Chair Lupo and Commissioner Fabrizio requested that Messrs. Colitsas and Mosca include in next month's financial report, since it is a full year, a comparison for 2019 in the Summary Notes section in addition to 2022 and 2023 comparison.

ACT ENGINEERS

Upper Vaughn Lot Cracks

Mr. Korkuch stated that the well cap work will be done tomorrow. All cracks in the upper Vaughn lot will be filled during the weekends in January.

DISCUSSION ITEMS (continued)

Administration

Mr. MacPherson said that he distributed new uniforms to those who work in the parking lots.

Mr. MacPherson stated that the Jeep has been malfunctioning and would like to use it as the backup vehicle and replace the 2010 Ford Escape with a new vehicle. He is not able to purchase an electric or hybrid vehicle since the LPR system and lightbar use more power than those vehicles could handle. Chair Lupo agreed and asked Mr. MacPherson to get estimates as soon as possible to purchase in the 2023 year. Mr. MacPherson will research the state contract on which vehicles he is able to purchase and get estimates to share with the Board. He will also ask the Township if they are interested in purchasing the Ford Escape.

EXECUTIVE SESSION

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Commissioner Katz moved that board members enter executive session to discuss NJ Transit OMA & Scope of Services, Enforcement, Bus Depot, and Staffing. Commissioner Katz seconded the motion. Board members went into executive session at 10:33 p.m. At 11:10 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 11:11 p.m.

Respectfully,

Elle Magarelli