

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

February 8, 2023

The West Windsor Parking Authority meeting was held on Wednesday, February 8, 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
Lyle Girandola, Parking Consultant
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
Linda Geevers, West Windsor Council Liaison
Kevin Loretucci, Officer, West Windsor Police

Comments from Audience

None present.

ACTION ITEMS

Approval of Minutes (January 11, 2023)

Commissioner Cerullo moved to approve the January 11, 2023 minutes. Commissioner Katz seconded the motion. All Commissioners present voted to approve the minutes.

Approval of Bills (January 11, 2023)

Mr. MacPherson reviewed the bills from January with the Board with nothing unusual to report.

Mr. MacPherson stated that snow removal services have not yet been needed this season, only salting. Commissioner Katz inquired about the chemicals used in the salt expressing his concerns on its possible environmental effects. Mr. MacPherson replied that DEP restricts storing salt near drainage systems to ensure that it does not leak into the water. The salt is colored either blue or green to differentiate it from ice which contains calcium chloride that is used on the sidewalks. Rock salt is used on the asphalt in the parking lots, and a specialty blend is used on the platform.

Commissioner Katz moved resolution 02.08.23-01 to approve the January bills. Commissioner Cerullo seconded the motion. The motion was unanimously approved.

REPORTS

Police

Officer Loretucci informed the board members on the police activity in January stating that there were 105 incidents.

DISCUSSION ITEMS

Water Main Break

Mr. MacPherson stated that there was a water main break behind a building in the Township's marsh area. A temporary hose to supply water to the building was placed from a hydrant on Alexander Road along Vaughn Drive. Approximately half of Vaughn Drive will be blocked off during the 2-to-3-day repair that is expected to begin within the next two weeks.

Snow Report

Mr. MacPherson stated that snow removal services were not needed in January; only salting.

2021 Audit

Mr. MacPherson asked the Board to review the draft of the 2021 Audit. He explained that the delay was due to the State's delay on the pension portion in 2020 and calculations for 2021 could not be completed until January 2023.

NJ Transit Price Increase

Mr. MacPherson said that NJ Transit announced that a price increase to \$7 on all NJ Transit owned daily parking lots will go into effect on February 13th. This will include ParkMobile Zone 4899 for Station Drive, Alexander, and Wallace daily. A discussion was had on if WWPA should raise rates on their lots to support their expenses. Further discussion will occur during Executive Session.

2023 Projects

Mr. Korkuch displayed a draft of the 2023 WWPA Facility Engineering Report that he created per the Board's request for budget planning. Site visits were performed in January 2023 to observe the parking lots, driveways, and walkways, and these visits resulted in recommendations for short-term, near-term, and long-term maintenance or replacement work. The cost to perform the recommended work was estimated and is as follows:

The work recommended to be completed within the short-term (6 months) is to maintain pedestrian walking surfaces and reduce preventable facility degradation and is estimated at \$65,000.

The work recommended to be completed within the near-term (6-24 months) is to maintain parking lot pavement surfaces, replace pavement surfaces beyond their useful life, maintain pedestrian walking surfaces and eliminate preventable facility degradation and is estimated at \$110,000.

The work recommended to be completed within the long term (24-48 months+) is to maintain parking lot pavement surfaces, maintain pedestrian walking surfaces, landscape replacement, and signage replacements and is estimated at \$550,000.

Mr. Korkuch continued to discuss the repairs needed in detail in the lower and upper Vaughn lots, pedestrian trail, and Wallace permit lot.

Chair Lupo requested that this information be shared with NJ Transit so that they can decide on which repairs should be addressed. Mr. MacPherson will do so when he meets with them to discuss the NJ Transit Village project and the repairs on the drainage at Station Drive's entrance that will be needed because of the project. Further discussion on this topic will be had at the next Board meeting.

Pay Stations

Mr. MacPherson stated that new pay stations will need to be purchased as the current pay stations are breaking, and the parts to repair them are no longer available. NJ Transit requested that the new pay stations accept cash since they believe the State can issue a fine if cash is not an option. Mr. Bishop replied that the mandate applies to retail businesses and exempts parking authorities. Mr. MacPherson will inform NJ Transit representatives.

Investments

Commissioner Twamley stated that virtually all banking institutions released WWPA's funds. The cash funds are now invested earning an interest rate of 4% or higher with US Bank and NJ Cash Management. The last bank still holding WWPA cash (Connect One Bank) is expected to be resolved shortly. This investment strategy can possibly earn \$210k in 2023, and funds can be accessed within 24 hours, if needed.

Mr. Mosca said that he can view four accounts on New Jersey Investment's site: Alexander Road (NJT) account at \$1.5m and three WWPA accounts at \$120k, \$460k, and \$2m.

The Board discussed other possible investment strategies. Commissioner Twamley noted that Commissioner Cerullo and Mr. MacPherson are now authorized to move funds. Also, current investments and proposed new investments will be reviewed and approved monthly at the Board meeting. Commissioner Fabrizio asked what the total investment balance is, and Mr. MacPherson replied \$6m. Commissioner Twamley suggested using a broker to purchase CDs, if permissible. Chair Lupo will provide Commissioner Twamley with contact information on WWPA's auditor, Bob Butvilla, CPA, who will be able to confirm what the investment regulations are for an Authority in NJ.

ACT ENGINEERS

Solar Energy

Mr. Korkuch suggested hiring a solar energy consultant to help the Authority with the solar project, and possibly help the Township, since Mayor Marathe expressed an interest in community solar last year. Solar energy programs by the State are still not offered but perhaps a solar consultant could help in exploring options.

Mr. Korkuch said that WWPA has already gone through the bidding process, and the issue could be the significant capital upfront cost of the one-piece solar canopy roof that would

cover most of the Wallace permit lot. A solar consultant may be able to help here, as well. Commissioner Katz stated that he spoke with a solar energy specialist about the solar roof canopy and was told that the project does not warrant the investment because it would not generate enough for them over the construction cost of building this canopy. Mr. Korkuch requested the contact information so that he can give details on the project.

REPORTS (continued)

Accounting

Mr. Mosca displayed the financial reports and stated that the total income for permit and daily parking for January 2023 YTD is over budget by approximately \$47k and is greater than last year by about \$123k. Total permit parking income for January 2023 YTD was even with the budget and less than last year by about \$21k. Total daily parking income for January 2023 YTD is over budget by \$37k and greater than last year by approximately \$133k.

Mr. Mosca stated that a payment of \$32k was made in December for the licensing of the Authority's software that is normally paid in January.

Mr. Mosca stated that snow removal is significantly under budget.

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. As of January, the cash balance for NJ Transit accounts is high due to the intercompany amount being brought to zero as of the end of the year 2022. The balance in the intercompany account was around \$1.4m. WWPA's cash balance as of January is slightly higher than it was in December of last year.

Mr. Mosca said that for NJ Transit, the revenue numbers for permit parking was slightly under budget, and the daily parking was over budget. For WWPA, the revenue numbers for permit parking were over budget, and the daily parking was also over budget.

Chair Lupo inquired about the surveillance cameras, and Mr. MacPherson said that the cameras are now functioning after a storm knocked out the server for a week. Mr. MacPherson will arrange for Technocality Inc. to expand cameras further into the Alexander lot. Additional poles will be installed to provide better signal in Station Drive. WWPA is now able to install a 180-degree camera in the Wallace daily lot, if decided to add one.

Administration

Councilwoman Geever discussed West Windsor Township activities.

Mr. MacPherson stated that he completed the first course required to obtain a Procurement Card to purchase items on behalf of the Authority instead of using his personal credit card. He asked Mr. Bishop if he could confirm that these courses are required since his first course discussed purchasing at a state level, which does not pertain to the Authority. Mr. Bishop will investigate.

EXECUTIVE SESSION

Commissioner Fabrizio moved that board members enter executive session to discuss WWPA pricing, NJ Transit lease, and staffing. Commissioner Cerullo seconded the motion. Board members went into executive session at 10:10 p.m. At 10:52p.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 10:53 p.m.

Respectfully,

Elle Magarelli