

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

July 12, 2023

The West Windsor Parking Authority meeting was held on Wednesday, July 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
Paul Bishop, Attorney, Mason, Griffin & Pierson, P.C.
Martin Whitfield, WW Council/Township Liaison
Sergeant Kevin Loretucci, West Windsor Police

Comments from Audience

None present.

ACTION ITEMS

Approval of Minutes (June 14, 2023)

Commissioner Fabrizio moved to approve the June 14, 2023 minutes. Commissioner Twamley seconded the motion. All Commissioners present voted to approve the minutes.

Approval of Bills (June 2023)

Mr. MacPherson discussed the bills for June with the board members with nothing unusual to report.

Commissioner Fabrizio moved resolution 07.12.23-01 to approve the June bills. Commissioner Cerullo seconded the motion. The motion was unanimously approved.

REPORTS

Police

Sergeant Loretucci informed the board members on the police activity in June stating that there were 49 incidents.

DISCUSSION ITEMS

NJ Transit Platform Repair Projects

Mr. MacPherson stated that he is waiting on the engineering repair plans and reports for most of the platform and railing repairs which could delay the project.

Commissioner Twamley inquired about WWPA's role in this project, and Mr. MacPherson replied that he works with the Director of NJ Transit's Capital Planning department in coordinating where to store materials, parking areas, payments made on behalf of NJ Transit, and getting documents/contracts signed. Commissioner Twamley suggested that WWPA be removed from any contracts involving the railings and platform and to solely list NJ Transit since it is their property. Board members and Mr. Bishop agreed. He also suggested that Mr. MacPherson request being copied on the formal project management documents to be aware of what is projected to be paid and the amounts. Mr. MacPherson agreed.

Investments/UBS

Mr. MacPherson stated that the New Jersey State cash management fund is doing well with the interest rate currently at 4.96%. Board members discussed various investment strategies and banks that offer good rates. Mr. MacPherson will inquire.

WWPA's Employee Manual

Mr. MacPherson discussed WWPA's Employee Manual with the Board. It was decided that effective 2024 employees may carry over up to five days of unused vacation time into the new year, but the carried over time must be used within the first three months of the new year. Those hired before 2024 may keep what they have accrued before 2024.

Mr. MacPherson stated that WWPA does not participate in a short-term disability program and will explore options through the insurance program. Once enrolled in a short-term disability plan, discussions on updating the sick time policy for 2024 can be determined.

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

Mr. MacPherson stated that he is researching various online training seminars such as communication skills, HR issues, etc. for the WWPA staff to participate in.

Parking Enforcement Officer Search

Mr. MacPherson stated that he has interviewed potential candidates for the open parking enforcement officer position but is still searching.

Mr. MacPherson said that the Judge issued arrest warrants for 50 individuals who have accumulated more than five parking tickets and did not appear in court. Mr. MacPherson was instructed to place the warrant notices that would be detected by the Genetec system on these vehicles if they are parked in the lots. The notices include information on who to call to settle the case, and in the meantime, if they have not yet paid their ticket fines and get pulled over, they will be arrested when the officer scans their license. If any of these vehicles park in the lot and have not paid for parking, their vehicle will be towed and they will be arrested upon pick up of their vehicle.

Transit Village Plan

Mr. MacPherson said that Transit Village is hiring Justin Landscaping to remove four dead trees that are on NJ Transit's property close to the edge of Transit Village which will be replaced with shrubs after they tap into the water drainage line that goes along the edge of the property to extend it to the drainage area. They are also building a retaining wall.

Transit Village was anticipated to be completed by the end of 2027 but no longer believe that to be realistic and will take much longer to complete. Mr. MacPherson was informed by Avalon

Bay representatives that once Transit Village has been completed, the Vaughn extension would then be considered.

Retirement Dinner

Mr. MacPherson stated that the retirement dinner for a West Windsor employee that was attended by 27 individuals went well. The employee's replacement is fitting in nicely and is adapting to their responsibilities quickly.

Mayor's Ball

The Mayor's Ball has been scheduled for September 30th benefiting the West Windsor Arts Council.

REPORTS (continued)

Accounting

Mr. MacPherson stated that Messrs. Colitsas and Mosca are at a conference and could not attend the board meeting. Chair Lupo said that there seemed to be nothing unusual with the financial report.

Chair Lupo requested that Mr. MacPherson confirm the late fee balance that seems of be off with the accountants.

West Windsor Township

Councilman Whitfield stated that the Redevelopers Agreement with Penns Neck development is on the West Windsor Township's agenda for the upcoming Business Session meeting on July 17th. The Penns Neck redevelopment on Route 1 at Washington Road is raising traffic concerns from residents. Plans are to build two fast food restaurants, one urgent care center, and one gas station.

Mr. Whitfield said that a significant project to add retail stores and a hotel on Route 1 is in progress.

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 9:39 p.m. At 10:10 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 10:11 p.m.

Respectfully,

Elle Magarelli