

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

June 14, 2023

The West Windsor Parking Authority meeting was held on Wednesday, June 14, 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
Larry Katz, Secretary

Non-Commissioners

Scot MacPherson, Director of Operations
James Colitsas, CPA, Princeton Financial Group, LLC
Philip Mosca, CPA, Princeton Financial Group, LLC
Nick Laurackis, Officer, West Windsor Police
Paul Bishop, Attorney, Mason, Griffin & Pierson, P.C.

Not Present

Mike Twamley, Asst. Treasurer

Comments from Audience

None present.

ACTION ITEMS

Approval of Minutes (May 10, 2023)

Commissioner Fabrizio moved to approve the May 10, 2023 minutes. Commissioner Katz seconded the motion. All Commissioners present voted to approve the minutes.

Approval of Bills (May 2023)

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

Chair Lupo inquired about the public procurement classes that Mr. MacPherson must complete to be certified to obtain a company credit card. Mr. MacPherson responded that he has three classes left to complete the course.

Mr. MacPherson said that a Princeton University truck driver struck the Farmers' Market sign with their truck and will pay for the replacement.

Chair Lupo inquired if invoices have been received from Al's Sunoco, and Mr. MacPherson stated that he consistently sends reminders to forward invoices; however, has not received an invoice from them since 2019.

Chair Lupo inquired about WWPA's Vision plan, and Mr. MacPherson stated that the plan offers employee's up to \$450 annually for glasses.

Commissioner Fabrizio moved resolution 06.14.23-01 to approve the May bills. Commissioner Katz seconded the motion. The motion was unanimously approved.

REPORTS

Police

Officer Laurackis informed the board members on the police activity in May stating that there were 50 incidents.

DISCUSSION ITEMS

Surveillance Cameras

Chair Lupo inquired about the surveillance cameras, and Mr. MacPherson stated that he will meet with the technicians from Comcast to determine where the cables will be routed in upper Vaughn lot. Additional cameras will be installed in Alexander lot sometime next month, since it passed inspection.

NJ Transit Platform Repair Projects

Mr. MacPherson stated that he met with a member from NJ Transit's Capital Planning team to walk through and assess the platform and its surrounding area. Mr. MacPherson shared Work Order documents provided by Gannett Fleming with the Board that describes all crucial areas in need of repair/replacement, and they are as follows:

- 1) Electrical box that encloses the breaker panel and meter for the crew quarters building is falling apart and the doors are stuck open leaving the equipment accessible to vandals, rodents, and weather.
- 2) Electrical wiring for the station lighting is exposed in many areas along the back of the platform due to severe deterioration of the junction boxes and conduits that could create electrical hazards such as shorts, shocks, or fires.
- 3) Bench has collapsed at the platform due to the heavily corroded, steel supporting legs. Other benches nearby are also heavily corroded and should be inspected and removed, if necessary, since condition is hazardous to unsuspecting customers.
- 4) Multiple areas of fencing that are not secure or that have fallen down and are no longer disallowing access to the area under the platform. This fencing is needed to keep trespassers from setting up camp and accessing the tracks.
- 5) Large area of railing has separated from the platform due to severely deteriorated steel bases and concrete. This is a hazard to customers as a child could fall through the gap and the railing is unstable.
- 6) Steel beams that support the canopy structure entering the tunnel are severely corroded with flaking steel. This could be a hazard and should be "hands on" inspected by a structural engineer due to the appearance of its condition.
- 7) Decorative, aluminum fascia around the entrance to the tunnel is severely corroded and loose. Most of the fasteners have rusted through and are no longer supportive. This could be hazardous if the aluminum were to fall.
- 8) Area of railing where the protective fencing is not supported at the top or bottom. It is very loose which makes it a hazard.

- 9) Bench/wall that has fractured and loose blocks supporting that can be moved by hand which could create a hazard to customers who want to sit in the area.
- 10) Electrical wiring for the station lighting is exposed due to heavy deterioration of the junction boxes and conduit. There are holes drilled in junction boxes, splices, and exposed wiring on the parking lot side at the level of the platform that could create electrical hazards such as shorts, shocks, and fires.
- 11) There is a bench that has collapsed at the east end of westbound platform due to heavily corroded, steel supporting legs. There are other benches nearby that are also heavily corroded and should be inspected and removed, if necessary. This condition is hazardous to unsuspecting customers.
- 12) Fencing inside the railing at the east end of westbound platform has fallen down exposing a hole at the end of the raised platform.
- 13) Multiple, concurrent, deteriorated bases which have created a large section of loose railing and a large gap.
- 14) Multiple areas of deteriorated rub rails along the platform that could be a trip hazard for customers entering and exiting the trains.
- 15) Multiple areas of deteriorated concrete stair treads as well as broken concrete supporting pre-made stair treads on the stairways along the westbound platform. In some places the rebar is exposed. All locations create a slip/trip hazard for customers. Some of these problematic areas will be marked with cones or caution tape.

Mr. MacPherson said that NJ Transit's structural team will assess the train platform and railings on June 21st and 22nd. If they find areas in need of major repair, they could shut down portions of the platform.

Mr. MacPherson said that the benches were removed last week to have the legs replaced. He received quotes on some of the repairs needed which are significant. Mr. Korkuch will be requested to be included.

Mr. MacPherson stated that the tunnel roof fascia will be opened to expose what is underneath. It is possible that a new roof will be required as the canopy beams are rusting away. The main stairwell from the southbound side has eroding concrete that supports the canopy which will need to be inspected.

Mr. MacPherson said that the rub rails which are wooden beams that run along the platform to protect the train need to be replaced. It is estimated at \$360k; \$295k in labor and \$65k in lumber. It will take approximately 2 weeks to complete and will be done in the evenings.

Investments/UBS

Chair Lupo stated that the New Jersey State cash management fund continues to do well and is up this month.

WWPA's Employee Manual

Mr. MacPherson shared WWPA's Employee Manual with the Board to review and update. Mr. Bishop made some changes to the Conflicts of Interest and Outside Employment section of the manual. This section states that WWPA employees must disclose if they engage in outside employment and other activities, including second jobs, consulting engagements, self-employment, and volunteer activities. There are rules and guidelines included to protect WWPA's business interests while employees are engaged in outside employment.

Mr. MacPherson and board members discussed employee time off (vacation, floater, bereavement, personal, and sick days). The Board will continue to review and make any necessary updates to the manual to have finalized next week.

Chair Lupo inquired about the newly hired WWPA employee, and Mr. MacPherson stated that the new employee is doing very well.

ACT ENGINEERS

Solar

Mr. MacPherson stated that Mr. Korkuch, who was not present, sent an email stating that there would be a cost for the community solar program. He suggested partnering with another entity and act as secondary. Commissioner Katz added that the other entity would pay the cost and maintenance. Mr. MacPherson will reach out to the Township and school

representatives to inquire if they are interested and ask Mr. Korkuch to reach out to his network of individuals involved in the planning.

Mr. MacPherson said that he is waiting on NJ Transit's directive to hire a contractor to do the ADA striping.

Mr. MacPherson said that this fall they will prepare a bid document and construction cost estimate for the reconstruction of the new Station Drive parking lot pavement for approval of NJ Transit and construction during the summer of 2024.

Mr. MacPherson stated that he will have a walk-through with Transit Village representatives on June 23rd to discuss their retention pond and the possible impact on WWPA.

REPORTS (continued)

Accounting

Mr. Mosca stated that the total income for permit and daily parking for May 2023 YTD is over budget by approximately \$529k and is greater than last year by about \$591k. Total permit parking income for May 2023 YTD was over budget by \$111k and less than last year by about \$5k. Total daily parking income for May 2023 YTD is over budget by \$313k and greater than last year by approximately \$490k.

Mr. Mosca said that the interest income is significantly higher than last year. Due to a large portion of the funds being put to interest bearing accounts, we can expect that income due to interest will be at least somewhat consistent month to month.

Mr. Mosca said that compensation is higher than normal for the month as there were three pay periods in May and a new employee.

Mr. Mosca stated that maintenace is still currently over budget, and as Mr. MacPherson stated earlier, there will be additional projects beginning in June and July.

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 ot \$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. Moscas said that the NJ Transit cash balance as of the end of May was slightly over \$3M and anticipated to slightly increase each month. The WWPA cash balance at the end of May is slightly over \$3.8M and anticipated to increase, as well. NJ Transit and WWPA permit and daily parking are higher than last year.

Mr. Mosca stated that there was no cash transfer this month so the amount for next month will remain the same in the account which is \$335k. That will be moved over to NJ Transit. Prior to that it has been consistent month by month at \$130k to \$135k which is anticipated to stay consistent for the remainder of the year.

Mr. MacPherson said that there were 198 daily parkers in Wallace parking lot yesterday and the total number of vehicles was 540, almost filling the lot to capacity. New signs are being made to be placed in the Vaughn lot and once they are installed, Wallace will be changed to strictly permit parking. Commissioner Fabrizio suggested adding an electronic sign on top of the shelter at the main entrance so that it is visible before entering the lot alerting commuters if parking is available.

EXECUTIVE SESSION

Commissioner Fabrizio moved that board members enter executive session to discuss NJ Transit lease/OMA. Commissioner Katz seconded the motion. Board members went into executive session at 8:51 p.m. At 9:25 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 9:26 p.m.

Respectfully,

West Windsor Parking Authority

Elle Magarelli