

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

May 10, 2023

The West Windsor Parking Authority meeting was held on Wednesday, May 10, 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
Robert Korkuch, President, P.E., ACT Engineers Inc.
James Colitsas, CPA, Princeton Financial Group, LLC
Philip Mosca, CPA, Princeton Financial Group, LLC
Kevin Loretucci, Officer, West Windsor Police
Paul Bishop, Attorney, Mason, Griffin & Pierson, P.C.

Comments from Audience

None present.

ACTION ITEMS

Approval of Minutes (April 12, 2023)

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

Approval of Bills (April 2023)

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

Commissioner Katz moved resolution 05.10.23-01 to approve the April bills. Commissioner Twamley seconded the motion. The motion was unanimously approved.

REPORTS

Police

Officer Loretucci informed the board members on the police activity in April stating that there were 54 incidents.

DISCUSSION ITEMS

Investments/UBS

Mr. MacPherson stated that he spoke to UBS brokers to set up an investment account which has been put on hold with their compliance department to verify how to set up the account accordingly for a government agency. Mr. MacPherson stated that the New Jersey State cash management fund is doing well with the interest rate currently at 4.67%.

Transit Village Plan

Mr. MacPherson stated that he had a walk through with members from Transit Village. They will pay the daily rate for the 17 parking spaces that they have blocked off while doing retaining wall repairs. They marked off some of the areas that they are going to take and provided a project timeline. They anticipate the project to be completed by the end of 2027.

Mr. MacPherson said that they discussed the walkway that they plan to build from Transit Village to the train station, but timing of construction was not determined and will not occur anytime soon. They discussed some of the infrastructure and are no longer planning to dig into Station Drive.

Station Fire

Mr. MacPherson said that the damaged bushes removed due to the small fire cannot be replaced with new bushes. Mr. MacPherson is waiting to hear back from NJ Transit if a LED

billboard could be added that would display train schedule, advertisements, etc. Power and the foundation is already in place to make installation easy. NJ Transit will confirm with their Legal department if adding a billboard in that location is permissible.

Solar

Mr. MacPherson said that a member from a solar company who reviewed the initial bid suggested eliminating the single canopy and only provide coverage over the parking spaces for a more viable rebid. Mr. Korkuch stated that WWPA's property is a very advantageous place to install solar, and the programs available need to be explored. In 2017, a program was put into place by the DEP that identified locations around the state that are solar preferred with train stations placed on the top of the list. However, the community solar program regulations that were supposed to be presented in 2022 are still not available. There are draft regulations available, and the public comment period ends next week. Mr. Korkuch has not seen a schedule for when they will be implemented but expectations would be sometime this year.

Commissioner Katz explained that the community solar program is a state program that encourages any commercial space to install either a solar array up on their roof, parking canopies, or ground fields. To create enough opportunity for residents to tap into, the community itself does not require a 51% low to middle income profile. The developer who puts the array up must reserve 51% for low- and middle-income individuals in the state, and therefore, any resident can apply which is either going to be a contiguous develop or anything within the county that it is associated with. There is a tracking on where they are set up and currently, there are 25-30 are already up and running and they have another hundred that they are planning to finish by the end of the year. They are trying to help the utilities not to have to build power and to help residents lower their bills. It is up to the utility to deal with the customers so that the State does not get involved. There is usually between 10-15% savings on power. Mr. MacPherson asked the snow removal contractors if there would be a savings in snow removal and was told that there would be no change in the rate since the areas covered are not plowed or treated currently. He confirmed with other parking facilities that have canopies to find that they do not see a savings in snow removal services. A lengthy conversation on the solar canopy's logistics followed. Mr. Korkuch asked if the Authority wants to move forward in preparing the rebid for a canopy that would only cover the drive aisles. Although there would be

no savings on snow removal services, the Board agreed to move forward with the project since it would benefit the commuters by offering coverage from the elements. Mr. Korkuch stated that plans to rebid will occur sometime in August.

Fountains

Mr. MacPherson stated that the fountain has been installed and is operating in the pond.

WWPA Price Increase

Mr. MacPherson has not heard any comments from customers regarding the price increase that went from \$135 to \$150 for a quarterly parking permit for all resident permit holders in the Wallace and Vaughn lots that began on June 1st.

Employee Manual

Mr. MacPherson shared a draft of the new WWPA Employee Manual that Mr. Bishop and his Team worked on. He asked the board members to review and provide any suggestions that they may have. They will review at the next board meeting.

Sewer Line

Mr. MacPherson stated that the main sewer pipe that runs underneath the Café backed up and was cleared by Mr. Rooter. This is an existing issue that will worsen and occur every few months because the pipes are very old and dissolving. Mr. MacPherson alerted members of NJ Transit since it is their issue to address.

Parking Lot Drilling

Mr. MacPherson stated that there are two drill locations in Wallace daily lot. The drilling company is paying the daily parking rate for the 51 spaces that are being utilized by the drills and equipment.

Mr. Korkuch explained that the groundwater at Schlumberger property that runs under the WWPA parking lot is contaminated and they are drilling 350' deep to install wells that will identify the direction of the contamination and what the contamination is.

REPORTS (continued)

Accounting

Mr. Mosca stated that the total income for permit and daily parking for April 2023 YTD is over budget by approximately \$345k and is greater than last year by about \$437k. Total permit parking income for April 2023 YTD was over budget by \$56k and less than last year by about \$26k. Total daily parking income for April 2023 YTD is over budget by \$216k and greater than last year by approximately \$392k.

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 stated that the amounts in the cash management funds under the parking authority generate on average \$12,250 per month, while the amounts in the fund under NJ Transit generate on average \$10k a month. These two numbers will be used going forward on the forecast.

Mr. Mosca said that maintenance accounts are over budget and no snow expense for April. He discussed the cash balance and cash flow forecast in detail with the Board.

Chair Lupo inquired about the surveillance cameras, and Mr. MacPherson replied that additional cameras will be installed at the end of Alexander lot and should be up in Vaughn by the end of summer.

Mr. Korkuch stated that report for ADA compliance for NJ Transit was finalized and sent to NJ Transit. He was able to decrease the number of displaced parking spaces between the two lots to 25 spaces.

Administration

Mr. MacPherson stated that the new hire's start date is May 22nd.

EXECUTIVE SESSION

Commissioner Fabrizio moved that board members enter executive session to discuss NJ Transit lease and staffing. Commissioner Katz seconded the motion. Board members went into executive session at 9:17 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