

# **WEST WINDSOR PARKING AUTHORITY**

## **Minutes of Meeting**

**November 8, 2023**

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The West Windsor Parking Authority meeting was held on Wednesday, November 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 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 (October 13, 2023)**

Commissioner Katz moved to approve the October 13, 2023 minutes. Commissioner Cerullo seconded the motion. All Commissioners present voted to approve the minutes.

### **Approval of Bills (October 2023)**

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

Commissioner Katz inquired about the invoices from Al's Sunoco. Mr. MacPherson replied that one invoice is for service on the Jeep, and the other invoices totaling \$7,942.03 are for fuel that dates to 2017. These invoices were recently received after repetitive requests over the years. There are additional dated fuel services that still need to be invoiced and sent to WWPA for payment. Mr. Colitsas requested that Mr. MacPherson provide Mr. Mosca with Al's Sunoco's monthly accruals.

Commissioner Katz moved resolution 11.08.23-01 to approve the October bills. Commissioner Fabrizio seconded the motion. The motion was unanimously approved.

## **REPORTS**

### **Police**

Sergeant Loretucci informed the board members of the police activity in October stating that there were 57 incidents.

## **DISCUSSION ITEMS**

### **UBS**

Mr. MacPherson distributed UBS documents to Chair Lupo and Commissioners Katz, Cerullo, and Twamley for their signatures to begin the investment process. Once the investment accounts are set up, the board members will need to discuss strategy options with UBS representatives.

### **Wallace Circle Plantings**

Mr. MacPherson stated that the Wallace circle planting project bid was awarded to Sunset Creations who came in with the lowest bid at \$11k. They will plant 58 trees and shrubs on Friday.

### **Fixed Assets**

Mr. MacPherson displayed the Tax Asset Detail report and reviewed it with the board members in detail for accuracy.

## **ACT ENGINEERS**

### **Bus Depot**

Mr. Korkuch displayed the West Windsor Township Site Concept Plan of the former bus garage on Wallace Road and Princeton-Hightstown Road. The Plan illustrated the potential parking lot of 45-50 spaces and planting screen areas to clean up the currently unpleasant site that is the entrance into West Windsor. The project would entail relocating electrical wires and poles, adding sidewalks, crosswalks, storm water drainage, and signage. Mr. Korkuch did not have a quote available but estimates that it would be in the \$200k range to clean up and turn into an eye-pleasing parking area. Chair Lupo will speak with Council Member Whitfield about a possible joint venture on the property.

### **Station Drive Pedestrian Crossing**

Mr. Korkuch displayed aerial images of Station Drive parking lot that has 632 parking spaces. Discussions were had on where crosswalks could be added for the safety of pedestrians. Mr. Korkuch suggested sharing the information with NJ Transit for their approval since it is their property.

### **Upper Vaughn Lot Cracks**

Mr. Korkuch displayed images from the annual Landfill Cap Monitoring Inspection document required by DEP. The images illustrated items in need of repair. Mr. Korkuch will discuss the inspection report with West Windsor Township representatives on the areas that they are responsible for.

## **DISCUSSION ITEMS (continued)**

### **WWPA Holiday Party**

Mr. MacPherson asked all those who have not yet responded to the WWPA holiday party invite to please so as soon as possible. He asked board members to provide him with suggestions on a restaurant to host next year's venue.

### **Wallace Permit Lot Display Sign**

Mr. MacPherson stated that he received a quote of \$8,377 from IPdisplays, LLC for a 2x3 LED outdoor sign to place before the entrance of Wallace permit lot. Important communications can be displayed to alert commuters such as if the lot is full so that commuters would not waste time entering a full lot in search of a spot. The sign can integrate with ParkMobile to provide

vehicle count as well as many other helpful features. Board members are concerned that the size of the sign may be too small and requested a quote for a larger sign.

## **REPORTS (continued)**

### **Accounting**

Mr. Mosca stated that total permit parking as of October 2023 was \$2,279,935, of which \$859,739 is from WWPAA and \$1,420,196 is from NJ Transit. The total daily parking as of October 2023 was \$2,229,746, of which \$254,173 is from WWPAA and 1,975,573 is from NJ Transit. Total Investment income as of October 2023 was \$274,104, of which \$158,620 is from WWPAA and \$115,484 is from NJ Transit.

Mr. Mosca stated that when comparing the total income numbers between this year and last year, permit parking is about the same, daily parking is significantly higher and investment income is also significantly higher. The move of parkers from permit to daily parking is potentially the reason behind the significant increase over the previous year. The concept of hybrid work schedules is a big component. The investment interest is due to the monies being in interest bearing accounts for a larger portion of the year. It is expected that around this time next year, there will be a much more reasonable comparison.

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

Mr. Mosca stated that for the monthly cashflow budget reports, the interest income forecast has been adjusted for NJ Transit and WWPAA. NJ Transit increased to \$16,500 and WWPAA increased to \$19,500. The daily parking forecast has been adjusted as well. For NJ Transit, it increased to \$220k for November and \$190k for December. For WWPAA, it increased to \$32k for November and \$28k for December.

### **Administration**

Mr. MacPherson discussed staff vacation/time off schedules. No staff issues to report.

Commissioner Fabrizio asked Mr. MacPherson if there was an update regarding the cell tower. Mr. MacPherson replied that there is no update and will probably not go out for RFP until 2024.

Mr. MacPherson discussed redesigning WWPA's website.

## **EXECUTIVE SESSION**

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Commissioner Katz moved that board members enter executive session to discuss NJ Transit OMA & Scope of Services and Enforcement. Commissioner Katz seconded the motion. Board members went into executive session at 9:34 p.m. At 9:57 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 9:58 p.m.

Respectfully,

Elle Magarelli