

# **WEST WINDSOR PARKING AUTHORITY**

## **Minutes of Meeting**

**October 19, 2023**

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The West Windsor Parking Authority meeting was held on Thursday, October 19, 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.  
Martin Whitfield, WW Township Council Liaison  
Sergeant Kevin Loretucci, West Windsor Police  
Vincent Lucchesi, Sr. VP, UBS Financial Services Inc.

### **Comments from Audience**

None present.

## **ACTION ITEMS**

### **Approval of Minutes (September 13, 2023)**

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

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

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

Commissioner Fabrizio inquired about the \$1,620 charge for Dropbox, and Mr. MacPherson explained that it is the annual subscription rate for the new business Dropbox account. This will eliminate WWPA employees from sharing one login account which violates the Dropbox Terms of Service. Each WWPA employee will now be able to login with their email address and password to allow them to collaborate with each other and external partners using shared folders, file requests, and comments.

Commissioner Cerullo asked Mr. MacPherson when he will complete his required courses to obtain a procurement credit card, and Mr. MacPherson replied that he expects to complete all courses by May 2024.

Mr. MacPherson said that services by Al Sunoco were paid up until March 2019, and although he has repeatedly requested that they submit their invoices for payment, he still has not received any past that date. Mr. Colitsas suggested that Mr. MacPherson provide Mr. Mosca with Al Sunoco's monthly accruals, and Mr. MacPherson agreed.

Commissioner Katz moved resolution 10.19.23-01 to approve the September bills. Commissioner Cerullo seconded the motion. The motion was unanimously approved.

## **REPORTS**

### **Police**

Sergeant Loretucci informed the board members of the police activity in September stating that there were 83 incidents.

## **DISCUSSION ITEMS**

### **UBS**

Mr. Vincent Lucchesi, Sr. Vice President from UBS Financial Services Inc., joined the board meeting to discuss investment and logistical strategies that he can offer WWPA as a cash management client. He explained that UBS has a multi-faceted way of dealing with various institutions and the advantages of centralizing investments rather than having to work with individual banking institutions. Each bank has its own CD, but UBS has CD inventory from all over the country and can possibly offer better rates. Mr. Lucchesi stated that cash flow

needs would be explored and taken into consideration when making investments. Their business services account offers wire transfers at no cost and can issue credit cards. Mr. Bishop will research if Mr. MacPherson could obtain the UBS credit card to allow him to withdraw from completing the remainder of required courses to obtain a procurement credit card.

Mr. Lucchesi had a lengthy discussion on topics such as FDIC insurance, governmental agency bonding, treasury bills, and statements/reports that can be distributed, etc. Chair Lupo thanked Mr. Lucchesi and said that the Board will discuss further during executive session.

### **National Parking Association (NPA) Recap**

Mr. MacPherson said that the NPA Convention & Expo in New Orleans was informative. He stated that Genetec, WWPA's license plate recognition (LPR) system provider, was not present for a second year in a row. LPR system providers OmniQ and Survision were present to promote their services, which should be considered once the three existing cameras start to lose functionality. Chair Lupo agreed and asked Mr. MacPherson to explore those options now since two of the cameras are 11 and 12 years old.

Mr. MacPherson said that he spoke with representatives from various companies and discovered that reversing credit card transactions is an option that would eliminate the cost and time of issuing refund checks and setting up recurring credit card charging. He will investigate and add this topic to next month's Board meeting.

Mr. MacPherson stated that he spoke with representatives from two different companies that market outdoor LED sign displays regarding installing a sign before the entrance of Wallace permit lot. The sign would offer important communication to commuters and the lot's capacity, so that if the lot is full, the commuter could continue to another parking lot before entering and searching for space in a full lot. The displays can integrate with ParkMobile to provide vehicle count as well as many other helpful features.

## **REPORTS (continued)**

### **Accounting**

Mr. Mosca stated that the total income for permit parking for September 2023 YTD is over budget by approximately \$103k and is greater than last year by about \$6k. Total daily parking income for September 2023 YTD was over budget by \$600k and greater than last year by

about \$760k. Total investment income for September 2023 YTD is over budget by \$233k and greater than last year by approximately \$230k.

Mr. Mosca said that while permit & daily parking and interest income continue to be higher than budget, as well as greater than last year, in the month of September, permit parking was higher by a marginally smaller amount than it was in August. Daily parking continues to be higher, and the spread continues to increase.

Mr. Mosca stated that the total for the maintenance accounts is expected to stay above the budget amount, as well as continue to be greater than last year due to the expenses this year. No further large expenses are expected, unless there are emergency repairs.

Mr. Mosca stated that the bond interest amount of \$68,200 was paid on September 1<sup>st</sup>. The next payment of \$70,400 will be paid on March 1<sup>st</sup>.

Mr. Mosca said that the annual land rent of \$50k was paid in September.

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 September, the cash balance for NJ Transit was slightly under \$4m. WWPA's cash balance was close to \$4.1m.

Mr. Mosca said the NJ Transit revenue numbers for permit parking were higher than 2021 and 2022, and the daily parking was higher than it was for the last two months. For WWPA, the revenue numbers for permit parking were lower than it was last year but higher than what it was in 2021, and the daily parking was higher than it was in July and August.

## **DISCUSSION ITEMS (continued)**

### **Enforcement**

Chair Lupo informed Council Member Whitfield that WWPA is renewing the contract with NJ Transit that is due by the end of the year. West Windsor Township representatives requested that they continue to receive the revenue generated from parking ticket violations. Chair Lupo stated that the revenue received from parking ticket violations that are issued in the Township and Authority lots would continue to go to the Township. However, tickets issued in the NJ Transit lots would go to NJ Transit since they manage the ticketing process for their lots. A conversation was had on this topic with Township members. The Township will explore the

legality of the proposed new process. Chair Lupo stated that this topic will be discussed further during the executive session.

### **WWPA 2023 Budget**

Mr. MacPherson held a Roll Call to submit the WWPA 2023 budget that is the Authority's state DCA budget to adopt next month. All Board members approved the motion.

### **2024 Budget**

The board members discussed the 2024 draft budget and will readjust for next month's board meeting.

### **Mayor's Ball**

Council Member Whitfield said that the Mayor's Ball on September 30<sup>th</sup> benefiting the West Windsor Arts Council was a success and raised approximately \$43K.

## **ACT ENGINEERS**

### **Station Drive Pedestrian Crossing**

To address the concern of last month's audience member on traffic safety for pedestrians when crossing back and forth from Washington Road and Station Drive, Mr. Korkuch provided a Site Operations Evaluation document with illustrations of two conceptual solutions prepared by Transit Village.

Currently, drivers on Station Drive have limited visibility for pedestrians as there is no shoulder on the curved roadway and no designated crossings. Pedestrians cross at various locations with no direction where there is incoming traffic. Additional pedestrian traffic crossing Station Drive will increase significantly once Transit Village completes its project that includes 800-residential units.

Mr. Korkuch said that conceptual solutions include pedestrian crosswalks, pavement markings, advisory signage, pavement grade changes (speed tables), pavement material changes (textured pavement), high visibility lighting, supplemental site lighting. ADA compliance is required including ramps of specified slopes and dimensions. Mr. Korkuch discussed the two options in detail. Transit Village is a significant contributor to the pedestrian traffic crossing Station Drive and may be a source of funding for the construction.

A significant area of the Station Drive parking lot pavement needs reconstruction and could be incorporated with the pedestrian improvements.

### **Bus Depot**

Mr. Korkuch displayed a site concept plan image of the former bus garage on Wallace Road and Princeton-Hightstown Road. This area is an unpleasant site located at the entrance of West Windsor. The plan would be to knock down the existing white building on the West Windsor Township property and create 45-50 parking spaces with shrubs and/or trees planted throughout the area. Chair Lupo asked Council Member Whitfield to speak with West Windsor Township members and Mayor Marathe about a possible joint venture on the property. Mr. MacPherson will provide Council Member Whitfield with Mr. Korkuch's illustrations to share with the Township.

### **Wallace Circle Plantings**

Mr. Korkuch displayed construction details and images of the various species of trees to be planted in the Wallace permit lot along Wallace Road. He suggested that these plans be provided to a landscaping contractor as soon as possible since now through November is the most optimal time for planting.

Chair Lupo moved to approve that Mr. MacPherson contact all appropriate landscapers to bid on the planting project up to \$17,500. Commissioner Katz seconded the motion. In a Roll Call vote, each board member voted in favor of the motion. Mr. MacPherson will work quickly to ensure that the project is completed by the next Board meeting.

## **REPORTS (continued)**

### **Administration**

Mr. MacPherson stated that a member from West Windsor Township requested to update the Agendas and Minutes on the WWPA website which has been completed. Mr. MacPherson will work with Weblications on additional updates to the WWPA website.

Chair Lupo asked if there was progress on the surveillance cameras in the Vaughn lot. Mr. MacPherson stated that Comcast was onsite and said that they would need to install poles to run wires for power. Mr. MacPherson said that Cifelli Electric is exploring options on how and where to get power for repeaters that would send signals to the cameras. The signal cannot run across the catenary wires; it must run along the tracks which makes it difficult because of

the distance to the cameras. Mr. Korkuch suggested exploring more advanced surveillance cameras with a broader range. Mr. MacPherson will reach out to Technocality Inc. and will wait to hear back from Cifelli Electric on solutions.

### **Cell Tower**

Chair Lupo suggested that although there is no out-of-pocket cost for the 5G cell tower project to be installed in Vaughn Drive, the Authority should go through the RFP process. Mr. MacPherson will alert the vendor who is interested in the project to inform them that they will need to bid on the project.

### **WWPA Staff Updates**

Mr. MacPherson shared employee updates with no issues.

Mr. MacPherson stated that he spoke with members from Evergreen Lawn Maintenance & Landscape Corp. who are contracted to provide snow removal services on the platforms. Evergreen confirmed that flaggers will attend safety training in preparation of snow removal services on the platforms.

## **EXECUTIVE SESSION**

Commissioner Fabrizio moved that board members enter executive session to discuss NJ Transit OMA & Scope of Services and P&L/Budget. Commissioner Cerullo seconded the motion. Board members went into executive session at 10:51 p.m. At 11:24 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 11:25 p.m.

Respectfully,

Elle Magarelli