

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

September 13, 2023

The West Windsor Parking Authority meeting was held on Wednesday, September 13, 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

Princeton Junction resident, Naomi Richmond, virtually joined the Board meeting to express her concerns on traffic safety for pedestrians and herself when crossing the parking lot toward the section of the dinky tracks and Washington Road. Ms. Richmond stated that it would be helpful to both pedestrians and drivers if a crosswalk and/or pedestrian markings were applied to provide guidance for pedestrians as well as alert drivers. She has witnessed individuals aimlessly walking across Washington Road after exiting the trains which is hazardous as those driving may not see them. As winter approaches, visibility will be even

more difficult since it will get darker earlier. Adding to the safety issue will be the significant increase in pedestrians once Transit Village's development of 800-housing units is complete.

Chair Lupo thanked Ms. Richmond for sharing her concerns and said that discussions were had with NJ Transit on this issue with all agreeing that it is a safety hazard that must be addressed. NJ Transit requested that WWPA engineers investigate the areas and provide their recommendations. WWPA will work with NJ Transit on this issue and keep Ms. Richmond informed. Mr. MacPherson stated that he spoke with representatives from NJ Transit and Real Estate on this topic and plans to meet with their safety team. Mr. MacPherson said that Transit Village may already have plans in place for pedestrian crossings and will know more in a few weeks. He will discuss the sidewalk area on Washington Road with Township representatives since it is their property and unsure if Transit Village is involved in that area. Mr. MacPherson will keep the Board and Ms. Richmond updated on the suggested solutions presented with NJ Transit. Mr. Korkuch stated that he will act quickly and look into temporary solutions until a permanent one is determined. He will begin discussions with Township members.

ACTION ITEMS

Approval of Minutes (August 9, 2023)

Commissioner Fabrizio moved to approve the August 9, 2023 minutes. Commissioner Cerullo seconded the motion. All Commissioners present voted to approve the minutes.

Approval of Bills (August 2023)

Mr. MacPherson discussed the bills in detail for September with the board members. Commissioner Katz inquired about the NJ Transit lease payment for the pedestrian walkway, and Mr. MacPherson explained that NJ Transit has not submitted invoices since 2018 for leasing this portion of their property for the pedestrian walkway.

Chair Lupo inquired about the T2 invoices, and Mr. MacPherson replied that one invoice is for a system upgrade and the other invoice is for a WWPA staff member to attend a Connect training in Orlando, FL.

Commissioner Twamley asked Mr. MacPherson if he completed his required courses to obtain a procurement credit card, and Mr. MacPherson replied that his third and last course begins in two weeks.

Commissioner Katz moved resolution 09.13.23-01 to approve the August bills. Commissioner Cerullo seconded the motion. The motion was unanimously approved.

REPORTS

Police

Chair Lupo stated that West Windsor Township Council informed him of numerous complaints regarding the traffic at Wallace circle during rush hour. He offered to discuss this issue with Sergeant Lorretucci during the Board meeting and request police presence during those hours. Sergeant Loretucci responded that he would not be able to designate an officer to that location during peak traffic hours since that is when the officers' shift change occurs only providing four officers during the busiest time of the day and when most accidents happen. However, he will put in a request for passing attention from the patrol who is working during those hours.

Sergeant Loretucci informed the board members on the police activity in August stating that there were 74 incidents.

Accounting

Mr. Mosca stated that the total income for permit parking for August 2023 YTD is over budget by approximately \$138k and is greater than last year by about \$22k. Total daily parking income for August 2023 YTD was over budget by \$513k and greater than last year by about \$692k. Total investment income for August 2023 YTD is over budget by \$201k and greater than last year by approximately \$203k.

Mr. Mosca said that station repairs were high at approximately \$117k for the month of August due to concrete repairs on various walls, glass replacement, and tree removal. Maintenance expenses are expected to be higher than the budget for the remainder of the year.

Mr. Mosca stated that for the budget's forecast some items were adjusted. For the interest income forecast, NJ Transit has remained the same, but WWPA increased by \$1k per month for the remainder of the year on the forecast. Police payment was doubled in August since it

was not paid in July. The NJ Transit Use fee is not to be paid and has been removed from the forecast.

Mr. Mosca said that the NJ Transit cash balance as of the end of August was slightly lower than it was in the previous month but is expected to increase slightly by the end of the year. The WWPA cash balance at the end of August is slightly lower than July, but anticipated to increase slightly by the end of the year, as well.

Commissioner Katz inquired about the \$42,243 amount for Building under Fixed Assets in the West Windsor balance sheet, and Mr. Mosca responded that \$12,500 is the first maintenance shed, \$6k is for the second maintenance shed, and the remainder is for building improvements. The amounts for Furniture and Leasehold Improvements under Fixed Assets could not be determined, and Commissioner Twamley suggested requesting line items for Building, Furniture, and Leasehold Improvements to support the amounts. Mr. MacPherson stated that he would request the details from the Auditors.

DISCUSSION ITEMS

National Parking Association (NPA) - Goals

Chair Lupo stated that the NPA Convention & Expo next week offers informative sessions that provides valuable information on products on the market in the parking industry. Mr. MacPherson's goals at the convention are to explore the availability of sensors that detect parking spot vacancy which would allow WWPA to alert commuters before entering a lot of how many parking spots are available, and if none are available, they would be able to continue driving to the next lot with no time wasted. Another goal is to speak with representatives from credit card processing and solar energy companies.

WWPA's Employee Manual

Mr. MacPherson stated that all requested adjustments have been made to the WWPA Employee Manual that will go into effect on January 1, 2024. Chair Lupo requested that Mr. Bishop give one last review of the manual.

NJ Transit Platform Repair Projects

Mr. MacPherson said that he met with a member from NJ Transit's Planning department to review the list of outstanding projects with only two projects remaining: replacement of rub

rails and electrical box at the crew quarters. Mr. MacPherson said that the new electrical box is available but pending NJ Transit's authorization to move the meter into the new electrical box. NJ Transit members will handle the rub rails which will then complete WWPA's obligation on project repairs.

Commissioner Twamley inquired about the Wallace daily parking lot drilling, and Mr. MacPherson replied that the project has been completed after 21½ weeks. WWPA will receive a check in two weeks for the 25 parking spaces that were being utilized during the project.

2023 & 2024 Budget

A Roll Call was held by Mr. MacPherson to approve the 2022 state budget for the DCA to adopt it because they are unable to locate the certification page that requires a signature to proceed with the 2023 introduction. All Board members approved the motion.

Mr. MacPherson requested that the 2024 budget be discussed during Executive session. Board members agreed.

Parking Enforcement Officer Search

Mr. MacPherson stated that he interviewed a potential candidate for the parking enforcement officer position and will discuss during Executive Session. Board members agreed.

Mayor's Ball

The Mayor's Ball is on September 30th to benefit the West Windsor Arts Council at the Boathouse at Mercer Lake. Mr. MacPherson took a headcount of who would be in attendance.

Investments/UBS

Mr. MacPherson stated that UBS brokers confirmed with their compliance team that they are able to set up an investment account with WWPA. Once they submit the documents next week, WWPA will be able to begin investing. Commissioner Twamley suggested asking UBS for guidance on the most opportune investment options available. Board members discussed the amount to invest and term dates. Commissioner Fabrizio suggested staggering the maturity dates to provide consistent cash flow and redepositing as each one matures. Mr. MacPherson will schedule a meeting with UBS brokers, himself, and Commissioners Twamley and Cerullo and will forward the documents to the board members once received.

WWPA Emails and Dropbox Accounts

Chair Lupo stated that Mr. MacPherson is looking into creating a business Dropbox account, as well as WWPA email accounts for all employees to utilize to eliminate the use of personal accounts to ensure data security. Mr. Bishop said that personal documents that are stored on WWPA devices could be public record under OPRA.

Snow Preparation

Mr. MacPherson said that Custom Landscaping will be providing snow removal services. He spoke with NJ Transit members in preparation of snow removal services and confirmed that the same rules as last year will apply for 2024.

ACT ENGINEERS

Mr. Korkuch stated that NJ Transit continues to review the ADA design for the two areas that require a certain number of handicap parking spaces.

Mr. Korkuch and Commissioner Katz will work together on the solar canopy project for next year. Mr. Korkuch will search for previous plans made on planting bushes along the fencing in that area.

EXECUTIVE SESSION

Commissioner Fabrizio moved that board members enter executive session to discuss NJ Transit OMA and Scope of Services and P&L/Budget. Commissioner Cerullo seconded the motion. Board members went into executive session at 9:16 p.m. At 10:06 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 10:07 p.m.

Respectfully,

West Windsor Parking Authority

Elle Magarelli