

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

January 10, 2023

The West Windsor Parking Authority meeting was held on Wednesday, January 10, 2023 at 6:30 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 6:30 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.

Reorganization - Election of Officers for 2024

Commissioner Katz moved to reinstate current board member, Andy Lupo, as Chairman of the Board. Commissioner Fabrizio seconded the motion. In a Roll Call vote, each board member approved the motion.

Chair Lupo moved to reinstate current board members: Dan Fabrizio as Vice Chair, Michael Cerullo as Treasurer, Mike Twamley as Assistant Treasurer, and Larry Katz as Secretary. Commissioner Fabrizio seconded the motion. In a Roll Call vote, each board member approved the motion.

Adoption of Resolutions for 2024

The Parking Authority adopted three Resolutions regarding meetings as follows: Chair Lupo moved resolution 01.10.24-01 to establish the monthly meeting date as the second Wednesday at 7:00 p.m.; announce Parking Authority meetings in the Trenton Times and The Princeton Packet; and set the fixed price of \$36 for a copy of the minutes. Commissioner Katz seconded the motion. Mr. MacPherson called the Roll, and the motion was unanimously approved by all board members.

Professional Services Appointments for 2024

Chair Lupo moved to approve the following professional services appointments for calendar year 2024:

- ACT Engineers, Inc. as Engineers
- Omni 360 Advisors LLC as Accountants
- McManimon, Scotland & Baumann, LLC as Bond Counsel
- Mason, Griffin & Pierson, P.C. as Attorney

Commissioner Fabrizio seconded the motion. In a Roll Call vote, each board member voted in favor of the motion.

ACTION ITEMS

Approval of Minutes (December 13, 2023)

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

Approval of Bills (December 2023)

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

Mr. MacPherson stated that there was a considerable number of refunds, which is usual this time of year.

Commissioner Fabrizio inquired about the \$4,340 charge from Sunset Creations, and Mr. MacPherson said that it was to remove 9 trees in the Wallace due to them about to fall from the significant rainfall and winds.

Commissioner Katz inquired about the charge from Cifelli Electric for platform light repair, and Mr. MacPherson replied that it was to repair wiring. Flaggers are required to be on the platform while repairs occur, and work performed must be stopped whenever a train goes through the station causing repairs to take longer than they should.

Mr. MacPherson stated that he is going to make payment of \$200k to NJ Transit for the first quarter Use Fee via wire transfer.

Commissioner Fabrizio moved resolution 01.10.24-02 to approve the December bills. Commissioner Katz seconded the motion. The motion was unanimously approved.

REPORTS

Police

Sergeant Loretucci reviewed in detail the 42 incidents that occurred in the parking lots in the month of December.

DISCUSSION ITEMS

2023 Review

Mr. MacPherson shared the Enforcement 2023 Year-end Stats with the Board. There are 506 tickets submitted for dismissal. Mr. MacPherson explained that some examples of why tickets are submitted for dismissal are due to individuals realizing that they entered their license plate number into the Parkmobile app incorrectly after making payment, or they decided not to take the train due to its delay after paying for it, if it is within the hour, etc.

Mr. MacPherson stated that there are 147 court contested tickets and some go back to 2021. There are individuals who continue to postpone court appearances and/or do not appear in

court. There are 13 individuals who have warrants. The Board discussed methods on how to manage repeat offenders.

Mr. MacPherson said that there is a decrease in permit parking holders and since there are available permit parking spaces, he will send 50 letters to those on the permit parking waitlist offering them permits. Those who decline the offer will be removed from the waitlist and have up to 3 months to request their \$65 deposit refund before it is forfeited.

Wallace Permit Lot Display Sign

Mr. MacPherson stated that after he and Mr. Korkuch viewed the 3x4 LED outdoor sign that is to be placed on the shelter before the entrance of Wallace permit lot, they decided that a larger sign, no smaller than 8x10, is needed. Board members agreed. It is estimated that an 8x10 sign would cost \$35-\$40k which would require an RFP.

Mr. MacPherson reviewed a monthly forecast of net profit breakdown comparisons from 2019 to current.

Station Drive

Mr. Korkuch stated that it is Transit Village's responsibility to build a roadway that would provide commuters with another exit from Station Drive into Washington Road. Mr. MacPherson said that NJ Transit's legal department is going to write an encroachment agreement.

Mr. MacPherson said that the bridge's reinforcement construction is anticipated to begin in 2026 and be completed in 2029.

Mr. Korkuch stated that three Station Drive paving cost estimates were submitted to NJ Transit for their review. One cost estimate offers two options for the pedestrian crossings that need to be added. The first option of the two is to reroute it around the parking area that is estimated at \$375k, and the second option is to leave Station Drive as is but enhance the pedestrian crossing from Transit Village which is estimated at \$160k. The third cost estimate is to reconstruct 50% of the pavement in Station Drive which is estimated at \$1.4m. Mr. MacPherson said that he will reach out to NJ Transit for their decision. It is urgent that they respond quickly to allow enough time for bidding for the project to begin this summer.

Upper Vaughn Lot Repairs

Mr. Korkuch stated that the well cap work on the asphalt has been completed. The original estimate of \$12k for all cracks in upper Vaughn lot to be repaired or filled was increased to \$18-\$19k after further review and will be completed over the weekend.

Bus Depot

Mr. Korkuch stated that Township has the West Windsor Township Site Concept Plan of the former bus garage on Wallace Road and Princeton-Hightstown Road. The Plan illustrates the potential parking lot and planting screen areas to clean up the currently unpleasant site, which is the entrance into West Windsor. The Township will need to discuss the plans with the redevelopment attorney to determine regulations. Mr. Korkuch will keep the Board updated.

Investments/UBS

Mr. MacPherson said that he will have an update at the next Board meeting after he receives additional information required to complete the account setup.

Mr. MacPherson stated that the New Jersey State cash management fund is doing well.

Mr. MacPherson stated that all required documents have been forwarded to UBS Financial Services Inc. to begin the investment process. He will have an update at the next board meeting.

Cameras

Mr. MacPherson said that the camera server is expected to be delivered soon and will be installed in the waiting room. The new cameras will be added to the Alexander and Vaughn lots. This will provide full surveillance in all lots except the lower Vaughn lot.

2023 Budget Adoption

Mr. MacPherson stated that he updated the 2023 budget adoption with the Board's suggested changes. The Board reviewed it in detail and agreed to adopt.

In a Roll Call vote held by Mr. Macpherson to adopt the 2023 budget and resolution, each board member voted in favor of the motion.

Employee Retention Credit (ERC)

Mr. MacPherson stated that WWPA may be eligible for the employee retention credit. Mr. Colitsas will confirm WWPA's eligibility for the refundable tax credit.

Office Lease

Mr. MacPherson said that the 5-year office lease is up for renewal.

New Vehicle

Mr. Macpherson said that the inventory of vehicles available to purchase to replace the 2010 Ford Escape is low and will wait until inventory increases to select a new vehicle.

Website

Mr. MacPherson stated that he is working with Lemonade Stand, a web design company, to redo WWPA's website. He will continue searching for a company to host the email system. Mr. Colitsas will share a recommended contact.

REPORTS (continued)

Accounting

Mr. Mosca stated that the total permit parking as of December 2023 was \$2,436,843, of which \$941,655 is from WWPA and \$1,495,188 is from NJ Transit. The total daily parking as of December 2023 was \$2,749,610, of which \$313,162 is from WWPA and \$2,436,448 is from NJ Transit. Total Investment income as of December 2023 was \$348,636, of which \$198,292 is from WWPA and \$150,344 is from NJ Transit.

Mr. Mosca stated that when comparing WWPA's total income numbers between this year and last year, permit parking is slightly lower from last year, daily parking is significantly higher, and interest income was significantly higher. Compared to 2019, permit parking is a little lower than last year, about the same for daily parking, and interest income is about double than it was in 2019.

Mr. Mosca stated that when comparing NJ Transit's total income numbers between this year and last year, permit parking is higher than what it was last year and slightly more than half from what it was in 2019. Daily parking is significantly higher than what it was last year and higher than what it was in 2019. Interest income in 2023 is significantly higher than 2022 and 2019.

Mr. Mosca said that station maintenance is significantly higher because of various projects. Approximately \$50k was accrued at year end related to maintenance accounts. The expenses were for fuel and surveillance cameras for WWPA and NJ Transit.

Mr. Mosca stated that software was high for December because of the T2 licensing renewal.

Administration

Mr. MacPherson and board members agreed to move the next Board meeting scheduled for February 14 to February 13.

EXECUTIVE SESSION

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Commissioner Fabrizio moved that board members enter executive session to discuss enforcement and fees. Commissioner Katz seconded the motion. Board members went into executive session at 9:59 p.m. At 10:28 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 10:29 p.m.

Respectfully,

Elle Magarelli