

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

April 8, 2020

The West Windsor Parking Authority meeting was held on Wednesday, April 8, 2020 at 7:30 p.m. via conference call. The dial-in details were posted on the WWPA website.

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 7:30 p.m. The following individuals dialed in:

Commissioners

Andy Lupo, Chair
Lyle Girandola, Vice Chair
Larry Katz, Asst. Treasurer
Dan Fabrizio, Secretary
Tom Crane, Treasurer

Non-Commissioners

Scot MacPherson, Director of Operations
Robert Korkuch, President, P.E., ACT Engineers Inc.
James Colitsas, CPA, Princeton Financial Group, LLC
Phil Mosca, CPA, Princeton Financial Group, LLC
Frank Bal, Officer of West Windsor Police
Sonia Gawas, Township Liaison

Comments from Audience

None

ACTION ITEMS

Approval of Minutes (March 10, 2020)

Commissioner Fabrizio moved to approve the March 10, 2020 minutes. Commissioner Crane seconded the motion. All Commissioners voted to approve the minutes.

Approval of Bills (March 2020)

The board members discussed the bills briefly with nothing unusual to report. Commissioner Fabrizio inquired about the invoice from Woodwinds Associates, and Mr. MacPherson replied that the charge was for tree treatment.

Commissioner Crane moved resolution 04.08.20-01 to approve the March bills. Commissioner Fabrizio seconded the motion. The motion was unanimously approved.

REPORTS

Police

Officer Bal informed the Board on the police activity in March stating that there were 73 incidents, which were mostly assist person calls. The call volume was low since people are following stay-at-home orders to reduce the spread of the coronavirus.

Chair Lupo asked for an update on the bridges. Officer Bal stated that the bridges are expected to be open by the end of May provided that officials do not halt all construction due to COVID-19.

Officer Bal stated that Alexander Road will be closed next week due to the water main replacement. Since many individuals are staying home, traffic into the train station is minimal which allows for construction to begin at 7:00 a.m. as opposed to 9:00 a.m. completing the project sooner.

DISCUSSION ITEMS

2020 Projects

Mr. MacPherson stated that all projects planned for 2020 have been placed on hold with the exception of replacing the backup generator that powers the water pumps and lights for the entire station. Currently, generators are not available from the Authority's vendor.

The lighting in the waiting room was in progress but halted once the waiting rooms were closed.

Coronavirus Impact Update

Chair Lupo stated that the COVID-19 pandemic has and will continue to cause financial loss for WWPA; however, the mild winter has helped to alleviate the loss since snow removal services are significantly under budget.

Chair Lupo stated that there will not be a discussion on the financial reports during this meeting, but at a later time since Messrs. Colitsas and Mosca have been consumed with Covid-19 and other various WWPA employment issues.

Mr. MacPherson stated that enforcement is not patrolling the lots since few commuters are utilizing the spaces. He shared the 2020 draft budget actuals spreadsheet to illustrate revenue loss which was reviewed and discussed.

A lengthy discussion was had on how to address the concerns of permit parkers who are now either working from home, being furloughed, or laid off. It was decided that all West Windsor lot permit holders would be credited for an entire quarter. This would apply to residents and non-residents using West Windsor permit lots only and would not apply to NJ Transit permit lots. As an example, if a parking permit is to expire on June 30th, renewal would not need to be paid until September 1st. If a parking permit is to expire on September 30th, the parking permit would not need to be renewed until December 1st.

Commissioner Fabrizio called for a motion to approve resolution 04.08.20-02 to credit all West Windsor parking permits an additional three months. Commissioner Crane seconded the motion. The motion was unanimously approved.

Mr. MacPherson will notify permit holders and post notification of these terms on the WWPA website.

Farmers' Market

Mr. MacPherson stated the Farmers' Market is normally scheduled to open in the Vaughn Drive parking facility on the first Saturday of May but has tentatively been pushed back to open on May 18th. Before opening, permission must be granted from the Mayor, Town Health officers, and police officials, and all insurance requirements must be met.

ACT ENGINEERS

Engineering Report

Mr. Korkuch stated that he submitted a draft of the Engineering Evaluation Report to Mr. MacPherson yesterday that provides short, near, and long-term project recommendations. The anticipated cost for short-term projects (within 12 months) is \$750K, near-term projects (within 12-24 months) is \$1M, and long-term projects (within 24-48 months) is \$700K. He and Mr. MacPherson will review the report together and share with the board members for their review and approval. Mr. Korkuch will then sign the report and have Mr. MacPherson forward to NJ Transit.

Commissioner Fabrizio asked what is most critical on the short-term project list. Mr. Korkuch replied that replacement of the railings is most critical and second is Station Drive lot, which will use a significant percentage of the short-term funds.

Mr. Korkuch stated that this report was prepared without acknowledging the Covid-19 outbreak, so now due to less traffic in the parking lots, restrictions on construction, etc. extensions are acceptable, but projects should remain in sequence.

REPORTS (continued)

Accounting

Mr. Colitsas stated that the future P&L report will provide information on the Covid-19 revenue impact on the prior and current month of daily parking. He is working on loan applications under the CARES act for any benefits entitled to WWPA.

Administration

Mr. MacPherson stated that he will review the Authority's insurance policy with the insurance agent to determine if the Authority is eligible to claim a loss of business.

Mr. Fabrizio asked if NJ Transit gave approval to replace the sewer pipe in the Vaughn lot. Mr. MacPherson stated that a portion of the pipe was repaired after it collapsed last month from corrosion, and although Mr. Korkuch recommended that the remainder of the unexposed pipe be replaced because it is likely to be in the same condition, NJ Transit denied the request at this time as funds are currently not available.

EXECUTIVE SESSION

Chair Lupo moved that board members enter executive session to discuss staffing during shelter-in-place. Commissioner Girandola seconded the motion. Board members went into executive session at 8:55 p.m. At 9:15 p.m., Chair Lupo moved that board members come out of executive session. Commissioner Katz seconded the motion.

ADJOURNMENT

Chair Lupo moved to adjourn. There being no further business to discuss, the meeting was adjourned at 9:16 p.m.

Respectfully,

Elle Magarelli