

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

July 8, 2020

The West Windsor Parking Authority meeting was held on Wednesday, July 8, 2020 at 6:00 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 6:00 p.m. The following individuals dialed in:

Commissioners

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

Non-Commissioners

Scot MacPherson, Director of Operations
Sonia Gawas, Township Liaison
James Colitsas, CPA, Princeton Financial Group, LLC
Phil Mosca, CPA, Princeton Financial Group, LLC
Frank Bal, Officer of West Windsor Police
Robert Schwartz, Attorney

Comments from Audience

Chair Lupo introduced Michael Cerullo, a member of the public who is anticipating Township Council's approval in appointing him as Commissioner. Commissioner Girandola stated that he submitted his letter of resignation to Township Council, effective July 9, 2020, due to him relocating and no longer being a West Windsor resident. Board members expressed their gratitude to Commissioner Girandola on his notable contributions during his 10-year term that have positively impacted the Authority's operation.

ACTION ITEMS

Approval of Minutes (June 10, 2020)

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

Approval of Bills (June 2020)

The board members reviewed and discussed the bills for June with nothing unusual. Mr. MacPherson stated that the bills are minimal due to paying only those that the Authority is contractually obligated to pay.

Commissioner Fabrizio moved resolution 07.08.20-01 to approve the June bills. Commissioner Katz seconded the motion. The motion was unanimously approved.

DISCUSSION ITEMS

COVID-19 Impact Update

Mr. MacPherson shared a daily vehicle parking tracking sheet of the Alexander lot that illustrated an increase of parkers since the beginning of Covid-19; however, compared to last year, the numbers are significantly lower. The average number of daily parkers a day is 40-50 versus last year's average of 1,100-1,200 daily parkers a day. The Wallace permit lot has been averaging 12-15 parkers, the Wallace daily lot has been averaging 30-40 parkers, and the Vaughn lot has been averaging 5-7 parkers daily.

Mr. MacPherson stated that Authority employees are equipped to work from home, but occasionally work from the office. Only 1 member is in the office at a time and remains within their working area. Visitors are not permitted into the office. Enforcement officers are patrolling the lots.

Commissioner Crane stated that he expects an increase of parkers once schools reopen. The board members had a lengthy discussion and speculated on this topic.

Financials - Budget Forecast

Mr. MacPherson reviewed the Cash Flow forecast with the board members that only included numbers up to May since he has not yet reviewed the forecast for June with Mr. Mosca. Commissioner Katz inquired about NJ Transit's decision on honoring the Authority's request to suspend payment on their Guaranteed quarterly payment.

Mr. MacPherson said that NJ Transit plans to arrange a meeting to discuss the suspension request.

Commissioner Crane asked Mr. MacPherson if NJ Transit was awarded a second CARES Act grant for loss of revenue. Mr. MacPherson stated that he is only aware of the one grant of \$1.4 billion in federal funding that was awarded to NJ Transit in May but will find out if they are to receive an additional grant.

Commissioner Girandola discussed NJ Transit's cash balance and projections that revealed a cash shortfall for NJ Transit by the end of 2020 since their expenditures are significantly higher than their revenue. Traditionally, WWPA remits NJ Transit's share of earned cash by virtue of "minimum guarantee" payments of \$375k quarterly. Since the pandemic, revenues have fallen below the level of expenses and have consequently almost eliminated any cash due NJ Transit under this method. As such, Mr. MacPherson has been working with NJ Transit liaisons to receive agreement to reduce this requirement to a more achievable level through the duration of the pandemic. It is agreed by the Board that it is imperative that WWPA avoid having to draw from their own cash reserves to meet NJ Transit's expense obligations due to this revenue shortfall. Further, Mr. MacPherson will consider additional cost reduction initiatives with NJ Transit, such as relinquishing platform and station management responsibilities.

Renewals

Chair Lupo stated that there were approximately 1,600 permit renewals in June. Mr. MacPherson said that the amount of permit renewals released and processed in September will provide better insight to the budget's forecast.

Commissioner Girandola stated that the amount of snowfall will significantly impact the budget and asked about consolidating the parking lots, should occupancy continue to be minimal. Mr. MacPherson stated that the gravel lot is currently closed, and he would consider closing the upper Vaughn lot and part of the Station Drive lot. Chair Lupo asked the board members to continue developing ideas on how to create revenue.

Rebate Process

Mr. MacPherson is waiting for a response from the landlord on his request to temporarily reduce the office rent.

Suspensions have been offered to customers who have requested refunds, which is the only option that WWPA can offer. Due to COVID, one additional suspension request will be honored to the existing suspension policy procedure that offers one suspension request every two years. Chair Lupo stated that if these unprecedented circumstances continue, the policy may be adjusted to further accommodate customers.

REPORTS

Police

Officer Bal informed the Board on the police activity in June stating that there were only 54 incidents.

Enforcement

Mr. MacPherson stated that there were a few incidents where enforcement officers had to chase away homeless individuals or individuals spray-painting graffiti.

It was discovered that there have been non-permit holders parking in the permit parking only lots. It was also discovered that some permit holders whose permits have been suspended upon their request, have parked in the permit parking lot. These individuals were given a one-time courtesy warning notifying them that they will be ticketed next time.

Mr. Colitsas asked Mr. MacPherson about temporarily modifying a permit parking lot to a daily parking lot, since many commuters will not be returning to work or returning only a few days a week until September or 2021. Mr. MacPherson stated that even if individuals were to pay for daily parking only two times a week, it would still be more economical to pay for permit parking. Individuals would also be hesitant in forfeiting their parking permit, because if they do, once commuting resumes to normal, they will have to reapply for a parking permit and be placed on a lengthy waitlist.

Per the Board's request, Mr. MacPherson will temporarily assign the Wallace permit lot as a daily parking lot. He asked Councilwoman Gawas if she is able to obtain signs from Department of Public Works to place at the station's entrance to direct commuters to the Wallace lot. Councilwoman Gawas agreed and will also include notification in the West

Windsor Township's newsletter as an additional resource to advertise daily parking in the Wallace lot.

Events

Commissioner Katz discussed the logistics of hosting, along with the West Windsor Township Recreation department, a community drive-in movie event in the Vaughn lot sometime in August. He obtained a quote of approximately \$18k for the equipment (screen, etc.) and set-up fees. His concern is that it may not be appealing to watch a movie in a vehicle on a hot summer evening or sit outside of the vehicle on a heated asphalt lot. Also, enforcement will need to be present to ensure that social distancing rules are being followed. Councilwoman Gawas will inquire with the Recreation department on the budget available for this event, and once determined, plans could proceed. A discussion on other possible community event ideas that may be more cost-effective followed.

Food Truck

Mr. MacPherson stated that the food truck is scheduled for September 27. He is waiting to receive the list of available food trucks vendors and anticipates the same amount as last year.

REPORTS (continued)

Accounting

Mr. Colitsas reviewed the reports with the board members with focus on the shared revenue expenses to determine where costs could be cut. He stated that insurance may be able to be reduced because it is based on the volume of activity or revenue generated. Mr. MacPherson replied that insurance was reduced earlier in the year but will inquire if any additional reductions are an option.

Mr. Colitsas stated that he will include a cash flow report that separates WWPA and NJ Transit dated March 1 to the end of July. Chair Lupo stated that the budget's numbers are better than what was projected for this quarter.

ACT ENGINEERS

Miscellaneous

Mr. MacPherson stated that ACT Engineers is not performing billable work per the Authority's request but have been training their crew on WWPA's campus. At no cost to the Authority, ACT's trainees have been practicing surveying, checking drainage, etc.

EXECUTIVE SESSION

Chair Lupo moved that board members enter executive session. Commissioner Crane seconded the motion. Board members went into executive session at 8:27 p.m. At 8:55 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 8:56 p.m.

Respectfully,

Elle Magarelli