

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

June 10, 2020

The West Windsor Parking Authority meeting was held on Wednesday, June 10, 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
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
Robert Schwartz, Attorney
Sonia Gawas, Township Liaison

Comments from Audience

None present.

ACTION ITEMS

Approval of Minutes (May 13, 2020)

Commissioner Katz moved to approve the May 13, 2020 minutes. Commissioner Girandola seconded the motion. All Commissioners voted to approve the minutes.

Approval of Bills (May 2020)

Mr. MacPherson stated that some invoices may appear to be duplicates, however, they are invoices from May and June because mail delivery and companies are delayed due to Covid.

Chair Lupo inquired about a software bill from Integrated Technical Systems, and Mr. MacPherson stated that it was the monthly charge for the licensing to use the pay stations. The board members continued the discussion on bills with nothing unusual to report.

Commissioner Fabrizio moved resolution 06.10.20-01 to approve the May bills. Commissioner Girandola seconded the motion. The motion was unanimously approved.

REPORTS

Police

Officer Bal informed the Board on the police activity in May stating that there were only 30 incidents.

Officer Bal stated that suicide attempts and domestic violence have increased. Homeless individuals have been reported in the area, but not at the stations.

DISCUSSION ITEMS

COVID-19 Impact Update

Mr. MacPherson stated that he informed NJ Transit representatives that WWPA will not be able to provide this quarter's payment since revenue was not generated due to the lots being empty. NJ Transit is exploring ways to either eliminate or decrease expenses and plan to speak with Mr. MacPherson for a detailed explanation of each expense.

Future Budget Forecasting

Chair Lupo stated that the parking lots continue to be nearly vacant and revenue is not being generated. Because of the uncertainty of when normalcy will return for commuters, it is difficult to forecast the budget.

Mr. MacPherson stated that the daily lot had an increase in parkers but is only half the capacity of what it was from last year. Mr. MacPherson stated that since permit payments were suspended for a quarter, only a few individuals canceled their permits.

Board members discussed the possibility of relocating permit holders to the daily parking lot. They strategized on how to encourage commuters back to the lots and speculated on the number of commuters who would return to work during phase 1 and 2. Commissioner Girandola suggested giving permit holders the option to temporarily suspend their permits and pay for daily parking for a period of time. Mr. MacPherson stated that the Authority could offer to freeze permits until September, and in October, those who want to keep their permits resume while the others continue to pay for daily parking. They would re-assess every three months. Mr. MacPherson stated that if most permit holders want to keep their permits, then he would manually adjust the suspensions, and if most permit holders want to suspend their permits, then he would suspend everyone and manually reactivate the permit holders.

The board members discussed the possibility of closing areas of the lots in the winter to reduce snow removal costs, if the lots do not resume to full occupancy by then. Snow pre-treatment and removal is the Authority's largest expense and the most difficult to predict.

Mr. Colitsas suggested setting up geofencing so that customers have the option to receive notification of where daily parking is available.

Mr. Korkuch suggested leasing the available lot space to vehicle dealerships who need space to store their new vehicle models. Mr. MacPherson will reach out to dealerships, including Acura who sponsored last year's food truck event. The discussion continued on ways to utilize the available space to generate revenue.

Commissioner Girandola suggested hosting a weekly food truck event with each week featuring a particular cuisine such as Asian, Indian, Italian, etc.

Drive-in Options for Vaughn Lot

Commissioner Katz stated that he spoke with members from the West Windsor Township Recreation department regarding the possibility of working together to coordinate a community drive-in movie event in the Vaughn lot. Commissioner Katz contacted the vendor that the West Windsor Recreation department used in the past for their drive-in movie events to obtain quotes on equipment and set up. September would be an optimal date that could coincide with the food truck event. Mr. MacPherson stated that he would arrange for concession stands and will explore other venues such as comedy shows.

Chair Lupo requested that everyone continue researching these options and provide him with the details so that he could forward to Mayor Marathe before the next board meeting.

ACT ENGINEERS

Miscellaneous

Mr. Korkuch stated that ACT Engineers is not performing billable work per the Authority's request; only follow-up items such as lot maintenance.

Mr. MacPherson met with representatives from Artis Senior Living Center to assess which trees were to be removed in order to complete construction on the berm next to the upper Vaughn lot. They confirmed that all trees removed would be replaced.

Mr. Korkuch inquired about NJ Transit's plan to repair the platform railings, and Mr. MacPherson responded that NJ Transit is unable to make repairs at this time due to limited funds and other pressing issues. The railings need repair but are safe for the time being.

Mr. MacPherson stated that Amtrak removed steel beams from the platform and temporarily placed plywood over the holes until they are able to complete the repair.

REPORTS (continued)

Accounting

Mr. Colitsas reviewed the 2020 and 2019 Actual to illustrate the significant decrease in permit and daily parking revenue from last year's revenue. There were minimal expense differences from last month: some expenses were eliminated and no maintenance charges.

Mr. Colitsas reviewed NJ Transit's monthly revenues and expenses that displayed the decline in revenue and expenses that are shared between West Windsor and NJ Transit. Projections show that for most of the remainder of the year, NJ Transit expenses are running higher than revenue projections, thereby drawing from NJ Transit's modest cash balance. At this rate, by year end, NJ Transit will be in a cash deficit position.

For this reason, it was discussed that WWPA's NJ Transit Guaranteed quarterly payment will need to be suspended or reduced significantly until revenues resume to normal levels. It is imperative that WWPA, acting as manager of NJ Transit properties, is not put in a position of having to fund NJ Transit's share of expenses due to the severe revenue shortfalls. The current contract includes WWPA's management duties over the platform and station which are not revenue generating, and therefore, should be considered as being reverted to NJ Transit for direct management. It was agreed that discussions must be had with NJ Transit on these matters, as well as consideration for a revised contract to address this expense problem that the revenue shortfall has exposed.

Mr. Schwartz stated that he would review the lease and a subsequent discussion was planned for the coming weeks.

Chair Lupo asked Councilwoman Gawas if she heard of any reviews on the opening of the Farmers' Market. Councilwoman Gawas stated that the crowd is smaller, and the reviews were positive. No issues were heard.

Chair Lupo asked Councilwoman Gawas if she had spoken with Township members regarding ticket enforcement's loss of revenue. Councilwoman Gawas stated that Township representatives are aware as she has spoken with them, as well as with Mayor Marathe numerous times.

Administration

Mr. MacPherson stated that since the lots are empty, they are being restriped. The only recent vandalism that has occurred was some graffiti at the station.

ADJOURNMENT

Chair Lupo moved to adjourn. There being no further business to discuss, the meeting was adjourned at 8:28 p.m.

Respectfully,

Elle Magarelli