

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

May 13, 2020

The West Windsor Parking Authority meeting was held on Wednesday, May 13, 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
Sonia Gawas, Township Liaison

Mr. MacPherson read an email sent from an Alexander lot permit holder requesting the Authority's consideration to offer rebates to permit holders for their January 2020 through March 2020 and their April 2020 through June 2020 permits. The permit holder quoted Governor Murphy's signed Executive Order 107 that states all New Jersey residents should stay at their place of residence unless they are obtaining goods or services from central retail businesses, which was just extended in both New York and New Jersey until June 7. Rebates would be a relief to many commuters, especially since third quarter payments are soon due.

Mr. MacPherson stated that the only action he could make at this time would be to forward the email to NJ Transit and wait for their instruction. Commissioner Girandola suggested that Mr. MacPherson obtain a narrative from NJ Transit that would answer similar questions that NJ Transit permit holders may have as a quicker approach.

Comments from Audience

None present.

ACTION ITEMS

Approval of Minutes (April 8, 2020)

Commissioner Katz moved to approve the April 8, 2020 minutes. Commissioner Girandola seconded the motion. All Commissioners voted to approve the minutes.

Approval of Bills (April 2020)

Chair Lupo inquired about the software and equipment invoices. Mr. MacPherson replied that most of the invoices were for items approved in November that have just been completed, such as new printers for the LUKE II parking pay station machines and cameras for surveillance coverage.

Board members continued the discussion with nothing unusual to report. Commissioner Girandola asked if there were any bill items that are able to be suspended under the circumstances. Mr. MacPherson stated that he canceled or suspended anything that the Authority is not contractually obligated to pay or need in order to continue its daily operation.

Commissioner Crane moved resolution 05.13.20-01 to approve the April bills. Commissioner Fabrizio seconded the motion. The motion was unanimously approved.

REPORTS

Police

Officer Bal informed the Board on the police activity in April stating that there were only 25 incidents.

Chair Lupo stated his concern over the growing number of homeless individuals that are loitering the lots. It has become more obvious now the number of vehicles has significantly decreased. At this time, the only remedy is to continue having officers patrol the lots to resolve any issues that may arise.

Chair Lupo asked for an update on the bridges, and Officer Bal replied that at this time, he does not know when they will open. Commissioner Crane asked about the Alexander Road and Alexander Street closure, and Officer Bal replied that the right side of Alexander Road will be closed from Route 1 to Roszel Road for paving. Duration of the closure was not mentioned.

Chair Lupo stated that the Farmers' Market is scheduled to open this weekend. Officer Bal said that he anticipates a large crowd and complaints from some on the large crowd. Procedures and guidelines are posted on the Farmers' Market website (<https://www.westwindsorfarmersmarket.org/covid-19-procedures/>).

DISCUSSION ITEMS

COVID-19 Impact Update

Chair Lupo stated that the pandemic is currently the Authority's largest challenge, and the uncertainty of when or if normalcy returns makes it even more difficult for budget forecasting. The parking lots are nearly vacant and concerns over revenue not being generated is a concern. Mr. MacPherson stated that 100 permits have been canceled and 200 permits have been suspended since April in the NJ Transit lots. All customers have remained in the West Windsor lots since they are being credited an entire quarter.

Per Commissioner Girandola's request, Mr. Colitsas has begun creating the framework for a weekly cash flow analysis that will provide insight and tracking of all the inflows and outflows to help project the budget. Mr. Schwartz asked if financial aid is available, and Mr. MacPherson replied that he would apply for local and state federal aid to recoup for loss of revenue, should it be made available.

Chair Lupo inquired about the Authority's insurance policy and its eligibility to claim a loss of business. Mr. MacPherson stated that it seems that the Authority would not be eligible but waiting for confirmation.

Chair Lupo stated that all possible expense cuts have been made, projects have been postponed, and asked the board members to strategize on ways to utilize the lots to bring in revenue. Commissioner Girandola said that it is important to consider how to reorganize the business to adapt to the current situation that may possibly become the new standard.

Board members discussed various concepts on how to optimize the lots for new opportunities and will continue to collaborate for possible options.

Mr. MacPherson stated that smaller train stations may shut down, and those close in proximity could be potential customers.

State of Good Repairs & Engineering Reports

Mr. MacPherson stated that as part of the State of Good Repairs Act through the Federal Railroad Commission, an assessment is required for all train stations. The assessment was made, and results indicated that the railings are in critical need of replacement. This assessment confirmed what was already included in the Engineering Evaluation Report that will soon be forwarded to NJ Transit. It was discovered that a grant to perform repairs is available, and the NJ Transit Stations department will coordinate with Mr. MacPherson. Completion of the project would be either early summer or in 2022.

Mr. MacPherson informed the board members that Princeton Junction station was selected to pilot three touchless pay stations for ticketing via Apple Pay. They were installed next to the ticketing kiosks that needed replacement but have not yet been activated.

ACT ENGINEERS

DEP Permits

Mr. Korkuch stated that the DEP application for the permit and installation of electrical services for the fountains in the pond is completed; however, at this time, ACT has not been authorized by PSE&G to install the cable to power the fountains.

Miscellaneous

Mr. Korkuch stated that ACT was able to obtain funds from the Paycheck Protection Program which allowed them to be able to inspect the lots and compile an assessment report that illustrates the maintenance and improvements that can be provided in the future.

Mr. MacPherson stated that he forwarded Mr. Korkuch an email from an Artis Senior Living Center representative regarding construction on the berm next to the upper Vaughn lot because of drainage issues that they believe to be caused by the Authority's property. Mr.

Korkuch stated that the Township is handling the issue and keeping ACT informed. ACT is ensuring that the construction will not disturb the landfill cap.

REPORTS (continued)

Accounting

Mr. Colitsas stated that the financial reports are different from previous reports and are broken down by months to reflect the Covid revenue impact on daily parking. He will provide various scenarios in the cash flow report that was discussed earlier. The difference and the impact of the current condition is much more apparent from last year's actual to this year's actual. Permit parking has decreased by approximately \$133k and daily parking decreased by approximately \$290k compared from last year.

A credit will be given to all WWPA permit holders during the second quarter which will result as negative revenue in the month it is administered bringing down the amount of total revenue for the year.

Since mid-March, all of the daily parking lots have been bringing in anywhere from 1-3% of the revenue they normally bring in, and this applies to other parking facilities in the state, as well.

Mr. Colitsas stated that there were some expenditures. Lot maintenance came in under budget and station maintenance came in over budget. Insurance is under budget since Mr. MacPherson was able to negotiate a significant reduction in the rate. Software is over the budget. Training and hiring are under budget since events were canceled.

Mr. Colitsas stated that although the year-to-date revenue was down \$432k, the snow costs were down by \$640k which allowed past projects to occur with additional funds left over for future projects that are imperative to be completed.

Messrs. Colitsas and MacPherson discussed speaking with the landlord to negotiate a lower rent rate. Chair Lupo agreed that the conversation with the landlord should be had.

Commissioner Girandola led the discussion on future budget projections and how the Authority will make payments should revenue not be generated.

Administration

Mr. MacPherson stated that some staff members have either been furloughed or have had a reduction in hours until further notice. Two staff members were assigned to drive through the lots to deter vandalism that seems to be increasing, and another two staff members remain in the office to handle all incoming calls.

Mr. MacPherson stated that he is concerned about the aggressive geese that are nesting close to the walkway and will work on having them relocated.

Chair Lupo asked Councilwoman Gawas if the topic of ticket enforcement's loss of revenue was discussed during yesterday's Township Council meeting. Councilwoman Gawas responded that the topic was discussed as the budget was an item on the agenda. Because of all the uncertainties, the budget had to be cut and therefore, was not approved. No staffing changes were made, but a freeze on hiring/promoting was put in place for the time being.

Councilwoman Gawas informed the group of the Mercer Mask Project that she is involved with. It is a not-for-profit group who make masks for all essential workers and members of the community free of charge. Anyone interested can find information at <https://www.mercermaskproject.com/>.

ADJOURNMENT

Chair Lupo moved to adjourn. There being no further business to discuss, the meeting was adjourned at 8:11 p.m.

Respectfully,

Elle Magarelli