

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

October 14, 2020

The West Windsor Parking Authority meeting was held on Wednesday, October 14, 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
Tom Crane, Vice Chair
Dan Fabrizio, Treasurer
Michael Cerullo, Asst. Treasurer
Larry Katz, Secretary

Non-Commissioners

Scot MacPherson, Director of Operations
Lyle Girandola, Parking Consultant
James Colitsas, CPA, Princeton Financial Group, LLC
Frank Bal, Officer of West Windsor Police
Robert Schwartz, Attorney

Comments from Audience

None present

ACTION ITEMS

Approval of Minutes (September 9, 2020)

Commissioner Crane moved to approve the September 9, 2020 minutes. Commissioner Katz seconded the motion. All Commissioners voted to approve the minutes.

Approval of Bills (September 2020)

Board members reviewed the bills for September. Mr. MacPherson stated that a significant number of refunds were issued, and many individuals have requested to suspend this quarter's payment. A clearer indication on the number of commuters who return to the lots

will be apparent in December when the next quarterly permit renewals are due. There were 350 permits released in the Alexander lot, 200 in the Vaughn lot, and 75 in the Wallace lot. Mr. MacPherson will announce permit availability to the next 100 individuals on the waitlist. Board members reviewed the stat report in detail.

Commissioner Fabrizio moved resolution 10.14.20-01 to approve the September bills. Commissioner Cerullo seconded the motion. The motion was unanimously approved.

DISCUSSION ITEMS

Investments

Mr. MacPherson stated that he spoke with Mr. Gubitose, Investment Consultant, and they recommend that the Board consider reinvesting the funds that are currently only earning 0.5% interest into a 6-month CD with ConnectOne Bank for a higher yield. Commissioner Cerullo asked if the bank is FDIC-insured, and Mr. MacPherson replied that ConnectOne Bank is one of the few banks that is able to provide FDIC protection, due to municipality restrictions.

Chair Lupo moved to approve reinvesting \$500K into a 6-month CD with ConnectOne Bank. Commissioner Fabrizio seconded the motion. The motion was unanimously approved

Fourth Quarter Permit Renewal Revenue

Mr. MacPherson presented a fourth quarter permit renewal revenue spreadsheet that illustrated the revenue collected in 2019 vs. 2020 for West Windsor and NJ Transit permit lots. The projected revenue for this quarter is less than what was anticipated which is partly due to the significant number of suspension requests. Board members speculated on what next quarter's revenue will be, but that is difficult to predict since it is contingent on when commuters return to work via train. There may even be commuters who are not comfortable taking the train and prefer to drive for the time being. The survey displayed that 38% of individuals plan to commute to work in January, but that could change, should COVID spike. Mr. MacPherson stated that there has been a gradual increase of vehicles parking in all of the lots with the most in the Alexander lot. Mr. Girandola recommended advertising the availability of parking space to the public. Chair Lupo agreed and stated that commuters who park at other facilities may be persuaded to park at Princeton Junction since rates are lower than all other nearby stations.

2021 Budget Strategy

A discussion was had on temporarily closing some of or portions of the lots that would least disrupt commuters to reduce expenses. Chair Lupo stated that most of the expenses such as maintenance and enforcement would be minimal since the lots are at very low capacity since the pandemic; however, expenses from salting and snow removal services could be substantial, as it has been in previous years. Mr. MacPherson received an expense break-down of salting and snow removal services per lot from the contractor and will review it during the week and share with the Board what he deems most feasible for lot closures. Board members agreed.

Commissioner Katz stated that the Farmers' Market is deciding on continuing to operate the outdoor market throughout the winter in the upper Vaughn lot which could temporarily close. Board members agreed that if it is determined to close the Vaughn lot, perhaps the Farmers' Market and the Township could be given the option of keeping the lot open during their Saturday hours of operation with the condition that they are liable for that space and that they would have to pay the snow removal costs, if needed. Mr. MacPherson stated that the Farmers' Market has been compliant in following strict guidelines and is confident that they would continue to do so.

Mr. MacPherson said that the gravel lot is already closed off and plans to close off half of the Alexander and part of Station Drive lot soon.

Mr. MacPherson displayed the shared expenses report, and although costs were cut where possible, they were still similar to those in 2019. Mr. MacPherson plans to meet with the Authority's insurance representative tomorrow to discuss the insurance fees for 2021, which will decrease since it is based on revenue.

Mr. MacPherson said that he received the state documents for budget submittal that is due on October 31st with permission of an extension.

The 2021 budget is available for the board members to review. All agreed that the budget for snow removal services will remain at \$800K.

REPORTS

Police

Officer Bal informed the Board on the police activity in September stating that there were 69 incidents. It has been a difficult month for mental health issues.

Office Bal stated that Washington Road is closed due to repair on another sink hole in the same location. The road is expected to reopen this week. Construction on replacing a portion of the sewer lines on Alexander Road is almost completed, and the remainder of the sewer line will be replaced sometime in the spring. Construction on Bear Brook Road by Alexander Road should be completed by tomorrow.

DISCUSSION ITEMS

Sidetraxx - New Lot Opportunity

Mr. Girandola alerted the Board that the owner of the private lot on Station Drive is now actively pursuing the sale of the lot. The owner said there is market interest from potential buyers, and Mr. Girandola suggested that the Board consider evaluating its own level of interest. Board members had a lengthy discussion on the logistics of the property and agreed to review. Although timing is unfavorable due to the pandemic's impact on revenue, the opportunity should be evaluated. Chair Lupo asked Messrs. MacPherson, Colitsas, and Mosca to re-evaluate the financial analysis of the lot that they previously prepared and share with the Board in the coming weeks.

Mr. Girandola suggested that the seller be notified of the Authority's interest, and Commissioner Cerullo suggested finding a commercial real estate agent for representation. Chair Lupo agreed to notify the seller and to reconvene to discuss the financial analysis once re-evaluated and to possibly hire an agent. All board members agreed.

ACT ENGINEERS

Wallace Pond

Mr. Korkuch stated that the permits from DEP for the Wallace circle pond are anticipated to be received before the next board meeting. The permit is to allow maintenance and repair on the pond's drainage system, as well as to run the electrical lines to provide power. The fountains and lights are in ACT's possession for the time being.

REPORTS (continued)

Accounting

Mr. Colitsas stated that most of the income and expense accounts are under the budgeted amount. He displayed two tables to illustrate the year-to-date versus the budget numbers (down 37%) and the year-to-date for 2020 versus last year (down 39%).

Mr. Colitsas compared expenses to prior year stating that insurance costs are higher because of the increase in coverage. Compensation is lower, but salaries in conjunction with the office continue to be higher. Enforcement is lower. Overall income and expenses are down. The total income as of September is approximately \$763K with about \$106K coming from WWPA and about \$657K coming from NJ Transit.

Parking permit numbers are down 32% from last year but have provided the largest portion in the total income for the month. Daily parking is down 90%.

Mr. Colitsas reviewed the WWPA P&L for September revealing a bleak outlook for permit parking (down 65%). This prediction could be used as the cash flow going forward as more commuters will return in January.

Mr. Colitsas discussed the monthly cashflow updated through September and estimated for October-December. The largest concern is NJ Transit's cashflow where at the end of September, total cash is approximately \$412K. With the estimated revenues and expenses for the remainder of the year, the net cash will end up negative even without paying NJ Transit on portion of the Guarantee payment.

Mr. Colitsas and the board members had a lengthy discussion on ways to utilize the lots to generate revenue or to help the community. Commissioner Fabrizio suggested renting a lot to use as an ice-skating rink. Mr. MacPherson has a contact who he will call to explore the options.

Administration

Mr. MacPherson stated that personnel issues will be discussed during executive session.

EXECUTIVE SESSION

Chair Lupo moved that board members enter executive session to discuss personnel issues. Commissioner Crane seconded the motion. Board members went into executive session at 9:26 p.m. At 9:48 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 9:49 p.m.

Respectfully,

Elle Magarelli