

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

September 9, 2020

The West Windsor Parking Authority meeting was held on Wednesday, September 9, 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
Sonia Gawas, Township Liaison
James Colitsas, CPA, Princeton Financial Group, LLC
Frank Bal, Officer of West Windsor Police
Robert Schwartz, Attorney
Lyle Girandola, Parking Consultant

Comments from Audience

None present.

ACTION ITEMS

Approval of Minutes (August 12, 2020)

Commissioner Katz moved to approve the August 12, 2020 minutes. Commissioner Crane seconded the motion. All Commissioners voted to approve the minutes.

Mr. MacPherson stated that he will forward the August minutes to PNC Bank to validate the Board's approval of the reorganization of Commissioner Fabrizio as Treasurer in order to obtain a signature card that authorizes Commissioner Fabrizio to sign WWPA checks.

Approval of Bills (August 2020)

Board members reviewed the bills for August. Chair Lupo inquired about Technocality’s status on repairing the surveillance camera in the Wallace lot. Mr. MacPherson stated that the part needed for the repair is expected to be delivered and installed sometime this week.

Mr. MacPherson stated that an updated surveillance camera software package (ACC Mobile 3) will be downloaded onto the WWPA server to improve efficiency for all surveillance cameras on campus. Once the download has been completed, all applications installed on iPads, mobile devices, and enforcement systems will then need to be updated.

Mr. MacPherson stated that the service agreement for the cameras includes parts, repairs, service, and maintenance for an annual fee of \$6,600. Chair Lupo stated that the 180-degree surveillance camera that captures the entire Wallace lot is currently inoperable.

Commissioner Fabrizio moved resolution 09.09.20-01 to approve the August bills. Commissioner Cerullo seconded the motion. The motion was unanimously approved.

REPORTS

Police

Officer Bal informed the Board on the police activity in August stating that there were 38 incidents.

Accounting

Mr. Colitsas reviewed the financial reports with the board members and stated that most of the income and expense accounts are under the budgeted amount. As expected, most of the actual expenses for 2020 are less than what they were in 2019.

Mr. Colitsas displayed the year to date versus the budget numbers exhibiting that permit parking is down \$413K and daily parking is down \$1,006M. Total YTD is down \$1.4M compared to the budget.

Comparison of current year to actual last year is even worse in that permit parking is down \$589K and daily parking is down almost \$1.1M. For an aggregate of 2020 YTD, revenues are down by \$1.6M which is roughly 66%.

Daily parking is down 93% this month which is better compared to earlier months.

Chair Lupo asked about NJ Transit permit and suspension requests. Mr. MacPherson replied that suspension requests persist, but very few commuters are releasing their permits, and that is probably because of the waitlist. Permit renewal revenue for NJ Transit lots are down significantly. Mr. MacPherson will forward the West Windsor figures sometime next week.

Mr. Girandola inquired about enforcement ticketing in the lots and what the Township is recording in court ticket revenue. Mr. MacPherson stated that ticketing is minimal since only issued after a second warning is received. Councilwoman Gawas will look into obtaining information on the court ticketing revenue.

Mr. Colitsas discussed expenses compared to the prior year with not much of a change. The insurance expense has increased due to coverage that includes the platform. Engineering has increased due to the completion of the Engineering Evaluation Report that is required by NJ Transit.

Mr. Colitsas reviewed NJ Transit's Monthly Cash Flow and stated that next month's report will provide a more accurate estimate since it will include quarterly permit renewals. The amount of snowfall will significantly impact the budget, which is difficult to forecast because of its unpredictability.

Mr. Colitsas stated that the contracted minimum guarantee payment to NJ Transit was deferred until October 1; however, because revenues have significantly declined, payment in October will most likely not be possible. Mr. MacPherson stated that NJ Transit representatives requested to meet after September 15th to review the cash flow forecast, as well as the survey results that provide insight as to when customers will resume commuting. Board members agreed that WWPA should not withdraw from their own cash reserves to fund NJ Transit's expenses, especially not knowing what will be owed for snow removal services which is typically the largest percentage of spending. WWPA has already paid NJ Transit \$750K towards this year's guarantee payment.

Mr. Colitsas stated that he will be able to provide a more accurate cash flow statement once the quarterly parking permit renewals that are due soon are paid. Chair Lupu stated that this will dictate the Authority's actions.

DISCUSSION ITEMS

Survey

Mr. Girandola shared the COVID Survey results that were emailed to WWPA customers to enable a discussion on marketing and operational strategies for the future parking needs.

The response rate was at 33% and 20% left comments. The survey indicated that 50% of respondents expect to return to commuting no sooner than January 2021 or later, and 34% of respondents do not know when they will resume commuting. Twenty-seven percent expect to commute every day when they return and 44% expect to commute only 2-3 times a week. Each of the lots shared similar results. The survey revealed that the top two reasons for parking at the Princeton Junction lots is because of close proximity to their residence followed by because they were able to obtain a permit. Cost was the least influence on the list.

There were 229 neutral, 29 negative, and 27 positive comments that Mr. Girandola summarized and reviewed with the Board. Majority of the comments were related to billing/pricing. Interestingly, it revealed that some customers falsely believe that the lots and trains are operated by WWPA.

Snow Removal Services

Mr. MacPherson stated that to minimize expenses, he requested an updated contract from the snow removal contractor that excludes service in the upper Vaughn, gravel, and half of Station Drive lots. He will forward the updated contract to the board members to review.

Mr. Schwartz stated that the contract needs to be edited from WWPA indemnifying the contractor for any claim of bodily injury and/or property damage to the contractor indemnifying WWPA.

ACT ENGINEERS

Wallace Pond

Mr. Korkuch stated that he has been monitoring the DEP permit for the Wallace pond and anticipates its arrival soon. At this point, the permit is not holding anything up.

Operating Agreement

Mr. Korkuch suggested that WWPA forego this year’s operating agreement to save the expense since it was just recently completed. Chair Lupo agreed and stated that any urgent repairs would be addressed regardless of the agreement.

REPORTS (continued)

Administration

Councilwoman Gawas stated that Township is working on their budget and would like to provide them with WWPA’s 2019 and 2020 revenue versus expenses document. Chair Lupo agreed stating that it would provide them with better insight and requested that Councilwoman Gawas discuss the topic of enforcement income with Township. Chair Lupo shared his concern of the significant decline of enforcement ticketing due to COVID and does not anticipate the number of ticketing to increase much next year which could be an issue for the Township. Chair Lupo will share with Councilwoman Gawas the number of quarterly parking permit requests that come in.

Chair Lupo stated that providing the permit parkers with a free quarter of parking posed a negative impact on WWPA’s P&L; however, WWPA felt that it was important to help their customers.

Chair Lupo inquired about furloughed staff members. Mr. MacPherson stated that the two furloughed individuals are doing well.

ADJOURNMENT

Chair Lupo moved to adjourn. There being no further business to discuss, the meeting was adjourned at 8:32 p.m.

Respectfully,

West Windsor Parking Authority

Elle Magarelli