

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

April 14, 2021

The West Windsor Parking Authority meeting was held on Wednesday, April 14, 2021 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

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

Philip Mosca, CPA, Princeton Financial Group, LLC

Frank Bal, Officer of West Windsor Police

Robert Schwartz, Attorney

Andrea Mandel, Council President/Township Liaison

Not Present

Tom Crane, Vice Chair

Comments from Audience

None present

ACTION ITEMS

Approval of Minutes (March 10, 2021)

Chair Lupo moved to approve the March 10, 2021 minutes. Commissioner Katz seconded the motion. All Commissioners voted to approve the minutes.

Approval of Bills (March 2021)

Chair Lupo inquired about the substantial number of refunds for permit parking. Mr. MacPherson replied that the refunds are from February and March.

Mr. MacPherson stated that the snow removal invoices are for the services provided at the end of February. March's snow removal invoices were much less than February's invoices.

Chair Lupo questioned invoices from Justin Tree Services. Mr. MacPherson stated that the invoices were for tree removal services caused by the last storm. Trees in danger of falling were also removed.

Chair Lupo questioned the invoices from Technician X, Inc. Mr. MacPherson replied that it was to replace the old server that was causing issues. Chair Lupo requested that Mr. MacPherson generate a report of invoices from Technician X from the last two years for his review.

Chair Lupo stated that after his discussion last month with Mayor Marathe regarding the Authority's shortfalls, Mayor Marathe stated that the Township received state funding, therefore, is able to provide the Authority relief from making their monthly payment of \$12,750 to the Township for police/emergency services until post-pandemic when revenue is anticipated to resume. Mr. MacPherson stated that the checks scheduled to be mailed for February and March in the amount of \$25,500 will be discarded. The board members expressed their gratitude for Mayor Marathe's support as well as his receptiveness on keeping the Authority's expenses to a minimum.

Court revenue generated from tickets issued to illegal parkers has declined significantly showing the impact the Authority has on the Township's budget. Council President Mandel stated that the decrease in court revenue is one of the most significant revenue shortfalls in the Township's budget. She stated that Mayor Marathe mentioned deferring the Authority's West Windsor Township land rent payment of \$50K until the third quarter. Chair Lupo stated that the Authority has been making this payment at the beginning of the year as a benefit to the Township, however, this payment is not due until the third quarter. Land rent payment is contingent on the Authority's financial position which will be discussed as the third quarter approaches.

Chair Lupo stated that strategies on the possibility of changing the parking permit structure will need to be discussed.

Commissioner Fabrizio inquired about a \$2,500 charge for cones. Mr. MacPherson stated that as an inexpensive and temporary fix to satisfy the request from State of Good Repairs, 120 cones were purchased and drilled into the ground in front of the areas of unstable platform railings.

Mr. MacPherson stated that Mr. Schwartz forwarded invoices for his services over the past 10 months in the amount of \$5,505.

Commissioner Fabrizio moved resolution 04.14.21-01 to approve the March bills. Commissioner Cerullo seconded the motion. The motion was unanimously approved.

REPORTS

Police

Officer Bal informed the board members on the police activity in March stating that there were 70 incidents.

DISCUSSION ITEMS

Farmers' Market Renewal

Mr. MacPherson asked the board members if they approve of extending the Farmers' Market agreement granting them permission to utilize space in the Vaughn Drive parking facility for the year 2021 starting the first Saturday in May. All board members present agreed. All insurance requirements have been met by the Farmers' Market. Mr. MacPherson stated that breweries are now permitted to sell bottled/canned beer at the market; however, only wine sampling is permissible on site.

Chair Lupo moved to approve extending the Farmers' Market agreement allowing them to utilize space in the Vaughn Drive lot starting the first Saturday in May 2021. Commissioner Fabrizio seconded the motion. The motion was unanimously approved by all board members present.

Princeton University Parking

Mr. MacPherson updated the board of the ongoing negotiations with Princeton University to rent parking spots in the new Vaughn lot during their multi-year construction project.

Negotiations on price and number of spots are still being conducted, and the Board agreed to offer Princeton University the residential rate for such a large contract.

A discussion on the logistics of shuttle services, how to register/monitor vehicles, and enforcement was discussed. Princeton University plans to utilize the space Monday through Friday, with the possibility of some weekends beginning September 1. If Princeton University accepts the new proposal, the contract needs to include that the Farmers' Market business operates in the Vaughn lot until the end of October.

Permit Renewals/Offerings

Mr. MacPherson stated that there has not been much of a change in permit parking volume since last month, and a slight increase in daily parking. Chair Lupo requested that Mr. MacPherson increase the 25 monthly Wallace lot parking permit offering notices to those on the waitlist to 100 offering notices. Mr. Girandola suggested that since there is an increase in daily parking, Mr. MacPherson should scan the license plates of those parking in the daily lots to determine if they were permit parkers who moved to daily. This would indicate if either a new parking model should be adjusted to a daily parking model or if the current model is sufficient. Mr. MacPherson agreed to scan the license plates. Although there was a considerable decrease of permit parkers in the lots, only 80 permits were returned since last year which indicates that individuals are confident that commuting will resume. Board members speculated that once vaccinations are completed and all schools fully reopen in September, parking spaces will refill, but possibly with a hybrid schedule for many individuals.

Parking Lot Re-openings

Mr. MacPherson stated that all parking lots that were temporarily closed to minimize snow removal expenses are now open.

Covid Relief Act

Mr. MacPherson stated that he was informed by the Department Secretary of Transportation and Secretary of Commerce that funding is not available to the Authority since it is a quasi-government agency. Chair Lupo stated that the Township's relief refund will help the Authority in relieving them from paying the land rent fee in the third quarter, should they be in a negative financial position.

Snow Recap

Mr. Mosca stated that the snow removal expenses for this period have not increased. The total expenses in March were approximately \$10K which included some invoices from February. The total snow removal expenses for the period of October 2020 through March 2021 were under budget by \$163K. Snow expenses for this period were about 80% of what was budgeted. Closing some of the parking lots to minimize snow expenses made a huge impact on savings. Mr. MacPherson stated that snow contract renewal is soon due, and he will work with Mr. Schwartz on revising the contract to include bidding on the lots and various areas individually in order to be able to temporarily close particular lots, if needed, without the risk of an issue.

Mr. MacPherson said that he will speak with NJ Transit representatives about giving them back their platform contract to alleviate WWPA from managing their platforms. WWPA would no longer have to cover the cost of the platform's snow removal services until NJ Transit paid them back which totaled approximately \$360K this season. It would also be safer because of the new rules implemented from the Federal Railroad Commission that only allows NJ Transit employees to be certified as flaggers. The new condition requires that a contractor notify NJ Transit's response center 6 hours prior to working on the platforms so that NJ Transit has enough time to dispatch their own flagger. This is a liability risk, since WWPA's snow removal provider cannot remove snow or ice on the platform until a flagger is present, thereby potentially delaying the clearing of the platforms.

REPORTS (continued)

Accounting

Mr. Mosca stated that the total income versus last year was down about 43% due to the reduction in permit parking of approximately \$510K and daily parking of approximately \$455K. The numbers in March of 2021 are substantially lower than they were in March of 2020. April's numbers are expected to even out since the major pandemic effects began in March last year.

The retirement benefits expense normally paid in the first quarter has not yet been received which is approximately \$47K.

Mr. Mosca stated that lot maintenance is substantially lower than what was budgeted, but station maintenance is substantially higher because of the emergency tunnel repair as well as some bills that were paid for work performed in 2020.

Mr. MacPherson contacted PSE&G representative to forward the lighting and heating invoice that should have been received for March.

Software for March is higher due to the replacement of a pay station modem. The upgrade was necessary since Verizon updated the software. Also, additional software licenses required for GenTech were purchased.

Mr. Mosca stated the land rent in the amount of \$50K that is usually paid in the beginning of the year to West Windsor Township has been deferred until the third quarter with the possibility of being waived for 2021, contingent on the Authority's financial position at that time. Police expenses were paid for January but will not be paid for February and March. The result of eliminating the land rent and police expenses come to approximately \$200K.

DISCUSSION ITEMS (continued)

Monthly Cash Flow Budget

Mr. Mosca displayed the cash flow budget for 2021 to show the revenues generated, the individual expenses for NJ Transit and WWP, and the shared expenses. Additional formatting changes were discussed to present a clearer view. The cash flow reveals the Authority's lowest cash balance at the end of May but will begin to increase the months after mainly because of the quarterly parking permit revenue and elimination of snow removal services. WWP significantly reduced NJ Transit's snow removal cost by temporarily closing the lots and because of that, NJ Transit is no longer projected to be negative, as was predicted previously. Discussions on how NJ Transit will reimburse the Authority should they not have funds available still needs to occur. Chair Lupo and Mr. MacPherson will reach out to NJ Transit representatives.

ACT ENGINEERS

State of Good Repair

Mr. Korkuch will soon have the drawings and draft specifications for the platform railings to send to NJ Transit for their review and approval. Once approved, they will be able to go out to bid.

Mr. MacPherson requested that Mr. Korkuch get estimates on replacing the Authority's office window that faces the parking lot with bullet-proof glass. Mr. Korkuch will get quotes and

asked Mr. MacPherson to review the Authority's lease agreement about tenant improvement to confirm that alterations of the building exterior can be made.

Administration

Mr. MacPherson stated that the Authority's office will soon have the ability to hold virtual meetings for the public to join.

The National Parking Convention will be held in Las Vegas in September 2021.

Mr. Frank Bal inquired about renting a portion of the lot near the Dinky on occasion for his side business. Chair Lupu replied that he could speak with Mr. MacPherson who will gather the information to provide to the Board for their review.

EXECUTIVE SESSION

Chair Lupu moved that board members enter executive session for attorney discussion. Commissioner Fabrizio seconded the motion. Board members went into executive session at 8:42 p.m. At 8:50 p.m. Chair Lupu moved that board members come out of the executive session. Commissioner Katz seconded the motion.

ADJOURNMENT

Chair Lupu moved to adjourn. There being no further business to discuss, the meeting was adjourned at 8:57 p.m.

Respectfully,

Elle Magarelli