

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

February 10, 2021

The West Windsor Parking Authority meeting was held on Wednesday, February 10, 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

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

Philip Mosca, CPA, Princeton Financial Group, LLC

Frank Bal, Officer of West Windsor Police

Robert Schwartz, Attorney

Andrea Mandel, Council President/Township Liaison

Comments from Audience

None present

ACTION ITEMS

Approval of Minutes (January 13, 2021)

Chair Lupo moved to approve the January 13, 2021 minutes. Commissioner Katz seconded the motion. All Commissioners voted to approve the minutes.

Approval of Bills (January 2021)

Mr. MacPherson stated that the invoices from Custom Landscaping for snow removal and salting services in the lots are from December and January and totaled approximately \$74K.

Commissioner Fabrizio questioned invoices from Technocality and Justin Tree Services. Mr. MacPherson stated that the invoices from Technocality that totaled \$2,320 were to replace camera receivers, and the invoice from Justin Tree Services that totaled \$2,700 was for the removal of two trees in danger of falling onto the dinky line.

Chair Lupo asked which lots have been closed to reduce the snow removal and salting costs. Mr. MacPherson stated that all but the Wallace permit and daily lots were closed or blocked off. The Authority is not liable for commuters who park in the closed off areas which will not be plowed or treated with salt.

Commissioner Fabrizio moved resolution 02.10.21-01 to approve the January bills. Commissioner Katz seconded the motion. The motion was unanimously approved.

REPORTS

Police

Officer Bal informed the Board on the police activity in January stating that there were 61 incidents. Domestic violence and emotionally disturbed incidents have increased.

DISCUSSION ITEMS

Farmers' Market

Commissioner Fabrizio inquired about the Farmers' Market that temporarily relocated to MarketFair (between Mountain Sports and AMC). Chair Lupo stated that the decision for them to relocate was to be in a higher area of traffic. Council President Mandel stated that she noticed an adequate crowd the few times that she visited. Mr. MacPherson stated that he plans to speak with Farmers' Market representatives about their plans on returning to the Vaughn lot this spring.

2019 Audit Adoption

Mr. MacPherson stated that there were no issues found on the 2019 Financial Report.

Chair Lupo stated that no progress was made with NJ Transit on their agreement to meet to discuss the language to be added into the lease that states that NJ Transit must replenish the funds borrowed from the Authority with the same interest rate that NJ Transit requires from the Authority, should the Authority borrow from NJ Transit. Mr. Schwartz will draft a legal letter to send to NJ Transit executives on Chair Lupo's behalf that requests immediate action.

Chair Lupo called for a motion to approve resolution 02.10.21-02 to adopt the 2019 audited financials. In a Roll Call vote by Mr. MacPherson, all board members approved the motion to approve the audited financials.

Permit Renewals and Offerings

Mr. MacPherson stated that due to the snowfall, the daily parking total went from 250-300 vehicles to approximately 200 vehicles.

Mr. MacPherson stated that the Wallace permit platform heaters have not been activated to save on electrical expenses.

Mr. MacPherson said that 100 Alexander and 50 Wallace permit offer letters were sent to all on the waitlist. Another 50 Wallace permit offer letters will be sent in a few days. So far, 10 people accepted Alexander permits and 12 people accepted Wallace permits. There has been a slight increase in waitlist requests, but they are from individuals who are not ready to commute until spring or summer.

Chair Lupo inquired about the Transit Village project. Council President Mandel stated that plans for building residential units are underway, and possibly, one hotel. There are plans of building hotels throughout the Princeton area, which originally included retail stores, but that is uncertain now.

Mr. MacPherson said that the Dinky train is being revitalized. Council President Mandel stated that the plans are to use batteries as the Dinky's source of power.

Council President Mandel discussed various construction projects that have been approved by the West Windsor Planning Board to be built in the Princeton University and West Windsor central transit areas. Information on the Princeton University plans can be found on their website.

Snow Report

Mr. MacPherson discussed his concern on the new rules recently issued by the Federal Railroad Commission that only allows NJ Transit employees to be certified as flaggers, therefore, the Authority's snow removal contractor, Woodwinds Associates, can no longer be certified as flaggers. Flaggers are to be present anytime a contractor is required to shovel snow or remove ice from the train platforms. The new rules require that a contractor notify NJ Transit's Response Center 6 hours prior to the projected starting time of the impending storm so that NJ Transit has enough time to dispatch their flagger. Mr. MacPherson reminded the Board of the issues caused by the rules that occurred during January's snowfall, whereas NJ Transit had to close the platform because the flagger arrived too late, even though the request to dispatch the flagger was well before the 6-hour notice requirement. After additional issues regarding the flaggers, NJ Transit changed the policy to assign each station with its own designated flagger. The contractor would notify the Response Center 6 hours prior to the predicted storm, and the Response Center would alert the designated flaggers and inform them with their time of arrival. During the last snowfall, NJ Transit failed to alert the Response Center of the policy change, and as a result, flaggers were not notified. Fortunately, the Authority's designated flagger assumed that his services were needed and arrived at the platform shortly after the time that he should have been there. Chair Lupu requested that Messrs. MacPherson and Schwartz send the letter already drafted that explains the liability issue that this new rule poses for the Authority as well as the commuters. The letter states that NJ Transit would need to resume responsibility of managing their platforms if they do not permit Woodwinds Associates to become certified as flaggers. Mr. MacPherson will review the letter with Mr. Schwartz before sending.

Chair Lupu stated that the Authority has done what they could do to minimize the snowfall expenses and asked Mr. MacPherson to ensure that the contractor is aware of the blocked off areas that are not to be treated.

Food Truck

Mr. MacPherson discussed the possibility of hosting the annual food truck event which was canceled last year. The board members agreed on the end of September or beginning of October to hold the event. Mr. MacPherson will reach out to Spark Market Solutions who coordinated the Authority's food truck event in the past. Spark is an events marketing firm that works with the food truck vendors and is familiar with the necessary rules and regulations needed to hold such an event.

ACT ENGINEERS

State of Good Repair

Mr. Korkuch stated that he met with a member from Cifelli Electric regarding the electrical repairs on the platforms required by the State of Good Repair. The information gathered from the meeting will be added onto the drawings that will be provided to NJ Transit for their approval. This is the only repair requested by the State of Good Repair that can be addressed until it is determined how NJ Transit will handle the funding.

REPORTS (continued)

Accounting

Mr. Mosca stated that there is a considerable difference in the actual numbers from 2020 versus 2021. January is approximately 12% over budget in terms of permit and daily parking, however, the expenses were lower. This is due to the following: 1) snow expenses for January are lower than what was predicted, 2) several invoices for January were not yet received such as health insurance and office rent, 3) maintenance expenses were kept to a minimum, and 4) West Windsor Township land rent payment was not issued yet. The numbers will be more consistent in April.

Mr. Mosca displayed a snow season comparison table that showed the budgeted totals of \$1,180,000 for snow removal and treatment for the lots and platforms in 2019-2020 versus \$870,000 in 2020-2021; a difference of \$310,000. This decrease that benefits the Authority and NJ Transit is due to the Authority eliminating the snow removal services in the Vaughn and large portions of Wallace and Alexander lots, since NJ Transit and WWPA split the campus' expenses 64/36 with NJ Transit paying 64%.

Mr. Mosca displayed another comparison table with the actual expenses for snow for the 2020/2021 season versus the budget for the same period with it being under budget, as of now.

Mr. Mosca stated that the snow expenses are about 35% of the total amount budgeted for the season and the total expenses at this time are 26% lower than they were in the previous year's season. The snowfall at the beginning of February will increase the budget number making the comparison between this year and last year a lot closer.

Messrs. Colitsas and Mosca discussed the cash flow and P&L reports with the Board. Cash flow is positive for WWPA, and although positive for NJ Transit, it is minimal. The cash flow does not include NJ User fee. Mr. Girandola stated that the stat report indicates a rapid decline in permit renewals which means that NJ Transit may not have the funds to reimburse the Authority for expenses they will pay on their behalf, unless the regular commuter routine resumes.

Mr. Girandola suggested removing the depreciation line and convert this as a cash outlay for capital improvements on the P&L since it has no tax purpose. It would reflect a more accurate cash outlay on the P&L. Mr. Colitsas stated that this should be considered and will review.

Council President Mandel stated that Township is working on their budget and will need the Authority's budget to ensure they balance. Chair Lupo stated that he spoke with Mayor Marathe regarding budget reductions. Council President Mandel stated that Mayor Marathe is aware and requested that Chair Lupo speak with him and follow up in writing for consideration.

Administration

Chair Lupo asked if there were any issues with WWPA employees. Mr. MacPherson stated that all are well.

Mr. MacPherson requested that the board members review the ParkMobile contract that he will email which needs to be approved at the next board meeting.

EXECUTIVE SESSION

Chair Lupo moved that board members enter executive session to discuss Sidetraxx, a private lot on Station Drive and the pandemic strategy. Commissioner Katz seconded the motion. Board members went into executive session at 8:00 p.m. At 9:23 p.m. Chair Lupo moved that board members come out of the executive session. Commissioner Crane seconded the motion.

ADJOURNMENT

Chair Lupo moved to adjourn. There being no further business to discuss, the meeting was adjourned at 9:28 p.m.

Respectfully,

Elle Magarelli