

# **WEST WINDSOR PARKING AUTHORITY**

## **Minutes of Meeting**

**March 10, 2021**

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The West Windsor Parking Authority meeting was held on Wednesday, March 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

Sonia Gawas, Township Liaison

### **Comments from Audience**

None present

## **ACTION ITEMS**

### **Approval of Minutes (February 10, 2021)**

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

## **REPORTS**

### **Police**

Officer Bal informed the Board on the police activity in February stating that there were 68 incidents.

## **ACTION ITEMS (continued)**

### **Approval of Bills (February 2021)**

Mr. MacPherson displayed the bills. There were a significant number of refunds issued to those who canceled their parking permits.

Chair Lupu inquired about the duplicate invoices from Inarvy Lebasi Services for the month of February. Mr. MacPherson stated that they are monthly invoices, each at \$4,708 that were just submitted for NJ Transit's station maintenance for the months of November through February. The mandated NJ Transit's station maintenance fees include an onsite worker from the hours of 6:00am-11:00pm, 7 days a week to clean the entire NJ Transit lot areas (garbage, bathrooms, debris clearing under the platforms, minor repairs, etc.). Due to Covid, there were also 4 monthly sanitization invoices, each at \$2,500 for November through February. This service includes a deep cleaning on all surfaces of the train platform railings, waiting room, tunnels, stairwells, walls, handrails, and all of the sanitizing products 3 to 4 times a day. Mr. MacPherson will note the invoices to reflect the appropriate months, as requested by Commissioner Katz.

Chair Lupu inquired about the Sunset Creation invoice in the amount of \$3,812. Mr. MacPherson replied that it is the last invoice from 2020 for the year-end landscaping clean up. Clean up includes cutting back trees/bushes and clearing the drains to prevent flooding from blockage, as suggested by ACT Engineers. Chair Lupu stated that vendors should submit their invoices accordingly to maintain an accurate budget.

Commissioner Cerullo asked if there were any issues with getting flaggers to the platforms. Mr. MacPherson replied that there were no issues.

Commissioner Fabrizio inquired about the invoice from Western Pest Services. Mr. MacPherson stated that the mandatory insect/animal service is a preventative to ensure that the electrical room remains clear of pests.

Commissioner Fabrizio inquired about the invoices from Pumping Services, J&D Plumbing, and Power Rooter. Mr. MacPherson stated that Pumping Services is a mandated contract from NJ Transit to clear out the sewer line from the Café quarterly. J&D Plumbing was to repair the flush valve on the toilet that breaks a few times a year from individuals using their feet instead of their hands to flush. It was just replaced with a sturdier valve in hopes of lasting longer. Chair Lupo asked if sensors could replace the valves, and Mr. MacPherson stated that costly sensors were installed in the past but broke right away. Power Rooter was for the repairs on the propellers, drive shaft, and motors of the two tunnel pumps that were installed 4½ years ago caused by debris entering the pit. The pit had to be lifted from 25 feet under the ground for the repair.

Chair Lupo inquired about the invoices from Integrated Technical Systems that totaled approximately \$16K. Mr. MacPherson stated that the charges were to replace all of the modems for each paystation and the software updates because Verizon was no longer able to support the 3G network. Going forward, rather than repairing the paystations, they will be removed, since more than half of the commuters use the Parkmobile app instead of the paystations. This would save on the cost of electricity, paper, and repair.

Chair Lupo questioned the inconsistency of the permit refunds that show as a debit for NJ Transit but a credit for West Windsor. Mr. Mosca will review and provide an answer at the next meeting.

Commissioner Fabrizio moved resolution 03.10.21-01 to approve the February bills. Commissioner Katz seconded the motion. The motion was unanimously approved.

## **DISCUSSION ITEMS**

### **Parkmobile**

Mr. MacPherson shared the updated Parking Services Agreement between Parkmobile and West Windsor Parking Authority for the Board's approval. Commissioner Crane questioned the following clause on fees: "For each Transaction, Parkmobile shall charge the User the Total Price. Parkmobile reserves the right to increase Fees upon sixty (60) days notice to Client

which notice may be via email, web portal or other method.” Mr. MacPherson stated that if NJ Transit or WWPA increased their parking fees, that would increase the \$0.65 credit card transaction fee for Parkmobile, therefore, they could increase their fees to compensate for those credit card fees.

Commissioner Crane requested to replace the former General Manager’s name with Mr. MacPherson’s name and email address.

Commissioner Crane called for a motion to approve resolution 03.10.21-02 to accept and execute the Parkmobile contract. Commissioner Katz seconded the motion. The motion was unanimously approved.

### **NJ Transit Discussion**

Chair Lupo stated that a member from NJ Transit called him to discuss the letter sent from Mr. Schwartz regarding the pending issues of cash shortfalls, dispatching platform flaggers, and the lack of revenue to fund the NJ User fee. The NJ Transit member understood the issues and explained that if and when the government disburses the next stimulus package, the global decision that also includes buses, trains, and platforms will be made. The NJ Transit representative will respond after they finalize their process and plans.

Chair Lupo stated that he spoke with Mayor Marathe and a Township representative to discuss the Authority’s shortfalls. Since the Authority is a municipal/quasi entity, the Township will need to submit a request on the Authority’s behalf for relief funding. Mr. MacPherson stated that Princeton Junction lots are unique from other stations since its only asset is permit parking, whereas other stations have multiple assets such as street parking, parking garages, and retail shops. Councilwoman Gawas stated that the Township is holding budget workshops over the next few weeks to provide a clearer budget forecast. Mr. Schwartz stated that he would speak with members from the legislative district for guidance on how to acquire stimulus payment benefits. Chair Lupo requested that Mr. MacPherson provide Mr. Schwartz and Councilwoman Gawas the 2019 vs. 2020 revenue decrease and 12-month pandemic vs. 12-month prior pandemic revenue documents for them to share with Township Council, Administration members, and legislative district members.

## **REPORTS (continued)**

### **Accounting**

Mr. Mosca displayed the financial report and stated that WWPA is on track with the budget. The total income versus the budget was up by 15%. The total income versus last year was down approximately 50%. The total income for the month of February 2021 is down 84% from February 2020.

Mr. Mosca stated that the large expenses in station maintenance and landscaping are due to emergency repairs and invoices received from 2020, as discussed earlier. He suggested moving the expenses to show a more accurate budget.

Mr. Mosca stated that the snow expense for the lots in February was \$192,570, and the snow expense for the station was \$241,837. The snow expenses are more than double from what they were last year. Mr. Colitsas stated that with the updated snow removal budgeting and lot closures, the budget is accurate, assuming that there will not be a significant amount of snow and ice in March and April.

Mr. Mosca displayed the WWPA Monthly Cash flow for February showing a positive amount of cash; however, NJ Transit is projected to be negative in May.

Mr. MacPherson stated that NJ Transit is \$60K away from reaching March's budgeted parking permit goal of \$352,800, and WWPA is \$43K away from reaching March's budgeted parking permit goal of \$196,875. There were 25 parking permits released. Out of the 25 parking permits offered in the Wallace lot, only 4 were taken. Out of the 50 parking permits offered in the Alexander lot, only 7 were taken. Mr. MacPherson will continue to offer permits to those on the waitlist. A letter will be sent to all commuters on Monday notifying them that all lots will open on April 1<sup>st</sup>.

There were lengthy discussions on the process of applying for a grant for the loss of permit parking revenue and where to draw funds to cover NJ Transit invoices. Mr. MacPherson will speak with representatives from Nexus Parking for guidance on the grant request process. Chair Lupu stated that the Authority will need to provide the numbers for the end of 2020 and a projection of the whole year of 2021 for the grant request. Messrs. MacPherson, Colitsas, and Mosca will work on putting together the last half of the year 2020 and the entire 2021-year projection. They will circulate the updated cashflow to the board members once completed.

## **DISCUSSION ITEMS (continued)**

### **Princeton University Parking**

Mr. MacPherson stated that he has been speaking with representatives from Princeton University regarding their interest in signing a 3-year contract to rent the entire upper Vaughn lot. After a lengthy discussion on the logistics and pricing, Commissioner Fabrizio called for a motion to approve the decided quote to present to Princeton University to rent the upper Vaughn lot. Commissioner Katz seconded the motion. The motion was unanimously approved. Mr. MacPherson will call Princeton University representatives tomorrow with the offer.

### **Permit Renewals/Offerings**

Mr. MacPherson will send more parking permit offers to those on the waitlist: 50 to those on the Wallace lot waitlist and 25 to those on the Alexander lot waitlist. There has been an increase in daily parkers and permit parking usage. All closed lots will reopen on April 1<sup>st</sup>.

Commissioner Katz inquired about the negative number in the Stat report under Permit Holders by Residence in the Non-residents row. Mr. MacPherson is unsure and will look into the cause.

Commissioner Katz requested that the items under each category in the first column be alphabetized for consistency. Mr. MacPherson will update.

Commissioner Fabrizio inquired about the 60 tickets issued to illegal parkers with the majority in the Wallace lot. Mr. MacPherson stated that these individuals ticketed were previously warned.

### **Covid Plan**

Mr. MacPherson stated that employees will be permitted to work together in the office once vaccinated.

## **ACT ENGINEERS**

### **State of Good Repair**

Mr. Korkuch will soon have the draft plans and specs to review with Mr. MacPherson before sending them to NJ Transit for their review.

## **DISCUSSION ITEMS (continued)**

Mr. Schwartz stated that as of May or June, he will no longer represent WWPA, as he is reducing his workload to spend more time with his family.

## **ADJOURNMENT**

Chair Lupu moved to adjourn. There being no further business to discuss, the meeting was adjourned at 9:08 p.m.

Respectfully,

Elle Magarelli