

WEST WINDSOR PARKING AUTHORITY

Minutes of Meeting

May 12, 2021

The West Windsor Parking Authority meeting was held on Wednesday, May 12, 2021 at 6:00 p.m. in its office at 64 Princeton-Hightstown Road, Suite 24, Princeton Junction, NJ 08550. The dial-in details were posted on the WWPA website for those participating via video conferencing.

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 Lupu called the meeting to order at 6:00 p.m. The following individuals attended:

Commissioners

Andy Lupu, 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
Kyle Brown, Officer of West Windsor Police
Andrea Mandel, Council President/Township Liaison
Emily Declercq, Attorney

Comments from Audience

None present

REPORTS

Police

Officer Brown informed the board members on the police activity in April stating that there were 72 incidents.

ACTION ITEMS

Approval of Minutes (April 14, 2021)

Chair Lupo moved to approve the April 14, 2021 minutes. Commissioner Cerullo seconded the motion. All Commissioners voted to approve the minutes.

Approval of Bills (April 2021)

Mr. MacPherson stated that there was a substantial number of permit parking refunds for March. Mr. MacPherson and the Board discussed the bills in detail.

Commissioner Fabrizio moved resolution 05.12.21-01 to approve the April bills. Commissioner Katz seconded the motion. The motion was unanimously approved.

DISCUSSION ITEMS

Attorney

Chair Lupo introduced Emily Declercq who is replacing Mr. Schwartz as WWPA's attorney. Ms. Declercq stated that she is working with Mr. Schwartz on the transition.

New Virtual Setup

Mr. MacPherson discussed WWPA's new virtual office system that allows participation from the office via audio and video. The new technology exhibited a clear and easy system for effective collaboration.

Permit Renewals/Offerings

Mr. MacPherson stated that there was an increase in parking permit renewals. Out of the 100 parking permit offering letters that went out to those on the waitlist, 23 accepted for the Wallace lot and 2 accepted for the Alexander lot. Mr. MacPherson stated that approximately half of the individuals who accepted the parking permits for the Wallace lot originally had parking permits from either the Vaughn or Alexander lots. Mr. MacPherson stated that since the Wallace lot's quarterly fee is less than the other lots, those transferring from other lots will receive a credit into their account.

Mr. MacPherson stated that there was an increase in daily parking. Board members speculated on if commuters would resume to pre-covid numbers predicting that many will

return on a hybrid schedule in September. If that is the case, the parking model would need to accommodate a hybrid model. Mr. Girandola asked if Mr. Macpherson was able to scan the license plates of those who parked in the daily lots to determine if they were originally permit parkers, which could indicate if a new parking model should be implemented. Mr. MacPherson responded that the license plates were scanned in the daily lot revealing that only a small percentage of commuters were originally permit holders. The slow season for commuting is during the summer, therefore, a better indicator will be in September when the majority of commuters are expected to return.

NJ Transit Covid Relief

Chair Lupo stated that West Windsor Township will waive the Authority's third quarter land rent fee, should the Authority be in a negative financial position at that time. Township is able to allow this waiver since they were able to obtain Covid relief funding from the State. The Authority was not able to obtain funding since it is a quasi-government agency.

Council President Mandel stated that the Township's 2021 budget passed, and although the Authority's \$50K land rent fee was waived, it had to be included in Township's budget. Chair Lupo stated that the payment will be made if enough revenue is generated, which will remain unknown until September.

Mr. MacPherson stated that NJ Transit waived the Authority's Use fee on what was owed from 2020, as well as this year's fee since NJ Transit received Covid relief funding from the State due to lost revenue from the Authority. Commissioner Fabrizio asked what would occur in 2022 should the Authority not generate enough revenue, and Mr. MacPherson replied that the Authority plans to renegotiate the Use fee in the contract since there was a change in revenue.

Mr. Girandola stated that if NJ Transit did not receive State funding, and demanded that the Authority make payment, the contract states that the Authority would have had to withdraw from their own funds to pay NJ Transit's expenses until they were able to reimburse the Authority. This needs to be rectified in the contract so that the Authority is protected in the event of another shortfall in the future.

Ms. Declercq agreed that that there are areas in the contract that need to be negotiated to reflect the new revenue status.

State Budget

Mr. MacPherson requested that the board members review the state budget that he and Mr. Butvilla, Accountant from Suplee, Clooney & Company, drafted. Mr. MacPherson called for a motion to approve resolution 05.12.21-02 to introduce the state budget. In a Roll Call vote, each board member voted in favor of the motion. Board members will be required to adopt the budget at the next Board meeting in June.

Mr. MacPherson stated that a Roll Call was needed for a late budget resolution due to a State employee recently returning from furlough who is required to sign the form that the Authority needs to complete. Mr. MacPherson called for a motion to approve resolution 05.12.21-03 to approve the late budget resolution. In a Roll Call vote, each board member voted in favor of the motion.

Mr. MacPherson called for a motion to approve resolution 05.12.21-04 to certify WWPA's capital budget. In a Roll Call vote, each board member voted in favor of the motion.

Chair Lupo requested that the board members review the draft budget and respond with any comments before the next Board meeting in June when it will be adopted.

Princeton University Parking

Mr. MacPherson distributed the Authority's proposal with Princeton University's requested changes. The negotiations on Princeton University renting parking spots in the new Vaughn lot during their multi-year construction project will be discussed during closed session.

REPORTS (continued)

Accounting

Mr. Mosca stated that for the period January 2021 through April 2021, the total income versus the budget was up by 10%, and versus last year, it is still down. The total income versus last year was down approximately 42%. Permit parking was down by 30% and daily parking was down by almost 80%.

Mr. Mosca displayed tables of the 2021 Actual numbers for April versus the 2021 Budget for April showing daily parking to be higher than expected by almost \$10K. The Actual for April 2021 daily parking was \$96K lower than the Actual for April 2020. As the year progresses, numbers will become closer in range.

Messrs. Mosca and MacPherson will work on their conflicting April 2020 budget numbers for daily parking.

Mr. Mosca stated that the retirement benefits normally paid at the end of the first quarter was not yet paid. Mr. MacPherson said that the invoice was not sent until recently, and the bill was paid on May 3rd.

Mr. Mosca stated that there were no invoices for snow removal in April. The overall snow expense for October 2020 through April 2021 was \$632K of which \$272K was from the lots and \$360K was from the platforms. The budget for this period was \$550K for the lots and \$320K for the platforms. The platforms were over budget, but the lots were not over budget due to the lot closures during the snow season, which made a substantial impact.

DISCUSSION ITEMS (continued)

Cash Flow

Mr. Mosca displayed the Cash Flow Summary for WWPA. He stated that the total cash flow in for April was approximately \$8K, and for NJ Transit there was a cash flow out of approximately \$50K. The budget does not include police, rent for land, and NJ Use fees. Mr. Girandola asked Mr. Mosca to display the monthly NJ Transit budget that showed small margins and questioned what the greatest concerns and risks are from May to December that could change the numbers to negative in the forecast. Mr. Colitsas stated that emergency repairs are a risk and could be costly, as well as snow removal services which are both circumstances that cannot be controlled but are mandated to address. Discussion on projected revenue for daily and permit parking followed. Mr. Girandola asked Mr. MacPherson if there were any critical items that were not included in the forecast. Mr. MacPherson replied that there are no major repairs needed now. The retirement payment will be approximately \$62K, but other expenses are being kept at a minimum. The sanitization requirement of 4 times a day has been decreased by CDC which has significantly reduced that expense. Mr. MacPherson said that the back-up generator needs to be replaced but can wait until 2022.

Chair Lupu asked if plans for the cellular tower to be installed in the Vaughn Drive parking lot were discussed. Mr. MacPherson said that plans are pending because Verizon is waiting for a 5G network roll-out that is delayed due to Covid.

Mr. Mosca displayed NJ Transit's monthly budget that showed the cash balance at the beginning of the year at approximately \$582K and ending the year with \$548K. Assuming there is no snow in November and December, the range for the rest of the year would be between \$300-\$500K. The snow budget includes \$50K for the platforms and \$150K for the lots. Mr. MacPherson said that the snow removal contract will be renewed for the next snow season.

Mr. MacPherson stated that there is a budget earmarked for training at the National Parking Convention that will be held in Las Vegas from September 27-30, 2021 that will focus on the parking industry and Covid related items.

Mr. MacPherson stated that the annual food truck event will not occur in 2021 because of too many costly restrictions.

Board members agreed that the cash flow is projected accurately.

Snow Removal Contract

Mr. MacPherson stated that he and Mr. Korkuch will revise the snow removal contracts to include bidding on the lots and various areas individually in order to be able to temporarily close particular lots, if needed in the future. The revision will include pricing per inch and per lot that includes Wallace circle, Alexander loop, all roads and sidewalks that lead into the lots, and crew quarters. He asked Mr. Korkuch to forward both current contracts to Ms. Declercq for her review.

Mr. MacPherson and board members agree that the platforms contract should be given back to NJ Transit for them to manage. This would mean that WWPA would no longer have to cover the cost of the platform's snow removal services until NJ Transit paid them back. It would also reduce the liability risk since the new rules implemented from the Federal Railroad Commission dictate that only NJ Transit employees are able to become certified as flaggers. This rule 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. Mr. MacPherson will reach out to NJ Transit members and draft an email to alert them on WWPA's decision.

ACT ENGINEERS

Office Window Replacement

Mr. Korkuch stated that replacing the Authority's office vestibule window and the windows facing the parking lot with bullet-proof glass would range from \$100K-\$200K. The building's landlord will not permit modifications to the building's exterior; therefore, an option would be to construct an interior framework to support the very heavy bullet-proof glass. He displayed images of 8 levels of protection from firearms. Mr. MacPherson stated that there have not been any incidents to cause alarm, but employees could be at risk from a disgruntled customer. Commissioner Katz suggested adding a camera outside of the office for surveillance with signage stating that the facility is monitored. Chair Lupo said to keep the rule in place that customers are not permitted past the vestibule. He requested that Mr. Korkuch look into other less expensive options such as installing glass panels in the vestibule. Mr. Korkuch will obtain information on a prefabricated package that would be less expensive since it would not need to be customized.

EXECUTIVE SESSION

Chair Lupo moved that board members enter executive session for Princeton University Parking discussion. Commissioner Fabrizio seconded the motion. Board members went into executive session at 8:21 p.m. At 8:55 p.m. Chair Lupo moved that board members come out of the 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 8:56 p.m.

Respectfully,

Elle Magarelli