

## PORT AUTHORITY BUS TERMINAL ADVISORY COUNCIL (PABTAC)

### *Meeting Minutes – March 2024*

Port Authority Bus Terminal Advisory Council Meeting		
March 20, 2024	6:00PM - 8:00PM	In-person Meeting
Meeting Opened by	Brian Lewis	
Type of meeting	PABT Advisory Council (PABTAC) Meeting	
Facilitator	Brian Lewis	
PA Note Taker	Miriam Swartz	
Timekeeper	N/A	
Attendees	<b>PABTAC Members:</b> James Ashe (chair), John Murray, Mary Zellers, Carlo Steinman, Janice Young, Barbara Eastman, Marion Cappiello <b>PANYNJ Staff:</b> Brian Lewis, Miriam Swartz, Bob Gilligan	
<b>Agenda Item #1</b>	<i>Welcome/Introductions/Approval of Minutes</i>	
Time allotted	Start: 6:06 pm	
Discussion	<ul style="list-style-type: none"> <li>Misspelling of one attendee's first name. Otherwise minutes approved.</li> </ul>	
<b>Agenda Item #2</b>	<i>Report Back on Homelessness Services In and Around PABT</i>	
Time allotted	Start: 6:08 pm	
Discussion	<ul style="list-style-type: none"> <li>The subcommittee conducted evaluations in three distinct areas: James engaged with the New York City Department of Homeless Services, Michael liaised with Urban Pathways, and Marion coordinated with the Port Authority Police Department (PAPD).</li> <li>The PAPD's presentation provided insightful details about their operational challenges and the limitations they encounter in addressing homelessness.</li> <li>During discussions, representatives from the Department of Homeless Services highlighted the jurisdictional challenge, noting that the Port Authority Bus Terminal (PABT) is state-owned property and thus outside the city's purview.</li> <li>The subcommittee is actively pursuing further dialogue with Urban Pathways, with an anticipated progress report to be shared at the forthcoming PABT Advisory Council (PABTAC) meeting.</li> <li>In their meeting two weeks prior, the subcommittee proposed drafting a letter to Governor Hochul, requesting state intervention and guidance. The forthcoming draft, expected by the next meeting, will underscore the pressing nature of the homelessness issue at PABT, especially concerning its persistence into the new facility, as underscored by significant public concern.</li> <li>Brian requested that he be included on any discussion or meeting related to the draft letter.</li> </ul>	

<b>Agenda Item #3</b>	<b>Poster Contest Update</b>
Time allotted	Start: 6:16 pm
Discussion	<ul style="list-style-type: none"> <li>The process of soliciting entries is currently active. Brian provided a detailed briefing on the contest mechanics, highlighting the council's role in outreach and in evaluating the submissions.</li> <li>To date, we have received one entry, with expectations set for a surge of submissions as the deadline of April 8 approaches.</li> <li>The council is requested to divide and conquer the outreach effort to various organizations and institutions, complementing the outreach efforts by the PANYNJ to school superintendents and offices of elected officials.</li> <li>PABTAC is in need of assembling a judging panel for the poster competition, recalling the previous method during COVID where judges evaluated entries via emailed images.</li> <li>There's a proposal to review digital versions of the submissions beforehand, followed by an in-person session to make the final decisions.</li> <li>Consideration is being given to exhibit select posters in the outreach office, enabling public viewing and potentially allowing public voting. Another suggestion is to utilize the gallery space for a similar public voting process.</li> <li>In summary, plans are in place to review digital copies first, then schedule an in-person review session for PABTAC members to finalize decisions. Exploring options for public display in either the gallery or outreach office is underway.</li> <li>Introducing a QR code for public access to digital images of the submissions is also under consideration.</li> <li>Looking ahead to next year, aligning the contest with New York City's Climate Action Days could enhance engagement, as schools are mandated to participate, and it could integrate seamlessly into educational lesson plans.</li> </ul>
<b>Agenda Item #4</b>	<b>Council-Determined Items</b>
Time allotted	Start: 6:31 pm
Discussion	<ul style="list-style-type: none"> <li>There is a request for an additional tour of the Port Authority Bus Terminal (PABT) for PABTAC members to gain further insight into the facility's operations and layout.</li> <li>For more efficient feedback collection, rather than direct emails to Brian, members are encouraged to use the "Contact Us" form on the PABT website, which integrates feedback into the Salesforce system for better tracking and analysis. Council members may still contact Brian if they'd like.</li> <li>Clarification was sought regarding the January meeting's discussions on how the presence of unhoused individuals affects customer experience, particularly incidents like people sleeping in restroom stalls leading to uncomfortable encounters with law enforcement for customers.</li> <li>The idea of introducing music to the terminal was discussed, with a suggestion to utilize the PA Sound Stage for small-scale performances. Brian advised consulting with Myron on the protocol for arranging performances, including guidelines and policies, possibly incorporating a Venmo QR code for tipping.</li> </ul>

	<ul style="list-style-type: none"> <li>• A suggestion was made to invite Myron to discuss the management and opportunities of retail space within the terminal, with Brian taking the initiative to facilitate this interaction.</li> <li>• The council revisited the idea of developing a scorecard for the facility, focusing on accessibility and navigation, particularly for individuals with limited mobility. It was suggested that external organizations, particularly those advocating for disability rights, could provide valuable insights. A collective visit to the PABT by council members was proposed to gain a deeper understanding of the terminal's dynamics and potential areas for improvement, starting with the second facility tour.</li> <li>• Local neighborhood associations have raised concerns about the upcoming construction and its impact on traffic patterns, with specific apprehensions about nighttime construction activities and the granted variance for overnight work.</li> </ul>
<b>Agenda Item #5</b>	<b><i>Old Business</i></b>
Time allotted	Start: 6:58 pm
Discussion	•
<b>Agenda Item #6</b>	<b><i>New Business</i></b>
Time allotted	Start: 6:59 pm
Discussion	<ul style="list-style-type: none"> <li>• A request was made for an annual briefing on the progress of the new construction, note that MCP is planning to brief the council twice a year.</li> <li>• The council was informed of the resignation of a member, with efforts underway to ascertain if an immediate replacement can be appointed or if the council must wait until the summer recruitment cycle to fill the vacancy.</li> </ul>
<b>Action Items</b>	<b>Meeting Adjourned: 7:02 pm</b>