

**THE PARKING AUTHORITY OF THE CITY OF ELIZABETH, NJ**

**AGENDA FOR THE REGULAR MEETING OF APRIL 11, 2012**

- I.**
  - A.** MEETING TO BE CALLED TO ORDER BY CHAIRMAN MARCOS L. SALERMO
  - B.** ROLL CALL -
  - C.** PUBLIC SPEAKING
  - D.** MOTION TO APPROVE AND/OR CORRECT MINUTES FOR THE MARCH 14, 2012 MEETING.
  
- II.** **REPORTS:**
  - A.** FINANCIAL REPORTS –
  - B.** MOTION TO APPROVE REPLENISHMENT OF PETTY CASH IN THE AMOUNT OF \$55.50 FOR THE PERIOD OF February 26, 2012 through March 31, 2012.
  - C.** MOTION FOR PAYMENT OF OUTSTANDING BILLS LISTED IN THIS REPORT FROM THE EXECUTIVE DIRECTOR IN THE AMOUNT OF \$169,990.22 FOR April 11, 2012.
  - D.** CARLA A. MAZZA – EXECUTIVE DIRECTOR REPORTS
  
- III.** COMMUNICATIONS
- IV.** OLD BUSINESS
- V.** NEW BUSINESS
- VI.** ADJOURN

## **THE PARKING AUTHORITY OF THE CITY OF ELIZABETH**

The regular meeting of the Parking Authority of the City of Elizabeth, New Jersey, was held on March 14, 2012 in the Edward S. Sakowicz Administration Building at 233 Commerce Place, Elizabeth, New Jersey.

The meeting was called to order at 7:00 p.m. by Chairman Marcos L. Salermo who announced that the regular meeting is listed in the “Annual Notice” as defined by Chapter 231, P.L. 1975, and that copies of the “Annual Notice” have been mailed and/or delivered to the Newark Star Ledger, the Home News and Tribune and posted and filed in the City Clerk’s office in compliance with the terms of the open “Public Meeting Law” Chapter 231, P.L. 1975 on December 15, 2011.

### **I. ROLL CALL:**

**PRESENT:** Chairman Marcos L. Salermo  
Vice-Chairman Jorge Lias  
Commissioner Gisela Bernal – Castro  
Commissioner Maritza Maseda  
Commissioner Danielle J. Payne

Attendance Roll Call –5 present

Also, Counsel John B. Moriarty  
Executive Director Carla A. Mazza  
Operations Manager Carlos Alma

**ABSENT:** Commissioner Arcesio Medina  
Commissioner Sharon Gargano

In compliance with the terms of the Open Public Meetings Law, Chairman Marcos L. Salermo opened the floor to the members of the public.

Mr. Dean McDermott 713 Linden Avenue Elizabeth, NJ raised concerns to the Board regarding residential parking on Linden Avenue.

With no one else present to speak, Chairman Marcos L. Salermo closed that portion of the meeting.

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**II. MOTIONS:**

**A. To approve and/or correct minutes of February 8, 2012 meeting. A motion was made by Commissioner Danielle J. Payne and seconded by Commissioner Gisela Bernal – Castro. On a roll call vote, motion carried 5 ayes.**

**B. A motion was made by Commissioner Maritza Maseda and seconded by Vice-Chairman Jorge Lias to approve the replenishment of Petty Cash. On a roll call vote, motion carried 5 ayes.**

**C. A motion was made by Vice-Chairman Jorge Lias and seconded by Commissioner Gisela Bernal – Castro to pay the outstanding bills as reported by Executive Director Carla A. Mazza. On a roll call vote, motion carried 5 ayes.**

**D. . RESOLUTION 8-2012  
BY THE BOARD OF COMMISSIONERS AS A WHOLE:**

**WHEREAS**, the Board Counsel has recommended an award of contract be made to **David W. Ciarrocca, CPA, 1930 Wood Road, Scotch Plains, New Jersey 07076**, to conduct accounting functions concerning the maintenance of the accounting books and records of the Parking Authority of the City of Elizabeth, monthly preparation of a Budget to Actual Financial Report, monthly analysis of Balance Sheet including all cash accounts, monthly summarization of all Trust Accounts, monthly payroll analysis, monthly analysis of Income and Expense Accounts, annual preparation of State Budget, attendance at Board Meetings when requested, preparation of Year-End Trial Balance and Work-papers for facilitation of the Annual Budget, and Miscellaneous accounting consulting services; and that an appropriate contract be executed by the proper Authority Officials for a one (1) year period; and

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**WHEREAS**, the total amount of the contract to be awarded to **David W. Ciarrocca, CPA** will not exceed \$21,000.00; and

**WHEREAS**, this contract is awarded through a fair and open process in accordance with N.J.S.A. 19:44A-20.5, et seq.; and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids and the contract itself must be available for public inspection; now, therefore, be it

**RESOLVED** by Commissioner of the Parking Authority of the City of Elizabeth as follows:

1. The Executive Director is hereby authorized and directed to execute a contract with **David W. Ciarrocca, CPA, 1930 Wood Road, Scotch Plains, New Jersey 07076** to perform the above described services, at a cost not to exceed \$21,000.00 for the fiscal year ending December 31, 2011 without the express approval of this Governing Body.
2. This contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-2(6) of the Local Public Contracts Law because the **David W. Ciarrocca, CPA, 1930 Wood Road, Scotch Plains, New Jersey 07076**, Certified Public Accountants, are exempted by the provisions of the Local Public Contracts Law.
3. A notice of this action shall be printed once in The Star Ledger.

**A motion was made by Commissioner Gisela Bernal – Castro and seconded by Vice-Chairman Jorge Lias. On a roll call vote, motion carried 5 ayes.**

**E. RESOLUTION 9-2012**

**BY THE BOARD OF COMMISSIONERS AS A WHOLE:**

**WHEREAS**, the Board Counsel has recommended an award of contract be made to **Suplee, Clooney & Company, 300 East Broad Street, Westfield, New Jersey 07090**, to conduct statutory audits of the Parking Authority of the City of Elizabeth, review and evaluation of Internal Accounting Controls, Examination of Year-End Account Balances, and Audit Report for the fiscal year ending December 31, 2011; and that an appropriate contract be executed by the proper Authority Officials for a one (1) year period; and

**WHEREAS**, the total amount of the contract to be awarded to **Suplee, Clooney & Company** will not exceed \$22,600.00; and

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**WHEREAS**, this contract is awarded through a fair and open process in accordance with N.J.S.A. 19:44A-20.5, et seq.; and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids and the contract itself must be available for public inspection; now, therefore, be it

**RESOLVED** by Commissioner of the Parking Authority of the City of Elizabeth as follows:

1. The Executive Director is hereby authorized and directed to execute a contract with **Suplee, Clooney & Company, 300 East Broad Street, Westfield, New Jersey 07090** to perform the above described services, at a cost not to exceed \$22,600.00 for the fiscal year ending December 31, 2011 without the express approval of this Governing Body.
2. This contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-2(6) of the Local Public Contracts Law because the **Suplee, Clooney & Company, 300 East Broad Street, Westfield, New Jersey 07090**, Certified Public Accountants, are exempted by the provisions of the Local Public Contracts Law.
3. A notice of this action shall be printed once in **The Star Ledger**.

**A motion was made by Vice-Chairman Jorge Lias and seconded by Commissioner Maritza Maseda . On a roll call vote, motion carried 5 ayes.**

**F. RESOLUTION 10-2012  
BY THE BOARD OF COMMISSIONERS AS A WHOLE:**

**WHEREAS**, the Board Counsel has recommended an award of contract be made to **Acacia Financial Group, Inc., Four Greentree Centre Suite 206 130000 Lincoln Drive West, Marlton, New Jersey 08053**, to conduct Financial Advisory Services for the Parking Authority of the City of Elizabeth, construction needs and analysis of financial options including the issuance of Bonds and Notes by the Parking Authority of the City of Elizabeth, New Jersey. Specifically includes experience with New Market Tax Credits, Build America Bonds [BAM(s)], Project Revenue Recovery Zone Economic Development Bonds, and Project Revenue Bonds; and that an appropriate contract be executed by the proper Authority Officials for a one (1) year period; and

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**WHEREAS**, the total amount of the contract to be awarded to **Acacia Financial Group, Inc.**, at a cost pursuant to a fee schedule as follows:

- A. For services in which Acacia will be compensated on an hourly basis, including the development of financial models relating to the economic projections of the parking project is Co-President \$250.00/hr, Managing Director \$225.00/hr, Vice President \$200.00/hr, Assistant Vice President \$175.00/hr, Analyst \$150.00/hr and Administrative \$50.00/hr. Not to exceed \$20,000.00
- B. For financing that include unique and/or complex financing structure (such as New Market Tax Credit transactions) or require additional services beyond our general scope, the fee for such transactions be negotiated in advance.
- C. Reimbursement for the following reasonable expenses incurred in providing the services set forth herein at rates which are approved upon submission of appropriate invoice: postage, photocopies, telecopies, freight charges and telephone; and

**WHEREAS**, this contract is awarded through a fair and open process in accordance with N.J.S.A. 19:44A-20.5, et seq.; and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids and the contract itself must be available for public inspection; now, therefore, be it

**RESOLVED** by Commissioner of the Parking Authority of the City of Elizabeth as follows:

- 1. The Executive Director is hereby authorized and directed to execute a contract with **Acacia Financial Group, Inc., Four Greentree Centre Suite 206 130000 Lincoln Drive West, Marlton, New Jersey 08053** to perform the above described services, at a cost not to exceed \$20,000.00 for the fiscal year ending December 31, 2012 without the express approval of this Governing Body.
- 2. This contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-2(6) of the Local Public Contracts Law because the **Acacia Financial Group, Inc., Four Greentree Centre Suite 206 130000 Lincoln Drive West, Marlton, New Jersey 08053**, Financial Advisory Services, are exempted by the provisions of the Local Public Contracts Law.
- 3. A notice of this action shall be printed once in The Star Ledger.

**A motion was made by Commissioner Gisela Bernal – Castro and seconded by Commissioner Danielle J. Payne On a roll call vote, motion carried 5 ayes.**

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**G. RESOLUTION 11-2012  
BY THE BOARD OF COMMISSIONERS AS A WHOLE:**

**WHEREAS**, the Board Counsel has recommended an award of contract be made to **Genova, Burns & Giantomasi, Attorneys at Law, 494 Broad Street, Newark, New Jersey 07102**, to conduct Employment Counsel for the Parking Authority of the City of Elizabeth, shall provide employment counsel and legal services including, but not limited to, contract negotiations, grievances and counsel on employment matters throughout 2012. The Proposer may also be required to represent / defend the Authority and its Officers and employees, if the need arises in connection with any employment related matters; and that an appropriate contract be executed by the proper Authority Officials for a one (1) year period; and

**WHEREAS**, the total amount of the contract to be awarded to **Genova, Burns & Giantomasi, Attorneys at Law**, at a cost pursuant to a fee schedule as follows:

- A. For services in which **Genova, Burns & Giantomasi, Attorneys at Law** will be compensated on an hourly basis, Labor Attorney at a rate of \$175.00/hr. Not to exceed \$20,000.00

**WHEREAS**, this contract is awarded through a fair and open process in accordance with N.J.S.A. 19:44A-20.5, et seq.; and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids and the contract itself must be available for public inspection; now, therefore, be it

**RESOLVED** by Commissioner of the Parking Authority of the City of Elizabeth as follows:

1. The Executive Director is hereby authorized and directed to execute a contract with **Genova, Burns & Giantomasi, Attorneys at Law, 494 Broad Street, Newark, New Jersey 07102** to perform the above described services, at a cost not to exceed \$20,000.00 for the fiscal year ending December 31, 2012 without the express approval of this Governing Body.
2. This contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-2(6) of the Local Public Contracts Law because the **Genova, Burns & Giantomasi, Attorneys at Law, 494 Broad Street, Newark, New Jersey 07102**, Legal Professional Services, are exempted by the provisions of the Local Public Contracts Law.
3. A notice of this action shall be printed once in The Star Ledger.

**A motion was made by Vice-Chairman Jorge Lias and seconded by Commissioner Danielle J. Payne. On a roll call vote, motion carried 5 ayes.**

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**H. RESOLUTION 12-2012**

**BY THE BOARD OF COMMISSIONERS AS A WHOLE:**

**WHEREAS**, the Board Counsel has recommended an award of contract be made to **Desman Associates, 49 West 37th Street 5<sup>th</sup> Floor, New York, New York 10018**, to conduct Architectural and Professional Engineering Services for the Parking Authority of the City of Elizabeth, in connection with maintenance, improvement and construction of existing and proposed parking facilities in the City of Elizabeth, New Jersey, including interior design and architectural needs for Parking Authority offices and building to be completed in 2011; and that an appropriate contract be executed by the proper Authority Officials for a one (1) year period; and

**WHEREAS**, the total amount of the contract to be awarded to **Desman Associates**, at a cost pursuant to a fee schedule as follows:

- A. For services in which **Desman Associates** will be compensated on an hourly basis as follows: Principal at \$250.00/hr, Associates at &175.00/hr, Project Manager at 170.00/hr, Senior Engineer/Planner/Architect at \$145.00/hr, Engineer/Planner/Architect at \$125.00/hr, Designer at \$115.00/hr, Draftsperson/CAAD Operator at \$90.00/hr, Technician at \$90.00/hr, Data Collector at \$70.00/hr, and Clerical at \$70.00/hr. Not to exceed \$20,000.00

**WHEREAS**, this contract is awarded through a fair and open process in accordance with N.J.S.A. 19:44A-20.5, et seq.; and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids and the contract itself must be available for public inspection; now, therefore, be it

**RESOLVED** by Commissioner of the Parking Authority of the City of Elizabeth as follows:

1. The Executive Director is hereby authorized and directed to execute a contract with **Desman Associates, 49 West 37th Street 5<sup>th</sup> Floor, New York, New York 10018** to perform the above described services, at a cost not to exceed \$20,000.00 for the fiscal year ending December 31, 2012 without the express approval of this Governing Body.
2. This contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-2(6) of the Local Public Contracts Law because the **Desman Associates, 49 West 37th Street 5<sup>th</sup> Floor, New York, New York 10018**, Architectural and Professional Engineering Services, are exempted by the provisions of the Local Public Contracts Law.
3. A notice of this action shall be printed once in The Star Ledger.

**A motion was made by Vice-Chairman Jorge Lias and seconded by Commissioner Gisela Bernal – Castro. On a roll call vote, motion carried 5 ayes.**



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**I. RESOLUTION 13-2012**

13-2012

**BY THE BOARD OF COMMISSIONERS AS A WHOLE:**

**WHEREAS**, the Board Counsel has recommended an award of contract be made to **Willis of New Jersey, Inc., 350 Mt. Kemble, Morristown, New Jersey 07962**, to conduct insurance account / claims management services concerning the negotiation and placement of all insurance coverage, coverage analysis, documentation, cover notes, binders, policies, premium billings, audits, certificates of insurance, claim management service; and that an appropriate contract be executed by the proper Authority Officials for a one (1) year period; and

**WHEREAS**, the total amount of the contract to be awarded to **Willis of New Jersey, Inc.**, at no cost to the Authority; and

**WHEREAS**, this contract is awarded through a fair and open process in accordance with N.J.S.A. 19:44A-20.5, et seq.; and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of contracts for "Extraordinary, Unspecifiable Services" without competitive bids and the contract itself must be available for public inspection; now, therefore, be it

**RESOLVED** by Commissioner of the Parking Authority of the City of Elizabeth as follows:

1. The Executive Director is hereby authorized and directed to execute a contract with **Willis of New Jersey, Inc., 350 Mt. Kemble, Morristown, New Jersey 07962**, to perform the above described services, at a no cost to the Authority for the fiscal year ending December 31, 2012.
2. The Executive Director is hereby Authorized and directed to execute an agreement with Selective Insurance Company of America, PO Box 970, Branchville, NJ 07826 (through its agent Willis of New Jersey, Inc.) at an annual premium of \$97,696.00 and New Jersey Manufacturers Insurance Company, 301 Sullivan Way, West Trenton, NJ 08628 (through its agent Willis of New Jersey, Inc.) at an annual premium of \$56,146.00 and Star Insurance Company, 26255 American Drive, Southfield, MI 48034, (through its agent Willis of New Jersey, Inc.) at an annual premium of \$12,764.00.
3. Insurance is specialized in nature inasmuch as companies issuing same are limited and must be approved by the State of New Jersey, through the Department of Insurance and Banking in order to qualify to do business within this State. N.J.S.A. 40A:11-5(1)(m) exempts the purchasing of insurance coverage from advertising for bids and bidding, which shall be in accordance with the requirements for Extraordinary, Unspecified Service in accordance with requirements thereof.
4. This cannot be described by written specifications because of the special nature of the services as described above.
5. A notice of this action shall be printed once in The Star Ledger.

**A motion was made by Commissioner Danielle J. Payne and seconded by Commissioner Gisela Bernal – Castro. On a roll call vote, motion carried 5 ayes.**

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**J. RESOLUTION 14-2012**

RESOLUTION AUTHORIZING PURCHASES UNDER STATE CONTRACT

WHEREAS, The Elizabeth Parking Authority utilize open-end contracts for routine, recurring items which may in the aggregate exceed \$26,000.00 per annum; and

WHEREAS, State Contract purchases are permitted without competitive bidding under 40A:11-12, the New Jersey State Cooperative Purchasing Program, 1-NJCP; and

WHEREAS, these purchases are made on a unit price basis with each Purchase Order for such goods or services; and

WHEREAS, the Purchasing Agent and or authorized official recommend these purchases.

NOW, THEREFORE BE IT RESOLVED that the Commissioners of the Elizabeth Parking Authority authorizes purchasing under any valid 2011/2012 State Contracts and subsequent renewals or extensions for all State Contracts including, but not limited to those on file with the Elizabeth Parking Authority.

**A motion was made by Commissioner Gisela Bernal – Castro and seconded by Vice-Chairman Jorge Lias. On a roll call vote, motion carried 5 ayes.**

**K. RESOLUTION 15-2012**

RESOLUTION AUTHORIZING  
PURCHASES OF PROPRIETARY GOODS OR SERVICES

WHEREAS, The Elizabeth Parking Authority has determined that a good or service meets the definition of proprietary set forth in N.J.S.A. 40A:11-2(39) and

WHEREAS, State Contract purchases are permitted with a resolution of the governing body under 40A:11-13(d); and

WHEREAS, the product Entry Station AGM-2070/A925 is an electronic entry device used with the Amano-McGann iParcProfessional revenue control and parking management system to monitor and grant access to customers for ingress using a paper magnetic stripe ticket to the parking facilities; and

NOW, THEREFORE BE IT RESOLVED that the Commissioners of the Elizabeth Parking Authority authorizes the purchase under proprietary goods and services set forth in N.J.S.A. 40A:11-2(39) for an amount not to exceed \$20,400.00.

**A motion was made by Commissioner Gisela Bernal – Castro and seconded by Vice-Chairman Jorge Lias. On a roll call vote, motion carried 5 ayes.**

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**L. RESOLUTION 16-2012**

**RESOLUTION AUTHORIZING  
PURCHASES OF PROPRIETARY GOODS OR SERVICES**

WHEREAS, The Elizabeth Parking Authority has determined that a good or service meets the definition of proprietary set forth in N.J.S.A. 40A:11-2(39) and

WHEREAS, State Contract purchases are permitted with a resolution of the governing body under 40A:11-13(d); and

WHEREAS, the service: NOWCARE PREMIUM SUPPORT AGREEMENT is a service agreement covering all software and host computer components and revenue/lane equipment used with the Amano-McGann iParcProfessional revenue control and parking management system to monitor and grant access to customers to the parking facilities of the Authority; and

NOW, THEREFORE BE IT RESOLVED that the Commissioners of the Elizabeth Parking Authority authorizes the award of contract and the Executive Director to enter into a contract under proprietary goods and services set forth in N.J.S.A. 40A:11-2(39) for an amount not to exceed \$16,000.00 for a term of one year.

**A motion was made by Commissioner Danielle J. Payne and seconded by Vice-Chairman Jorge Lias. On a roll call vote, motion carried 5 ayes.**

**M. RESOLUTION 17-2012**

Authorizing a change in the 2012 monthly meeting calendar:  
June 13, 2012 meeting date changed to June 20, 2012

Executive Director to post Change in Star Ledger and Home News Tribune and post notice on Parking Authority website.

**A motion was made by Vice-Chairman Jorge Lias and seconded by Commissioner Danielle J. Payne. On a roll call vote, motion carried 5 ayes.**

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**III. REPORTS:**

**A. Executive Director, Carla A. Mazza**

**Financial reports enclosed.**

**Resolution to Accept *Financial Reports*.** A motion was made by Commissioner Gisela Bernal – Castro and seconded Vice-Chairman Jorge Lias. On a roll call vote, motion carried 5 ayes.

**IV Old Business –**

**V New Business –**

There being no further business, Commissioner Danielle J. Payne made a motion, seconded by Vice-Chairman Jorge Lias to *adjourn* the meeting at 7:30 P.M. On a roll call vote, motion carried 5 ayes.

**APPROVED: April 11, 2012**

**Marcos L. Salermo  
Chairman**

**Carla A. Mazza  
Executive Director**

**ELIZABETH PARKING AUTHORITY**  
**BUDGET TO ACTUAL FINANCIAL REPORT**  
**FOR THE THREE MONTH PERIOD ENDED 3/31/12**

<b>REVENUES</b>	<b>Y-T-D ACTUAL</b>	<b>Y-T-D BUDGET</b>	<b>VARIANCE</b>	<b>ANNUAL BUDGET</b>
PARKING FEES	\$ 719,327	\$ 808,190	\$ (88,863)	\$ 3,232,760
VIOLATIONS	18,210	27,500	(9,290)	110,000
RENTAL REVENUE	4,110	52,500	(48,390)	210,000
MISCELLANEOUS REVENUE	975	2,500	(1,525)	10,000
INTEREST INCOME	76	500	(424)	2,000
<b>TOTAL REVENUE</b>	<b>\$ 742,698</b>	<b>\$ 891,190</b>	<b>\$ (148,492)</b>	<b>\$ 3,564,760</b>
<b>EXPENSES</b>				
SALARIES & EMPLOYEE BENEFITS	\$ 436,701	\$ 461,354	\$ 24,653	\$ 1,845,416
INSURANCE	45,769	53,750	7,981	215,000
OFFICE EXPENSES	10,196	10,000	(196)	40,000
OUTSIDE SERVICES	20,232	37,500	17,268	150,000
ADMINISTRATIVE EXPENSES	15,253	10,500	(4,753)	42,000
OPERATING EXPENSES	325,131	285,721	(39,410)	1,142,885
INTEREST ON DEBT	30,185	30,185	-	120,738
<b>TOTAL EXPENSES</b>	<b>\$ 883,467</b>	<b>\$ 889,010</b>	<b>\$ 5,543</b>	<b>\$ 3,556,039</b>
<b>PROJECTED INCREASE TO RESERVE</b>	<b>\$ (140,769)</b>	<b>\$ 2,180</b>	<b>\$ (142,949)</b>	<b>\$ 8,721</b>