

Agenda for the Regular Meeting of November 12, 2020

I. Welcome/Opening

- A. Meeting to be called to order by Chairman Felix Martinez
- B. Roll Call
- C. Public Speaking
- D. Motion to Approve and/or correct minutes of the **October 14, 2020** meeting.

II. Reports

- A. Financial Reports
- B. Motion to approve replenishment of petty cash in the amount of \$226.36 for the period of September 1, 2020 through October 31, 2020.
- C. Motion for payment of outstanding bills listed in this report from the Executive Director in the amount of \$121,737.43 for **November 12, 2020**.
- 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 October 14, 2020 (via teleconference call)in the Edward S. Sakowicz Administration Building at 233 Commerce Place Elizabeth, NJ 07201. The meeting was called to order at 7:00 PM by Chairman Felix Martinez 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 12, 2019.

I. Roll Call: (via teleconference call)

Present:

Chairman Felix Martinez

Vice - Chairman Gisela Bernal – Castro

Commissioner Kelly Taylor

Commissioner Matthew D. Rinaldo

Commissioner Maritza A. Maseda

Commissioner Ezzio A. Bustamante

Attendance Roll Call —6 Present

Also, Counsel John B. Moriarty

Executive Director Carla A. Mazza

Operations Manager Carlos J. Alma

Absent: 1

Commissioner Ana Hernandez

In compliance with the terms of the Open Public Meeting Law, Chairman Felix Martinez opened the floor to the members of the public. With no one present to speak, Chairman Felix Martinez closed that portion of the meeting.

II. Motions:

- A. A motion was made by Vice - Chairman Gisela Bernal – Castro and seconded by Commissioner Kelly Taylor to approve and/or correct minutes of the September 9, 2020 meeting. On a roll call vote, motion carried 4 ayes. Commissioner Maritza A. Maseda and Commissioner Ezzio A. Bustamante respectfully abstained.

- B. A motion was made by Vice - Chairman Gisela Bernal – Castro and seconded by Commissioner Matthew D. Rinaldo to approve the replenishment of Petty Cash. On a roll call vote, motion carried 6 ayes.

- C. A motion was made by , Chairman Felix Martinez and seconded by Commissioner Maritza A. Maseda to pay the outstanding bills as reported by Executive Director Carla A. Mazza. On a roll call vote, motion carried 6 ayes.

D. Resolution # 17-2020 AWARD OF PROFESSIONAL CONTRACT

Professional Services 2020

WHEREAS, the Parking Authority of the City of Elizabeth has determined a need for professional services, and;

WHEREAS, the Parking Authority of the City of Elizabeth advertised the contracts for Professional Services pursuant to New Jersey Law (P.L. 2004 c. 19 N.J.S.A. 19:44:20.4 et. seq.) by a “Fair and Open” process, and;

WHEREAS, the Parking Authority of the City of Elizabeth awarded to Joseph Jingoli and Son, Inc., Lawrenceville, NJ, and;

WHEREAS, the Parking Authority of the City of Elizabeth requires additional services for a full-time on-site construction manager, and

NOW, THEREFORE BE IT RESOLVED by the Commissioners of the Parking Authority of the City of Elizabeth to extend award the following professional contract to Joseph Jingoli and Son, Inc., not to exceed \$80,000.00 and authorizes the Executive Director to execute any and all necessary agreements and or contracts.

A motion was made by Chairman Felix Martinez and seconded by Commissioner Matthew D. Rinaldo .On a roll call vote, motion carried 6 ayes.

E. Resolution #18 -2020 Resolution promoting employee Amadeo Vasquez to the position of Supervisor, replacing current Assistant Operations Manager Reginald Carruthers’ former position, at the salary of \$50,000/year, effective 9/17/2020.

A motion was made by Vice - Chairman Gisela Bernal – Castro and seconded by Chairman Felix Martinez . On a roll call vote, motion carried 6 ayes.

F. Resolution #19 -2020 Resolution authorizing Change of Meeting Date. Resolution changing the November 2020 meeting from Tuesday November 10 to Thursday November 12 @ 7pm.

A motion was made by Chairman Felix Martinez and seconded by Commissioner Ezzio A. Bustamante. On a roll call vote, motion carried 6 aye

III. Reports:

A. Executive Director, Carla A. Mazza
Financial Reports

Resolution to Accept *Financial Reports*. A motion was made by Commissioner Matthew D. Rinaldo and seconded by Commissioner Ezzio A. Bustamante. On a roll call vote, motion carried 6 ayes.

IV. Old Business

V. New Business — There being no further business Vice - Chairman Gisela Bernal – Castro made a motion, seconded by Commissioner Kelly Taylor to adjourn the meeting at 7:25 P.M. On a roll call vote, motion carried 6 ayes.

APPROVED: November 12, 2020

Felix Martinez
Chairman

Carla A. Mazza
Executive Director

ELIZABETH PARKING AUTHORITY
BUDGET TO ACTUAL FINANCIAL REPORT
FOR THE TEN MONTH PERIOD ENDED 10/31/20

REVENUES	Y-T-D ACTUAL	Y-T-D BUDGET	VARIANCE	ANNUAL BUDGET
PARKING FEES	\$ 2,192,006	\$ 3,345,000	\$ (1,152,994)	\$ 4,014,000
VIOLATIONS	145,925	250,000	(104,075)	300,000
RENTAL REVENUE	328,788	325,053	3,735	390,064
MISCELLANEOUS REVENUE	210,586	7,500	203,086	9,000
INTEREST INCOME	11,668	16,667	(4,999)	20,000
TOTAL REVENUE	\$ 2,888,973	\$ 3,944,220	\$ (1,055,247)	\$ 4,733,064
EXPENSES				
SALARIES & EMPLOYEE BENEFITS	\$ 1,749,717	\$ 1,920,606	\$ 170,889	\$ 2,304,727
INSURANCE	224,315	229,167	4,852	275,000
OFFICE EXPENSES	91,412	91,667	255	110,000
OUTSIDE SERVICES	85,869	138,333	52,464	166,000
ADMINISTRATIVE EXPENSES	57,429	60,000	2,571	72,000
OPERATING EXPENSES	769,481	877,333	107,852	1,052,800
INTEREST/PRINCIPAL ON DEBT	525,965	525,965	-	631,158
TOTAL EXPENSES	\$ 3,504,188	\$ 3,843,071	\$ 338,883	\$ 4,611,685
PROJECTED INCREASE TO RESERVE	\$ (615,215)	\$ 101,149	\$ (716,364)	\$ 121,379