

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 January 11, 2023 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 15, 2022.

I. Roll Call:

Present:

Chairman Felix Martinez

Vice - Chairman Gisela Bernal – Castro (via teleconference call)

Commissioner Kelly Taylor

Commissioner Ezio A. Bustamante-Varea (via teleconference call)

Commissioner Alejandra Gallardo

Commissioner Matthew D. Rinaldo

Commissioner Maritza A. Maseda (via teleconference call)

Attendance Roll Call —7 Present

Also, Counsel John B. Moriarty

Executive Director Carla A. Mazza

Operations Manager Carlos J. Alma

Absent: 0

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 Commissioner Kelly Taylor and seconded by Commissioner Ezzio A. Bustamante-Varea to approve and/or correct minutes of the December 14, 2022 meeting. Commissioner Maritza A. Maseda and Commissioner Matthew D. Rinaldo respectfully abstained. On a roll call vote, motion carried 5 ayes.
- B. A motion was made by Commissioner Matthew D. Rinaldo and seconded by Commissioner Maritza A. Maseda to approve the replenishment of Petty Cash. On a roll call vote, motion carried 7 ayes.
- C. A motion was made by Chairman Felix Martinez and seconded by Commissioner Kelly Taylor to pay the outstanding bills as reported by Executive Director Carla A. Mazza. On a roll call vote, motion carried 7 ayes.

D. Resolution # 1-2023 RESOLUTION AUTHORIZING PURCHASES UNDER STATE AND COOP CONTRACTS 2023

WHEREAS, The Parking Authority of the City of Elizabeth utilizes open-end contracts for routine, recurring items which may in the aggregate exceed \$17,500.00 per annum; and

WHEREAS, the Parking Authority are a member of the following Pricing Cooperatives: Cranford Police Cooperative Pricing System, Morris County Cooperative Pricing System, Somerset County Cooperative Pricing System, Middlesex Regional Educational Services Commission Cooperative Pricing System, NJ Parking Cooperative Pricing System, NJ SEM and the Union County Cooperative Pricing System in addition to the State Contracts; and

WHEREAS, State and COOP 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, recommends these purchases, and

NOW, THEREFORE BE IT RESOLVED that the Commissioners of the Parking Authority of the City of Elizabeth authorize purchasing under any valid 2022/2023 State and Cooperative Contracts and subsequent renewals or extensions for all State and or COOP Contracts including, but not limited to those on file with the Elizabeth Parking Authority.

A motion was made by Chairman Felix Martinez and seconded by Vice - Chairman Gisela Bernal – Castro. On a roll call vote, motion carried 7 ayes.

**E. Resolution # 2-2023 Parking Authority of the City of Elizabeth
Elizabeth, Union County, New Jersey 07201**

AWARD OF PROFESSIONAL CONTRACTS

Extraordinary, Unspecified Services 2023

The Board of Commissioners of the Parking Authority of the City of Elizabeth has awarded the following contracts without competitive bidding as professional services or an extraordinary, unspecified service pursuant to N.J.S.A. 40A:11-5(1)(a). These Contracts and the Resolutions authorizing them are available for public inspection at the office of the Parking Authority.

Awarded to:	Travelers Insurance Company, Hartford, CT
Services:	Property, Inland Marine, Automotive, General and Employee Benefit Liability
Time period:	January 1, 2023, to December 31, 2023
Cost:	not to exceed \$195,367.00

Awarded to:	New Jersey Manufacturers Insurance Company West Trenton, NJ
Services:	Workers' Compensation Insurance Coverage

Time period: January 1, 2023, to December 31, 2023
Cost: not to exceed \$42,499.00 plus
Workers' Compensation fee of \$3,365.00

Awarded to: Merchants Mutual Insurance Group, Buffalo, NY
Services: Excess Liability Insurance Coverage
Time period: January 1, 2023, to December 31, 2023
Cost: not to exceed \$42,483.00

Awarded to: BCB Bank of Woodbridge, Woodbridge, NJ
Services: Banking Services
Time period: January 1, 2023, to December 31, 2023
Cost: at no cost.

A motion was made by Commissioner Matthew D. Rinaldo and seconded by Commissioner Kelly Taylor . On a roll call vote, motion carried 7 ayes.

**F. Resolution # 3-2023 RESOLUTION AUTHORIZING
GOODS AND SERVICES**

**2023 ON-CALL MAINTENANCE REPAIRS OF
THE PARKING AUTHORITY OF THE CITY OF ELIZABETH FACILITIES**

WHEREAS, The Parking Authority of the City of Elizabeth has determined a need for On Call Maintenance of the Parking Authority's facilities; and

WHEREAS, the bidder has complied with N.J.S.A. 10:5-31 et. seq. And N.J.S.A. 17:27; and

WHEREAS, the Parking Authority received 3 responses to the bid; and

WHEREAS, MAARV Waterproofing, Inc. located 68 Colfax Avenue, Clifton, NJ 07013, is the lowest responsible and responsive bidder; and

NOW, THEREFORE BE IT RESOLVED that the Commissioners of the Parking Authority of the City of Elizabeth authorizes the award of the contract to MAARV Waterproofing for 24 months with an option to extend for 24 additional months when in agreement to do so by both the awarded vendor and the Parking Authority on a time and material not to exceed the rates as stated in the schedule attached.

TIME AND MATERIAL RATES SCHEDULE

Bid Item	Description	Units	Price	Unit
JAMES V. DEBIASIO PARKING GARAGE - GARAGE NO.2				
1	Full Depth Concrete Slab Repairs	SF		\$80.00
2	Topping Slab Replacement	SF		\$40.00
3	Partial Depth Concrete Slab Repairs	SF		\$40.00
4	Vertical/Overhead Repairs at Walls, Columns and Slabs	SF		\$80.00
5	Surface Scaling Repairs	SF		\$6.00
6	Sealing of Cracks and Construction Joints	LF		\$6.00
7	Sealing of T-Beam Joints	LF		\$10.00
8	Caulking of Precast Panel Joints	LF		\$10.00
9	Vertical Expansion Compression Joint Detail	LF		\$110.00
10	Drainage			
10A	New Floor Drains at Garage Levels	EA		\$2,000.00
10B	Piping for New Drains	LF		\$100.00
11	Parapet Wall Repairs	SF		\$125.00
12	New T-Beam Connectors	EA		\$300.00
13	Painting of Stair Towers	SF		\$6.00
14	Concrete Stair Repairs at Stair Towers	SF		\$100.00
15	Traffic Membrane at Garage Levels and Stair Towers	SF		\$6.00
16	Asphalt Removal and Replacement	SF		\$15.00
JEFFERSON AVENUE PARKING GARAGE - GARAGE NO.6				
1	Full Depth Concrete Slab Repairs	SF		\$80.00
2	Partial Depth Concrete Slab Repairs	SF		\$40.00
3	Vertical/Overhead Repairs at Walls, Columns and Slabs	SF		\$80.00
4	Post Tension Repairs			
4A	Post Tension Splice Repairs	EA		\$2,000.00
4B	Post Tension Anchor Repairs	EA		\$3,000.00
5	Surface Scaling Repairs	SF		\$6.00
6	Sealing of Cracks and Construction Joints	LF		\$6.00
7	Drainage			
7A	New Floor Drains at Garage Levels	EA		\$3,500.00
7B	Piping for New Drains	LF		\$100.00
8	Expansion Joint Repair and Replacement	LF		\$200.00
9	Vertical Expansion Compression Joint Detail	LF		\$110.00
10	Parapet Wall Repairs	SF		\$125.00
11	Coping Stone Replacement	LF		\$200.00
12	Pointing of Mortar Joints	LF		\$15.00
13	Curb Edge Repairs	SF		\$100.00
14	Painting of Stair Towers	SF		\$6.00
15	Concrete Stair Repairs at Stair Towers	SF		\$100.00
16	Traffic Membrane at Garage Levels and Stair Towers	SF		\$6.00
17	Asphalt Removal and Replacement	SF		\$15.00
ADDITIONAL WORK ITEMS				
1	New Concrete Sidewalks	SF		\$40.00
2	New Concrete Curbing	LF		\$100.00

A motion was made by Chairman Felix Martinez and seconded by Commissioner Kelly Taylor . On a roll call vote, motion carried 7 ayes.

G. Resolution # 4-2023 THE PARKING AUTHORITY OF THE CITY OF ELIZABETH

**RESOLUTION AUTHORIZING
GOODS AND SERVICES 2023-2024**

MULTIPLE LOTS

**MAINTENANCE OF THE AMANO MCGANN
PARKING ACCESS EQUIPMENT AND REVENUE CONTROL**

WHEREAS, The Parking Authority of the City of Elizabeth has determined a need for Maintenance of the Amano McGann- Metric Parking Equipment and System, a propriety system; and

WHEREAS, the bidder has complied with N.J.S.A. 10:5-31 et. seq. And N.J.S.A. 17:27; and

WHEREAS, on Tuesday, January 10, 2023, the bids were open with a sole responsive bidder; and

WHEREAS, Amano McGann, Inc. located at 29J Commerce Way, Totowa, NJ 07512, is the lowest responsible and responsive bidder; and

NOW, THEREFORE BE IT RESOLVED that the Commissioners of the Parking Authority of the City of Elizabeth authorize the award of the contract to Amano McGann for 24 months for an amount of \$103,625.00 per year; not to exceed \$207,250.00 for the 2-year contract.

A motion was made by Commissioner Matthew D. Rinaldo and seconded by Commissioner Kelly Taylor. On a roll call vote, motion carried 7 ayes.

III Reports:

A. Executive Director Carla A. Mazza
Financial Reports

Resolution to Accept *Financial Reports*. A motion was made by Chairman Felix Martinez and seconded by Commissioner Kelly Taylor. On a roll call vote, motion carried 7 ayes.

IV. Old Business

V. New Business — There being no further business Commissioner Kelly Taylor made a motion, seconded by Chairman Felix Martinez to adjourn the meeting at 7:22 P.M. On a roll call vote, motion carried 7 ayes.

APPROVED: February 8, 2023

Felix Martinez
Chairman

Carla A. Mazza
Executive Director

ELIZABETH PARKING AUTHORITY
BUDGET TO ACTUAL FINANCIAL REPORT
FOR THE ONE MONTH PERIOD ENDED 1/31/23

REVENUES	Y-T-D ACTUAL	Y-T-D BUDGET	VARIANCE	ANNUAL BUDGET
PARKING FEES	\$ 361,180	\$ 369,083	\$ (7,903)	\$ 4,429,000
VIOLATIONS	15,000	25,000	(10,000)	300,000
RENTAL REVENUE	45,102	46,435	(1,333)	557,224
MISCELLANEOUS REVENUE	27,107	2,083	25,024	25,000
INTEREST INCOME	5,363	1,000	4,363	12,000
TOTAL REVENUE	\$ 453,752	\$ 443,602	\$ 10,150	\$ 5,323,224
EXPENSES				
SALARIES & EMPLOYEE BENEFITS	\$ 143,438	\$ 192,023	\$ 48,585	\$ 2,304,273
INSURANCE	25,518	26,250	732	315,000
OFFICE EXPENSES	13,268	9,583	(3,685)	115,000
OUTSIDE SERVICES	15,485	11,783	(3,702)	141,400
ADMINISTRATIVE EXPENSES	8,947	6,833	(2,114)	82,000
OPERATING EXPENSES	82,536	70,833	(11,703)	850,000
INTEREST/PRINCIPAL ON DEBT	161,342	161,342	-	1,936,104
TOTAL EXPENSES	\$ 450,535	\$ 478,648	\$ 28,114	\$ 5,743,777
PROJECTED INCREASE TO RESERVE	\$ 3,217	\$ (35,046)	\$ 38,264	\$ (420,553)