

## 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 February 8, 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

Commissioner Kelly Taylor

Commissioner Ezzio 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 Maritza A. Maseda to approve and/or correct minutes of the January 11, 2023 meeting. On a roll call vote, motion carried 7 ayes.
- B. A motion was made by Commissioner Maritza A. Maseda and seconded by Commissioner Ezzio A. Bustamante-Varea to approve the replenishment of Petty Cash. On a roll call vote, motion carried 7 ayes.
- C. A motion was made by Commissioner Matthew D. Rinaldo and seconded by Commissioner Ezzio A. Bustamante-Varea to pay the outstanding bills as reported by Executive Director Carla A. Mazza. On a roll call vote, motion carried 7 ayes.

*At this time, Robert J. Butvilla CPA., from our auditor, Suplee, Clooney & Company addressed the Commissioners regarding the Audit for the years ended December 31, 2021 and 2020.*

**D. Resolution # 5-2023 Resolution accepting the Audit for the years ended December 31, 2021 and 2020 and certifying Commissioners' review of audit. (See attached resolution)**

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

RESOLUTION

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the fiscal year ended

December 31, 2021 and 2020 has been completed and filed with the

Division of Local Government Services

pursuant to N.J.S.A. 40A:5A-15, and

WHEREAS, N.J.S.A. 40A:5A-17, requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations", in accordance with N.J.S.A. 40A:5A-17,

NOW, THEREFORE BE IT RESOLVED, that the governing body of the Parking Authority of The City of Elizabeth hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended Dec 31, 2021 and 2020, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of the authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON Feb 8, 2023

[Signature]

Secretary

2/10/2023

Date

[Signature] 2/8/2023  
Executive Director

### **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 Vice - Chairman Gisela Bernal – Castro to adjourn the meeting at 7:25 P.M. On a roll call vote, motion carried 7 ayes.

**APPROVED: March 8, 2023**

Felix Martinez  
Chairman

Carla A. Mazza  
Executive Director

**ELIZABETH PARKING AUTHORITY**  
**BUDGET TO ACTUAL FINANCIAL REPORT**  
**FOR THE TWO MONTH PERIOD ENDED 2/28/23**

<b>REVENUES</b>	<b>Y-T-D ACTUAL</b>	<b>Y-T-D BUDGET</b>	<b>VARIANCE</b>	<b>ANNUAL BUDGET</b>
PARKING FEES	\$ 747,857	\$ 738,167	\$ 9,690	\$ 4,429,000
VIOLATIONS	36,950	50,000	(13,050)	300,000
RENTAL REVENUE	98,959	92,871	6,088	557,224
MISCELLANEOUS REVENUE	26,991	4,167	22,824	25,000
INTEREST INCOME	10,436	2,000	8,436	12,000
<b>TOTAL REVENUE</b>	<b>\$ 921,193</b>	<b>\$ 887,204</b>	<b>\$ 33,989</b>	<b>\$ 5,323,224</b>
<b>EXPENSES</b>				
SALARIES & EMPLOYEE BENEFITS	\$ 340,700	\$ 384,046	\$ 43,346	\$ 2,304,273
INSURANCE	51,036	52,500	1,464	315,000
OFFICE EXPENSES	26,715	19,167	(7,548)	115,000
OUTSIDE SERVICES	23,886	23,567	(319)	141,400
ADMINISTRATIVE EXPENSES	14,492	13,667	(825)	82,000
OPERATING EXPENSES	162,636	141,667	(20,969)	850,000
INTEREST/PRINCIPAL ON DEBT	322,683	322,683	-	1,936,104
<b>TOTAL EXPENSES</b>	<b>\$ 942,148</b>	<b>\$ 957,295</b>	<b>\$ 15,147</b>	<b>\$ 5,743,777</b>
<b>PROJECTED INCREASE TO RESERVE</b>	<b>\$ (20,955)</b>	<b>\$ (70,091)</b>	<b>\$ 49,136</b>	<b>\$ (420,553)</b>