

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 December 13, 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 (via teleconference call)

Vice - Chairman Gisela Bernal – Castro

Commissioner Maritza A. Maseda (via teleconference call)

Commissioner Matthew D. Rinaldo

Commissioner Ezzio A. Bustamante-Varea

Commissioner Kelly Taylor (via teleconference call)

Commissioner Alejandra Gallardo

Attendance Roll Call —7 Present

Absent: 0

Also, Counsel John B. Moriarty

Executive Director Carla A. Mazza (via teleconference call)

Operations Manager Carlos J. Alma

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 Chairman Felix Martinez and seconded by Commissioner Maritza A. Maseda to approve and/or correct minutes of the November 8, 2023 meeting. On a roll call vote, motion carried 6 ayes. Commissioner Alejandra Gallardo respectfully abstained.
 - B. A motion was made by Commissioner Matthew D. Rinaldo and seconded by Commissioner Kelly Taylor to approve the replenishment of Petty Cash. On a roll call vote, motion carried 7 ayes.
 - C. A motion was made by Commissioner Ezzio A. Bustamante-Varea 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 # 13-2023** Resolution adopting the 2024 Authority Budget to the Department of Community Affairs/ State of New Jersey. (See attached resolution)
- A motion was made by Commissioner Maritza A. Maseda and seconded by Commissioner Kelly Taylor. On a roll call vote, motion carried 7 ayes.

E. Resolution # 14-2023 Qualify and Award of Contracts-Professional Services
2024

**Parking Authority of the City of Elizabeth
Elizabeth, Union County, New Jersey 07201**

AWARD OF PROFESSIONAL CONTRACTS

Professional Services 2024

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;

NOW, THEREFORE BE IT RESOLVED by the Commissioners of the Parking Authority of the City of Elizabeth to qualify the following professional services for the 2024 year.

Qualified: Florio, Kenny, Raval - Attorney at Law Lyndhurst, NJ
Services: Litigation Counsel

Qualified: Florio, Kenny, Raval - Attorney at Law Lyndhurst, NJ
Services: Employment Counsel

BE IT FURTHER RESOLVED by the Commissioners of the Parking Authority of the City of Elizabeth to qualify and award the following professional contracts and authorize the Executive Director to negotiate and execute all necessary agreements and or contracts.

Awarded to:	David Ciarrocca, CPA, Scotch Plains, NJ
Services:	Accounting Services
Time period:	January 1, 2024 to December 31, 2024
Cost:	not to exceed \$50,000.00

Awarded to:	Suplee, Clooney & Company, Westfield, NJ
Services:	Audit Services
Time period:	January 1, 2024 to December 31, 2024
Cost:	not to exceed \$30,000.00

Awarded to: Acacia Financial Group, Inc., Marlton, NJ
Services: Financial Advisory Services
Time period: January 1, 2024 to December 31, 2024
Cost: not to exceed \$50,000.00

Awarded to: Genova, Burns, Newark, NJ
Services: Employment/ Labor Counsel
Time period: January 1, 2024 to December 31, 2024
Cost: not to exceed \$50,000.00

Awarded to: McManimon, Scotland & Baumann, LLC, Roseland, NJ
Services: Bond Counsel
Time period: January 1, 2024 to December 31, 2024
Cost: not to exceed \$30,000.00

Awarded to: Willis of New Jersey, Inc., Short Hills, NJ
Services: Insurance Advisory Services
Time period: January 1, 2024 to December 31, 2024
Cost: at no cost

Awarded to: La Corte, Bundy, Varady & Kinsella, Union, NJ
Services: Litigation Counsel
Time period: January 1, 2024 to December 31, 2024
Cost: not to exceed \$40,000.00

Awarded to: Desman Associates, New York, NY
Services: Architectural & Professional Engineering Services
Time period: January 1, 2024 to December 31, 2024
Cost: not to exceed \$45,000.00

Carla A. Mazza
Executive Director

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

F. Resolution # 15-2023 Resolution approving 2024 MEETING SCHEDULE CALENDAR for Parking Authority meetings.
MEETING SCHEDULE FOR 2024

The regular meetings of the Parking Authority of the City of Elizabeth, New Jersey, will be held on the second (2nd) Wednesday of each month, unless otherwise specified, at 7:00 PM.

Meetings are held in the Edward S. Sakowicz Administration Building at 233 Commerce Place, Elizabeth, New Jersey.

January	10
February	14
March	13
April	10
May	8
June	12
NO JULY MEETING	
August	14
September	11
October	9
November	13
December	11

A motion was made by Commissioner Maritza A. Maseda and seconded by Commissioner Matthew D. Rinaldo to approve the 2024 Meeting Schedule Calendar and post said calendar in the Newark Star Ledger, the Home News and Tribune and post/ file in the City Clerk's office and on the Parking Authority website as a public notice. On a roll call vote, motion carried 7 ayes.

G. Resolution # 16-2023 **Nomination of Executive Officers 2024** A motion was made by Commissioner Maritza A. Maseda and seconded by Commissioner Ezzio A. Bustamante-Varea to nominate **Vice - Chairman Gisela Bernal – Castro** to serve as **2024 Chairman** of the Parking Authority Board of Commissioners. On a roll call vote, motion carried 7 ayes.

H. Resolution # 17-2023 **Nomination of Executive Officers 2024** A motion was made by Vice - Chairman Gisela Bernal – Castro and seconded by Commissioner Matthew D. Rinaldo to nominate **Commissioner Ezzio A. Bustamante-Varea** to serve as *2024 Vice-Chairman* of the Parking Authority Board of Commissioners. On a roll call vote, motion carried 7 ayes.

I. Resolution # 18-2023 **Nomination of Executive Officers 2024** A motion was made by Chairman Felix Martinez and seconded by Commissioner Maritza A. Maseda to nominate **Commissioner Kelly Taylor** to serve as *2024 Secretary/Treasurer* of the Parking Authority Board of Commissioners. On a roll call vote, motion carried 7 ayes.

J. Resolution # 19-2023 Resolution updating the phone stipend for payments made to Administrative employees to reimburse them for the use of their personal mobile phones for work purposes/ Parking Authority business. The annual stipend shall be increased to \$55 per month. The eligible employee list shall be updated to include the following employees: Carla A. Mazza, Caroline LiVecchi, Danielle Katz, Jaime Mazza, Suzanne Botta and Counsel John B. Moriarty. All other Administrative Staff receive and utilize Parking Authority owned/issued cell phones.

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

K. Resolution # 20-2023 A motion was made by Commissioner Matthew D. Rinaldo and seconded by Vice - Chairman Gisela Bernal – Castro to approve 3 % raises for Non-union Administrative staff . On a roll call vote, motion carried 6 ayes/1 no (Chairman Felix Martinez)

2024 ADOPTED BUDGET RESOLUTION

Elizabeth Parking Authority

FISCAL YEAR: January 01, 2024 to December 31, 2024

WHEREAS, the Annual Budget and Capital Budget/Program for the Elizabeth Parking Authority for the fiscal year beginning January 01, 2024 and ending December 31, 2024 has been presented for adoption before the governing body of the Elizabeth Parking Authority at its open public meeting of December 13, 2023; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget presented for adoption reflects Total Revenues of \$6,138,776.00, Total Appropriations, including any Accumulated Deficit, if any, of \$5,677,786.00, and Total Unrestricted Net Position utilized of \$0.00; and

WHEREAS, the Capital Budget as presented for adoption reflect Total Capital Appropriations of \$400,000.00 and Total Unrestricted Net Position Utilized of \$400,000.00; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Elizabeth Parking Authority at an open public meeting held on December 13, 2023 that the Annual Budget and Capital Budget/Program of the Elizabeth Parking Authority for the fiscal year beginning January 01, 2024 and ending December 31, 2024 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

emazza@elizabethparking.org
(Secretary's Signature)

12/13/2023
(Date)

Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
Maritza A. Maseda	X (MOVED)			
Kelly Taylor	X (2ND)			
Matthew Rinaldo	X			
Felix Martinez	X			
Gisela Bernal-Castro	X			
Ezzio A. Bustamante-Varea	X			
Alejandra Gallardo	X			

III. Reports:

A. Executive Director Carla A. Mazza Financial Reports

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

IV. Old Business

V. New Business — There being no further business Commissioner Maritza A. Maseda made a motion, seconded by Commissioner Kelly Taylor to adjourn the meeting at 7:35 P.M. On a roll call vote, motion carried 7 ayes.

APPROVED: January 10, 2024

Gisela Bernal-Castro
Chairman

Carla A. Mazza
Executive Director

ELIZABETH PARKING AUTHORITY
BUDGET TO ACTUAL FINANCIAL REPORT
FOR THE TWELVE MONTH PERIOD ENDED 12/31/23

REVENUES	Y-T-D ACTUAL	ANNUAL BUDGET	VARIANCE	ANNUAL BUDGET
PARKING FEES	\$ 5,099,536	\$ 4,429,000	\$ 670,536	\$ 4,429,000
VIOLATIONS	261,480	300,000	(38,520)	300,000
RENTAL REVENUE	614,723	557,224	57,499	557,224
MISCELLANEOUS REVENUE	52,483	25,000	27,483	25,000
INTEREST INCOME	87,705	12,000	75,705	12,000
TOTAL REVENUE	\$ 6,115,927	\$ 5,323,224	\$ 792,703	\$ 5,323,224
EXPENSES				
SALARIES & EMPLOYEE BENEFITS	\$ 2,326,664	\$ 2,304,273	\$ (22,391)	\$ 2,304,273
INSURANCE	300,859	315,000	14,141	315,000
OFFICE EXPENSES	158,950	115,000	(43,950)	115,000
OUTSIDE SERVICES	140,385	141,400	1,015	141,400
ADMINISTRATIVE EXPENSES	81,919	82,000	81	82,000
OPERATING EXPENSES	912,363	850,000	(62,363)	850,000
INTEREST/PRINCIPAL ON DEBT	1,936,104	1,936,104	-	1,936,104
TOTAL EXPENSES	\$ 5,857,244	\$ 5,743,777	\$ (113,467)	\$ 5,743,777
PROJECTED INCREASE TO RESERVE	\$ 258,683	\$ (420,553)	\$ 679,236	\$ (420,553)