

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 8, 2025 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 Gisela Bernal – Castro 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, 2024.

I. Roll Call:

Present:

Vice - Chairman Ezzio A. Bustamante Varea
Commissioner Matthew D. Rinaldo
Commissioner Maritza A. Maseda (via teleconference call)
Commissioner Kelly Taylor (via teleconference call)
Commissioner John F. Bernal (via teleconference call)
Commissioner George Hernandez (via teleconference call)

Attendance Roll Call —6 Present

Absent: 1

Chairman Gisela Bernal – Castro

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

In compliance with the terms of the Open Public Meeting Law, Vice - Chairman Ezzio A. Bustamante Varea opened the floor to the members of the public. With no one present to speak, Vice - Chairman Ezzio A. Bustamante Varea closed that portion of the meeting.

II. Motions:

- A. A motion was made by Commissioner Matthew D. Rinaldo and seconded by Vice - Chairman Ezzio A. Bustamante Varea to approve and/or correct minutes of the December 11, 2024 meeting. On a roll call vote, motion carried 6 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 6 ayes.
- C. A motion was made by Vice - Chairman 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 6 ayes.

D. Resolution # 1-2025 AWARD OF PROFESSIONAL CONTRACTS

Extraordinary, Unspecified Services 2025

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
Services:	Automotive,
Time period:	January 1, 2025, to December 31, 2025
Cost:	not to exceed \$77,766.00
Awarded to:	Travelers Insurance Company – Charter Oaks
Services:	Property, Inland Marine, General and Employee Benefit Liability
Time period:	January 1, 2025, to December 31, 2025
Cost:	not to exceed \$209,876.00
Awarded to:	New Jersey Manufacturers Insurance Company
Services:	Workers' Compensation Insurance Coverage
Time period:	January 1, 2025, to December 31, 2025
Cost:	not to exceed \$31,681.00 plus Workers' Compensation fee of \$3,365.00
Awarded to:	Merchants Mutual Insurance Group
Services:	Excess Liability Insurance Coverage (Umbrella)
Time period:	January 1, 2025, to December 31, 2025
Cost:	not to exceed \$63,710.00
Awarded to:	Lloyds of London
Services:	Cyber Security Insurance Coverage
Time period:	January 1, 2025, to December 31, 2025
Cost:	not to exceed \$3,280.00
Awarded to:	BCB Bank of Woodbridge, Woodbridge, NJ
Services:	Banking Services
Time period:	January 1, 2025, to December 31, 2025
Cost:	at no cost.
Awarded to:	Unity Bank, 945 Stuyvesant Ave. Union, NJ
Services:	Banking Services
Time period:	January 1, 2025 to December 31, 2025
Cost:	at no cost.

Carla A. Mazza
Executive Director

Carlos J. Alma
Qualified Purchasing Agent

A motion was made by Commissioner Matthew D. Rinaldo and seconded by Commissioner John F. Bernal. On a roll call vote, motion carried 6 ayes.

**E. Resolution # 2-2025 RESOLUTION AUTHORIZING PURCHASES UNDER
STATE AND COOP CONTRACTS 2025**

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 is 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 2024/2025 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 Commissioner Maritza A. Maseda and seconded by Commissioner George Hernandez. On a roll call vote, motion carried 6 ayes.

III. Reports:

A. Executive Director Carla A. Mazza
Financial Reports

Resolution to Accept *Financial Reports*. A motion was made by Vice - Chairman Ezzio A. Bustamante Varea and seconded by Commissioner Maritza A. Maseda . On a roll call vote, motion carried 6 ayes.

IV. Old Business

V. New Business — There being no further business Commissioner Matthew D. Rinaldo made a motion, seconded by Commissioner Maritza A. Maseda to adjourn the meeting at 7:25 P.M. On a roll call vote, motion carried 6 ayes.

APPROVED: February 12, 2025

Gisela Bernal-Castro
Chairman

Carla A. Mazza
Executive Director

ELIZABETH PARKING AUTHORITY
BUDGET TO ACTUAL FINANCIAL REPORT
FOR THE ONE MONTH PERIOD ENDED 1/31/25

REVENUES	Y-T-D ACTUAL	Y-T-D BUDGET	VARIANCE	ANNUAL BUDGET
PARKING FEES	\$ 330,515	\$ 452,500	\$ (121,985)	\$ 5,430,000
VIOLATIONS	10,000	25,000	(15,000)	300,000
RENTAL REVENUE	53,366	50,981	2,385	611,776
MISCELLANEOUS REVENUE	501	2,083	(1,582)	25,000
INTEREST INCOME	10,175	10,417	(242)	125,000
TOTAL REVENUE	\$ 404,557	\$ 540,981	\$ (136,424)	\$ 6,491,776
EXPENSES				
SALARIES & EMPLOYEE BENEFITS	\$ 278,092	\$ 213,017	\$ (65,075)	\$ 2,556,200
INSURANCE	31,927	28,333	(3,594)	340,000
OFFICE EXPENSES	13,405	14,583	1,178	175,000
OUTSIDE SERVICES	16,919	14,050	(2,869)	168,600
ADMINISTRATIVE EXPENSES	10,950	7,958	(2,992)	95,500
OPERATING EXPENSES	81,100	105,500	24,400	1,266,000
INTEREST/PRINCIPAL ON DEBT	151,396	151,396	-	1,816,754
TOTAL EXPENSES	\$ 583,789	\$ 534,838	\$ (48,951)	\$ 6,418,054
PROJECTED INCREASE TO RESERVE	\$ (179,232)	\$ 6,144	\$ (185,376)	\$ 73,722