

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 12, 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:

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

Attendance Roll Call —6 Present

Absent: 1

Commissioner George Hernandez

Also, Counsel John B. Moriarty
Executive Director Carla A. Mazza
Operations Manager Carlos J. Alma (absent 2-12-2025)

In compliance with the terms of the Open Public Meeting Law, Chairman Gisela Bernal-Castro opened the floor to the members of the public. With no one present to speak, Chairman Gisela Bernal – Castro 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 8, 2025 meeting. On a roll call vote, motion carried 5 ayes. Chairman Gisela Bernal – Castro respectfully abstained.
- B. A motion was made by Commissioner Maritza A. Maseda and seconded by Vice - Chairman Ezzio A. Bustamante Varea to approve the replenishment of Petty Cash. On a roll call vote, motion carried 6 ayes.
- C. A motion was made by Chairman Gisela Bernal – Castro and seconded by Commissioner Matthew D. Rinaldo to pay the outstanding bills as reported by Executive Director Carla A. Mazza. On a roll call vote, motion carried 6 ayes.

D. Resolution # 3-2025 AWARD OF CONTRACT 2025

JANITORIAL/CLEANING SERVICES - 17 CALDWELL PLACE STATE LEASED FACILITIES OF THE PARKING AUTHORITY OF THE CITY OF ELIZABETH

WHEREAS, The Parking Authority of the City of Elizabeth has determined that the State of New Jersey Public Defender and Guardian Law require Janitorial/Cleaning services for the leased Parking Authority facilities located at 17 Caldwell Place; and

WHEREAS, a request for bids was advertised as specified under N.J.S.A. 40A:11-23(a, b); and

WHEREAS, the Parking Authority received five (5) bids on February 6, 2025 for 24 months contract with an option of a second 24 months when in agreement to do so by both the awarded vendor and the Parking Authority; and

WHEREAS, Conover Building Maintenance, 284A Main Street, Spotswood, NJ 08884 was the lowest responsible and responsive bidder; and

WHEREAS, the amount of the bid is \$72,792.00 for 24 months and invoiced monthly at the rate of \$3,033.00 plus any operational cost to the State of New Jersey; and

WHEREAS, any additional cleaning services requested by the State is to be invoiced to the State on New Jersey at cost plus any operational cost; and

NOW, THEREFORE BE IT RESOLVED by the Commissioners of the Parking Authority of the City of Elizabeth to award the contract to Conover Building Maintenance for the period of March 1, 2025 to February 28, 2027.

A motion was made by Chairman Gisela Bernal – Castro and seconded by Commissioner Kelly Taylor. On a roll call vote, motion carried 6 ayes.

**E. Resolution # 4-2025 RESOLUTION AUTHORIZING
GOODS AND SERVICES 2025 (See attached resolution and rate schedule)
EXTENSION OF CONTRACT
ON-CALL MAINTENANCE REPAIRS OF
THE PARKING AUTHORITY OF THE CITY OF ELIZABETH FACILITIES**

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

RESOLUTION AUTHORIZING GOODS AND SERVICES 2025

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

WHEREAS, MAARV was awarded the contract for 2 years with an option to extend the contract for another 2 years (2023 to 2025, 2025 to 2027); and

NOW, THEREFORE BE IT RESOLVED by the Commissioners of the Parking Authority of the City of Elizabeth to exercise the option to extend the contract to MAARV Waterproofing for the second 24 months when in agreement to do so by both the awarded vendor and the Parking Authority on a time and material at the current rate as stated in the schedule attached in the bid.

TIME AND MATERIAL RATES SCHEDULE

Bid Item	Description	Units	Unit Price
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

III. Reports:

A. Executive Director Carla A. Mazza

Financial Reports

Resolution to Accept *Financial Reports*. A motion was made by Chairman Gisela Bernal – Castro and seconded by Commissioner Kelly Taylor. On a roll call vote, motion carried 6 ayes.

IV. Old Business

V. New Business — There being no further business Chairman Gisela Bernal – Castro made a motion, seconded by Commissioner Maritza A. Maseda to adjourn the meeting at 7:20 P.M. On a roll call vote, motion carried 6 ayes.

APPROVED: March 12, 2025

Gisela Bernal-Castro
Chairman

Carla A. Mazza
Executive Director

ELIZABETH PARKING AUTHORITY
BUDGET TO ACTUAL FINANCIAL REPORT
FOR THE TWO MONTH PERIOD ENDED 2/28/25

REVENUES		Y-T-D ACTUAL	Y-T-D BUDGET	VARIANCE	ANNUAL BUDGET
PARKING FEES	\$	721,362	\$ 905,000	\$ (183,638)	\$ 5,430,000
VIOLATIONS		30,855	50,000	(19,145)	300,000
RENTAL REVENUE		109,364	101,963	7,401	611,776
MISCELLANEOUS REVENUE		1,053	4,167	(3,114)	25,000
INTEREST INCOME		19,318	20,833	(1,515)	125,000
TOTAL REVENUE	\$	881,952	\$ 1,081,963	\$ (200,011)	\$ 6,491,776
EXPENSES					
SALARIES & EMPLOYEE BENEFITS	\$	499,143	\$ 426,033	\$ (73,110)	\$ 2,556,200
INSURANCE		67,756	56,667	(11,089)	340,000
OFFICE EXPENSES		46,558	29,167	(17,391)	175,000
OUTSIDE SERVICES		47,660	28,100	(19,560)	168,600
ADMINISTRATIVE EXPENSES		17,936	15,917	(2,019)	95,500
OPERATING EXPENSES		217,550	211,000	(6,550)	1,266,000
INTEREST/PRINCIPAL ON DEBT		302,791	302,791	-	1,816,754
TOTAL EXPENSES	\$	1,199,394	\$ 1,069,675	\$ (129,720)	\$ 6,418,054
PROJECTED INCREASE TO RESERVE	\$	(317,442)	\$ 12,288	\$ (329,730)	\$ 73,722