

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 10, 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
Commissioner Matthew D. Rinaldo
Commissioner Maritza A. Maseda
Commissioner John F. Bernal
Commissioner Kelly Taylor

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

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 November 12, 2025 meeting. On a roll call vote, motion carried 6 ayes.
- B. A motion was made by Chairman Gisela Bernal – Castro and seconded 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 Vice - Chairman Ezzio A. Bustamante Varea and seconded by Commissioner Maritza A. Maseda to pay the outstanding bills as reported by Executive Director Carla A. Mazza. On a roll call vote, motion carried 6 ayes.

At this time, our Labor Attorney, Mr. Joseph Hannon of Genova Burns was introduced to discuss the union contract.

D. Resolution # 14-2025 RESOLUTION RATIFYING THE MEMORANDUM OF AGREEMENT (UNION CONTRACT January 1,2026 - December 31,2029) BETWEEN THE PARKING AUTHORITY OF THE CITY OF ELIZABETH AND THE INTERNATIONAL UNION OF OPERATING ENGINEERS(LOCAL 68)

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

E. Resolution # 15-2025 Resolution adopting the 2026 Authority Budget to the Department of Community Affairs/ State of New Jersey. **(See attached resolution)**

A motion was made by Chairman Gisela Bernal – Castro and seconded by Vice - Chairman Ezzio A. Bustamante Varea. On a roll call vote, motion carried 6 ayes.

F. Resolution # 16-2025 AWARD OF PROFESSIONAL CONTRACTS 2026

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

Professional Services 2026

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 award the following professional contracts and authorizes 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, 2026 to December 31, 2026
Cost:	not to exceed \$50,000.00

Awarded to:	Suplee, Clooney & Company, Westfield, NJ
Services:	Audit Services
Time period:	January 1, 2026 to December 31, 2026
Cost:	not to exceed \$40,000.00

Awarded to:	Acacia Financial Group, Inc., Marlton, NJ
Services:	Financial Advisory Services
Time period:	January 1, 2026 to December 31, 2026
Cost:	not to exceed \$50,000.00
 Awarded to:	 Genova, Burns, Newark, NJ
Services:	Employment/ Labor Counsel
Time period:	January 1, 2026 to December 31, 2026
Cost:	not to exceed \$50,000.00
 Awarded to:	 McManimon, Scotland & Baumann, LLC, Roseland, NJ
Services:	Bond Counsel
Time period:	January 1, 2026 to December 31, 2026
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, 2026 to December 31, 2026
Cost:	at no cost
 Awarded to:	 La Corte, Bundy, Varady & Kinsella, Union, NJ
Services:	Litigation Counsel
Time period:	January 1, 2026 to December 31, 2026
Cost:	not to exceed \$40,000.00
 Awarded to:	 THA Consultants, LLC, New Brunswick, NJ
Services:	Architectural & Professional Engineering Services
Time period:	January 1, 2026 to December 31, 2026
Cost:	not to exceed \$45,000.00

Carla A. Mazza
Executive Director

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.

G. Resolution # 17-2025 Resolution approving 2026 MEETING SCHEDULE CALENDAR for Parking Authority meetings.

MEETING SCHEDULE FOR 2026

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

A motion was made by Chairman Gisela Bernal – Castro and seconded by Commissioner Kelly Taylor to approve the 2026 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 6 ayes.

H. Resolution # 18-2025 Nomination of Executive Officers 2026

A motion was made by Commissioner Kelly Taylor and seconded by Vice - Chairman Ezzio A. Bustamante Varea to keep the existing slate of officers for 2026 (Chairman Gisela Bernal – Castro, Vice - Chairman Ezzio A. Bustamante Varea and Commissioner Kelly Taylor to serve as Secretary/Treasurer)
On a roll call vote, motion carried 6 ayes.

I. Resolution # 19-2025 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 \$65 per month. The eligible employee list shall be updated to include the following employees: Carla A. Mazza, Caroline LiVecchi, Danielle Katz, Angelina Fernandes and Counsel John B. Moriarty. All other Administrative Staff receive and utilize Parking Authority owned/issued cell phones.

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.

J. Resolution # 20-2025 A motion was made by Chairman Gisela Bernal – Castro and seconded by Vice - Chairman Ezzio A. Bustamante Varea to approve 5 % raises for Non-union Administrative staff . On a roll call vote, motion carried 6 ayes.

2026 ADOPTED BUDGET RESOLUTION

Elizabeth Parking Authority

FISCAL YEAR: January 01, 2026 to December 31, 2026

WHEREAS, the Annual Budget and Capital Budget/Program for the Elizabeth Parking Authority for the fiscal year beginning January 01, 2026 and ending December 31, 2026 has been presented for adoption before the governing body of the Elizabeth Parking Authority at its open public meeting of December 10, 2025; 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 \$7,093,776.00, Total Appropriations, including any Accumulated Deficit, if any, of \$6,333,297.00, and Total Unrestricted Net Position utilized of \$0.00; and

WHEREAS, the Capital Budget as presented for adoption reflect Total Capital Appropriations of \$600,000.00 and Total Unrestricted Net Position Utilized of \$600,000.00; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Elizabeth Parking Authority at an open public meeting held on December 10, 2025 that the Annual Budget and Capital Budget/Program of the Elizabeth Parking Authority for the fiscal year beginning January 01, 2026 and ending December 31, 2026 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.

cmazza@elizabethparking.org
(Secretary's Signature)

12/10/2025
(Date)

Governing Body Recorded Vote				
Member	Aye	Nay	Abstain	Absent
Maritza A. Maseda	✓			
Kelly Taylor	✓			
Matthew Rinaldo	✓			✓
George Hernandez				
Gisela Bernal-Castro <i>move</i>	✓			
Ezzio A. Bustamante Varea <i>2nd</i>	✓			
John Bernal	✓			

III. Reports:

A. Executive Director Carla A. Mazza

Financial Reports

Resolution to Accept *Financial Reports*. A motion was made by Commissioner Kelly Taylor and seconded by Commissioner Matthew D. Rinaldo . 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 7:40 P.M. On a roll call vote, motion carried 6 ayes.

APPROVED: January 14, 2026

Gisela Bernal-Castro
Chairman

Carla A. Mazza
Executive Director

ELIZABETH PARKING AUTHORITY
BUDGET TO ACTUAL FINANCIAL REPORT
FOR THE TWELVE MONTH PERIOD ENDED 12/31/25

REVENUES	Y-T-D ACTUAL	Y-T-D BUDGET	VARIANCE	ANNUAL BUDGET
PARKING FEES	\$ 5,488,379	\$ 5,430,000	\$ 58,379	\$ 5,430,000
VIOLATIONS	316,300	300,000	16,300	300,000
RENTAL REVENUE	650,229	611,776	38,453	611,776
MISCELLANEOUS REVENUE	11,878	25,000	(13,122)	25,000
INTEREST INCOME	136,562	125,000	11,562	125,000
TOTAL REVENUE	\$ 6,603,348	\$ 6,491,776	\$ 111,572	\$ 6,491,776
EXPENSES				
SALARIES & EMPLOYEE BENEFITS	\$ 2,658,921	\$ 2,556,200	\$ (102,721)	\$ 2,556,200
INSURANCE	414,877	340,000	(74,877)	340,000
OFFICE EXPENSES	206,829	175,000	(31,829)	175,000
OUTSIDE SERVICES	236,010	168,600	(67,410)	168,600
ADMINISTRATIVE EXPENSES	87,127	95,500	8,373	95,500
OPERATING EXPENSES	1,189,194	1,266,000	76,806	1,266,000
INTEREST/PRINCIPAL ON DEBT	1,816,754	1,816,754	-	1,816,754
TOTAL EXPENSES	\$ 6,609,712	\$ 6,418,054	\$ (191,658)	\$ 6,418,054
PROJECTED INCREASE TO RESERVE	\$ (6,364)	\$ 73,722	\$ (80,086)	\$ 73,722