

Agenda for the Regular Meeting of February 10, 2021

I. Welcome/Opening

- A. Meeting to be called to order by Chairman Felix Martinez
- B. Roll Call
- C. Public Speaking
- D. Motion to Approve and/or correct minutes of the **January 13, 2021.**

II. Reports

- A. Financial Reports
- B. Motion to approve replenishment of petty cash in the amount of \$226.36 for the period of December 1, 2020 through January 31, 2021.
- C. Motion for payment of outstanding bills listed in this report from the Executive Director in the amount of \$225,793.96 for **February 10, 2021.**
- D. Carla A. Mazza — Executive Director Reports

III. Communications

IV. Old Business

V. New Business.

1. Award of Contracts 2021 Professional Services (Litigation Counsel- La Corte, Bundy, Varady & Kinsella and Architectural & Professional Engineering Services -Desman Associates)

2. Award of Contract 2021 Equipment Maintenance-Amano McGann Inc.

VI. Adjourn

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 13, 2021 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 10, 2020.

I. Roll Call:

Present:

Chairman Felix Martinez (via teleconference call)

Vice - Chairman Gisela Bernal – Castro (via teleconference call)

Commissioner Kelly Taylor (via teleconference call)

Commissioner Matthew D. Rinaldo

Commissioner Maritza A. Maseda (via teleconference call)

Commissioner Ezzio A. Bustamante (via teleconference call)

Commissioner Ana Hernandez (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 Chairman Felix Martinez and seconded by Commissioner Kelly Taylor to approve and/or correct minutes of the December 9, 2020 meeting and also the Special budget meeting of December 18, 2020. On a roll call vote, motion carried 7 ayes.
- B. A motion was made by Commissioner Maritza A. Maseda and seconded by Commissioner Matthew D. Rinaldo 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 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 # 1-2021.** Resolution to Adopt the 2021 Budget

(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.

2021 ADOPTED BUDGET RESOLUTION

ELIZABETH PARKING AUTHORITY

FISCAL YEAR: FROM: 1/1/21 TO: 12/31/21

WHEREAS, the Annual Budget and Capital Budget/Program for the Elizabeth Parking Authority for the fiscal year beginning January 1, 2021 and ending, December 31, 2021 has been presented for adoption before the governing body of the Elizabeth Parking Authority at its open public meeting of January 13, 2021; and

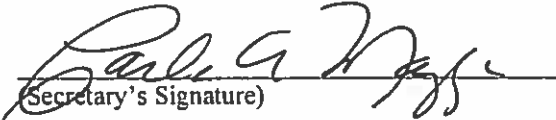
WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of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

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$4,190,928, Total Appropriations, including any Accumulated Deficit, if any, of \$4,083,884 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$100,000 and Total Unrestricted Net Position planned to be utilized of \$100,000; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Elizabeth Parking Authority, at an open public meeting held on January 13 2021 that the Annual Budget and Capital Budget/Program of the Elizabeth Parking Authority for the fiscal year beginning, 1/1/21 and, ending, 12/31/21 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.


(Secretary's Signature)

1-13-2021
(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent

Maritza A. Maseda
 Kelly Taylor
 Matthew Rinaldo 2nd
 Felix Martinez moved
 Gisela Bernal-Castro
 Ezzio Bustamonte Varea
 Ana Hernandez

✓
 ✓
 ✓
 ✓
 ✓
 ✓
 ✓
 (7)

E. Resolution #2-2021 Award of Contracts-Professional Services

Parking Authority of the City of Elizabeth
Elizabeth, Union County, New Jersey 07201
AWARD OF PROFESSIONAL CONTRACTS
Professional Services 2021

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 contract 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, 2021 to December 31, 2021

Cost: not to exceed \$40,000.00

Awarded to: Suplee, Clooney & Company, Westfield, NJ

Services: Audit Services

Time period: January 1, 2021 to December 31, 2021

Cost: not to exceed \$30,000.00

Awarded to: Acacia Financial Group, Inc., Marlton, NJ

Services: Financial Advisory Services

Time period: January 1, 2021 to December 31, 2021

Cost: not to exceed \$50,000.00

Awarded to: Genova, Burns, Newark, NJ

Services: Employment/ Labor Counsel

Time period: January 1, 2021 to December 31, 2021

Cost: not to exceed \$50,000.00

Awarded to:McManimon, Scotland &Baumann, LLC, Roseland, NJ
Services: Bond Counsel
Time period: January 1, 2021 to December 31, 2021
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, 2021 to December 31, 2021
Cost: at no cost

Awarded to:USA Architects, Somerville, NJ
Services: Interior Construction Design Services
Time period: January 1, 2021 to December 31, 2021
Cost: not to exceed \$40,000.00

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, Hartford, CT
Services: Property, Inland Marine, Automotive, General and
Employee Benefit Liability
Time period: January 1, 2021 to December 31, 2021
Cost: not to exceed \$176,275.00

Awarded to:New Jersey Manufacturers Insurance Company
West Trenton, NJ
Services: Workers' Compensation Insurance Coverage
Time period: January 1, 2021 to December 31, 2021
Cost: not to exceed \$54,015.00 plus
Workers' Compensation fee of \$3,365.00

Awarded to:Merchants Mutual Insurance Group, Buffalo, NY
Services: Excess Liability Insurance Coverage
Time period: January 1, 2021 to December 31, 2021
Cost not to exceed \$22,870.00

Awarded to: BCB Bank of Woodbridge, Woodbridge, NJ

Services: Banking Services

Time period: January 1, 2021 to December 31, 2021

Cost: at no cost.

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

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 Matthew D. Rinaldo made a motion, seconded by Commissioner Maritza A. Maseda to adjourn the meeting at 7:43 P.M. On a roll call vote, motion carried 7 ayes.

APPROVED: February 10, 2021

Felix Martinez
Chairman

Carla A. Mazza
Executive Director

ELIZABETH PARKING AUTHORITY
BUDGET TO ACTUAL FINANCIAL REPORT
FOR THE ONE MONTH PERIOD ENDED 1/31/21

REVENUES	Y-T-D ACTUAL	Y-T-D BUDGET	VARIANCE	ANNUAL BUDGET
PARKING FEES	\$ 196,832	\$ 285,500	\$ (88,668)	\$ 3,426,000
VIOLATIONS	20,000	22,917	(2,917)	275,000
RENTAL REVENUE	36,297	39,577	(3,280)	474,928
MISCELLANEOUS REVENUE	404	750	(346)	9,000
INTEREST INCOME	686	500	186	6,000
TOTAL REVENUE	\$ 254,219	\$ 349,244	\$ (95,025)	\$ 4,190,928
EXPENSES				
SALARIES & EMPLOYEE BENEFITS	\$ 163,876	\$ 171,056	\$ 7,180	\$ 2,052,672
INSURANCE	21,729	22,917	1,188	275,000
OFFICE EXPENSES	9,449	9,167	(282)	110,000
OUTSIDE SERVICES	496	13,583	13,087	163,000
ADMINISTRATIVE EXPENSES	5,494	6,500	1,006	78,000
OPERATING EXPENSES	47,798	61,322	13,524	735,868
INTEREST/PRINCIPAL ON DEBT	64,112	64,112	-	769,344
TOTAL EXPENSES	\$ 312,954	\$ 348,657	\$ 35,703	\$ 4,183,884
PROJECTED INCREASE TO RESERVE	\$ (58,735)	\$ 587	\$ (59,322)	\$ 7,044