

**Agenda for the Regular Meeting of February 9, 2022**

**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 12, 2022.**

**II. Reports**

- A. Financial Reports
- B. Motion to approve replenishment of petty cash in the amount of \$ 195.00 for the period of January 1, 2022 through January 31<sup>st</sup>, 2022.
- C. Motion for payment of outstanding bills listed in this report from the Executive Director in the amount of \$193,361.26 for **February 9, 2022.**
- D. Carla A. Mazza — Executive Director Reports

**III. Communications**

**IV. Old Business**

**V. New Business**

- A. Resolution to Adopt 2022 Budget

**VI. Adjourn**

*Please note: Items will be added as warranted prior to scheduled meeting. Any agenda related questions/ inquiries can be forwarded to the Executive Director Carla A. Mazza at [cmazza@elizabethparking.org](mailto:cmazza@elizabethparking.org)*

## **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 12, 2022 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 9, 2021.**

### **I. Roll Call:**

Present:

Chairman Felix Martinez

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

Commissioner Matthew D. Rinaldo

Commissioner Maritza A. Maseda (via teleconference call)

Commissioner Ezzio A. Bustamante

Commissioner Ana Hernandez

Commissioner Kelly Taylor

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 8, 2021 meeting. On a roll call vote, motion carried 7 ayes.
- B. A motion was made by Commissioner Kelly Taylor and seconded by Chairman Felix Martinez 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 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 7 ayes.

**D. Resolution # 1-2022 RESOLUTION OF THE PARKING AUTHORITY OF THE CITY OF ELIZABETH CONCERNING REVIEW OF FINDINGS AND RECOMMENDATIONS OF THE LOCAL FINANCE BOARD MADE AT A MEETING OF SAID BOARD ON SEPTEMBER 9, 2021, IN ACCORDANCE WITH N.J.S.A. 40A:5A-6**

**WHEREAS**, the findings and recommendations issued by the Local Finance Board (the “Board”) at a meeting held by said Board on September 9, 2021, relating to the issuance of not to exceed

\$17,000,000 City Guaranteed Parking Revenue Bonds, Series 2021A (the “Bonds”), which proceeds were used to refinance all outstanding PACE bonds so that the Parking Authority of the City of Elizabeth (the “Authority”) could acquire an ownership interest in the property known as the J. Christian Bollwage garage, are hereby attached as Exhibit A, and a copy has been received by each member of the governing body, and

**WHEREAS**, N.J.S.A. 40A:5A-7 requires that the governing body of the Authority, within 45 days of receipt of the Local Finance Board's findings and recommendations (which was received by bond counsel, on behalf of the Authority on December 10, 2021), shall certify by resolution to the Local Finance Board that the members thereof have personally reviewed the findings and recommendations, and

**WHEREAS**, the members of the governing body of the Authority have personally reviewed the Local Finance Board's findings and recommendations on the proposed project financing as evidenced by group affidavit of the governing body, and

**WHEREAS**, failure to comply with this requirement may subject the members of the Authority to the penalty provisions of R.S. 52:27BB-52.

**NOW THEREFORE, BE IT RESOLVED** that the governing body of the Parking Authority of the City of Elizabeth hereby states that it has complied with the requirements of N.J.S.A. 40A:5A-7 and does hereby submit a certified copy of this resolution and the required affidavit to the Board to show evidence of said compliance.

A motion was made by Chairman Felix Martinez and seconded by Commissioner Kelly Taylor. On a roll call vote, motion carried 7 ayes.

### **E. Resolution # 2-2022**

#### **AWARD OF PROFESSIONAL CONTRACTS**

##### **Professional Services 2022**

**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: Desman Associates, New York, NY  
Services: Architectural & Professional Engineering Services  
Time period: January 1, 2022 to December 31, 2022  
Cost: not to exceed \$45,000.00

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, 2022 to December 31, 2022  
Cost: not to exceed \$191,689.00

Awarded to: New Jersey Manufacturers Insurance Company  
West Trenton, NJ  
Services: Workers' Compensation Insurance Coverage  
Time period: January 1, 2022 to December 31, 2022  
Cost: not to exceed \$52,417.00 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, 2022 to December 31, 2022  
Cost: not to exceed \$37,213.00

Awarded to: BCB Bank of Woodbridge, Woodbridge, NJ  
Services: Banking Services  
Time period: January 1, 2022 to December 31, 2022  
Cost: at no cost.

A motion was made by Chairman Felix Martinez and seconded by Commissioner Kelly Taylor. On a roll call vote, motion carried 7 ayes.

**F. Resolution # 3-2022** RESOLUTION AUTHORIZING PURCHASES UNDER STATE AND COOP CONTRACTS 2022

WHEREAS, The Parking Authority of the City of Elizabeth utilize open-end contracts for routine, recurring items which may in the aggregate exceed \$17,500.00 per annum; and

WHEREAS, the Parking Authority are members of the following Pricing Cooperatives: Cranford Police Cooperative Pricing System, Morris County Cooperative Pricing System, Somerset County Cooperative Pricing System, Educational Services Commission of New Jersey, 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 recommend these purchases, and

NOW, THEREFORE BE IT RESOLVED that the Commissioners of the Parking Authority of the City of Elizabeth authorizes purchasing under any valid 2021/2022 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 Kelly Taylor and seconded by Commissioner Matthew D. Rinaldo. On a roll call vote, motion carried 7 ayes.

**G. Resolution # 4-2022** RESOLUTION RATIFYING THE MEMORANDUM OF AGREEMENT (UNION CONTRACT) BETWEEN THE PARKING AUTHORITY OF THE CITY OF ELIZABETH AND THE INTERNATIONAL UNION OF OPERATING ENGINEERS( LOCAL 68)

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

H. **Resolution # 5-2022** A motion was made by Commissioner Ezzio A. Bustamante and seconded by Commissioner Kelly Taylor to approve 3 % raises for Non-union /Administrative staff for 1 year period. On a roll call vote, motion carried 7 ayes.

### **III. Reports:**

#### A. Executive Director, Carla A. Mazza Financial Reports

Resolution to Accept *Financial Reports*. A motion was made by Commissioner Matthew D. Rinaldo 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 Kelly Taylor made a motion, seconded by Commissioner Ana Hernandez to adjourn the meeting at 7:30 P.M. On a roll call vote, motion carried 7 ayes.

**APPROVED: February 9, 2022**

Felix Martinez  
Chairman

Carla A. Mazza  
Executive Director

**ELIZABETH PARKING AUTHORITY**  
**BUDGET TO ACTUAL FINANCIAL REPORT**  
**FOR THE ONE MONTH PERIOD ENDED 1/31/22**

<b>REVENUES</b>	<b>Y-T-D ACTUAL</b>	<b>Y-T-D BUDGET</b>	<b>VARIANCE</b>	<b>ANNUAL BUDGET</b>
PARKING FEES	\$ 292,338	\$ 376,017	\$ (83,679)	\$ 4,512,200
VIOLATIONS	25,000	20,000	5,000	240,000
RENTAL REVENUE	45,102	46,435	(1,333)	557,224
MISCELLANEOUS REVENUE	55,554	2,083	53,471	25,000
INTEREST INCOME	305	1,000	(695)	12,000
<b>TOTAL REVENUE</b>	<b>\$ 418,299</b>	<b>\$ 445,535</b>	<b>\$ (27,236)</b>	<b>\$ 5,346,424</b>
<b>EXPENSES</b>				
SALARIES & EMPLOYEE BENEFITS	\$ 156,565	\$ 176,275	\$ 19,710	\$ 2,115,299
INSURANCE	25,084	24,167	(917)	290,000
OFFICE EXPENSES	8,077	9,167	1,090	110,000
OUTSIDE SERVICES	17,990	13,083	(4,907)	157,000
ADMINISTRATIVE EXPENSES	8,520	6,667	(1,853)	80,000
OPERATING EXPENSES	70,537	55,167	(15,370)	662,000
INTEREST/PRINCIPAL ON DEBT	156,085	156,085	-	1,873,023
<b>TOTAL EXPENSES</b>	<b>\$ 442,858</b>	<b>\$ 440,610</b>	<b>\$ (2,248)</b>	<b>\$ 5,287,322</b>
<b>PROJECTED INCREASE TO RESERVE</b>	<b>\$ (24,559)</b>	<b>\$ 4,925</b>	<b>\$ (29,484)</b>	<b>\$ 59,102</b>