

Agenda for the Regular Meeting of May 12, 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 **April 14, 2021**.

II. Reports

- A. Financial Reports
- B. Motion to approve replenishment of petty cash in the amount of \$285.96 for the period of March 1, 2021 through April 30, 2021.
- C. Motion for payment of outstanding bills listed in this report from the Executive Director in the amount of \$72,010.74 for **May 12, 2021**.
- D. Carla A. Mazza — Executive Director Reports

III. Communications

IV. Old Business

V. New Business.

1. AWARD OF PROFESSIONAL CONTRACT (Extension) for an additional 2 months to Joseph Jingoli and Son, Inc., Lawrenceville, NJ, for a full-time on-site construction manager.

2. Authorize Easement between PARKING AUTHORITY OF THE CITY OF ELIZABETH, and PUBLIC SERVICE ELECTRIC AND GAS COMPANY, for underground utility work related to neighboring substation.

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 April 14, 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 Maritza A. Maseda (via teleconference call)

Commissioner Ezzio A. Bustamante (via teleconference call)

Commissioner Matthew D. Rinaldo

Attendance Roll Call —5 Present

Also, Counsel John B. Moriarty

Executive Director Carla A. Mazza

Operations Manager Carlos J. Alma

Absent: 2

Commissioner Kelly Taylor

Commissioner Ana Hernandez

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 Commissioner Maritza A. Maseda and seconded by Commissioner Matthew D. Rinaldo to approve and/or correct minutes of the March 10, 2021 meeting. On a roll call vote, motion carried 5 ayes.
- B. A motion was made by Commissioner Maritza A. Maseda and seconded by Vice - Chairman Gisela Bernal – Castro to approve the replenishment of Petty Cash. On a roll call vote, motion carried 5 ayes.
- C. A motion was made by Commissioner Matthew D. Rinaldo and seconded by Commissioner Ezzio A. Bustamante to pay the outstanding bills as reported by Executive Director Carla A. Mazza. On a roll call vote, motion carried 5 ayes.

At this time, (via teleconference call) Mr. Peter Nissen, Managing Director from Acacia Financial Group addressed the Commissioners regarding Parking Authority financials and PACE financials , updating information about the bonds/funding in connection with the fit out work at 17 Caldwell Place.

D. Resolution # 6-2021. 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, 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 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 Chairman Felix Martinez and seconded by Vice - Chairman Gisela Bernal – Castro. On a roll call vote, motion carried 5 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 Chairman Felix Martinez. On a roll call vote, motion carried 5 ayes.

IV. Old Business

V. New Business — There being no further business Chairman Felix Martinez made a motion, seconded by Commissioner Matthew D. Rinaldo to adjourn the meeting at 7:45 P.M. On a roll call vote, motion carried 5 ayes.

APPROVED: May 12, 2021

Felix Martinez
Chairman

Carla A. Mazza
Executive Director

ELIZABETH PARKING AUTHORITY
BUDGET TO ACTUAL FINANCIAL REPORT
FOR THE FOUR MONTH PERIOD ENDED 4/30/21

REVENUES	Y-T-D ACTUAL	Y-T-D BUDGET	VARIANCE	ANNUAL BUDGET
PARKING FEES	\$ 808,077	\$ 1,142,000	\$ (333,923)	\$ 3,426,000
VIOLATIONS	57,475	91,667	(34,192)	275,000
RENTAL REVENUE	154,901	158,309	(3,408)	474,928
MISCELLANEOUS REVENUE	14,616	3,000	11,616	9,000
INTEREST INCOME	2,023	2,000	23	6,000
TOTAL REVENUE	\$ 1,037,092	\$ 1,396,976	\$ (359,884)	\$ 4,190,928
EXPENSES				
SALARIES & EMPLOYEE BENEFITS	\$ 660,323	\$ 684,224	\$ 23,901	\$ 2,052,672
INSURANCE	91,972	91,667	(305)	275,000
OFFICE EXPENSES	29,530	36,667	7,137	110,000
OUTSIDE SERVICES	34,415	54,333	19,918	163,000
ADMINISTRATIVE EXPENSES	21,419	26,000	4,581	78,000
OPERATING EXPENSES	190,084	245,289	55,205	735,868
INTEREST/PRINCIPAL ON DEBT	256,448	256,448	-	769,344
TOTAL EXPENSES	\$ 1,284,191	\$ 1,394,628	\$ 110,437	\$ 4,183,884
PROJECTED INCREASE TO RESERVE	\$ (247,099)	\$ 2,348	\$ (249,447)	\$ 7,044