

Agenda for the Regular Meeting of April 14, 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 **March 10, 2021**.

II. Reports

- A. Financial Reports
- B. Motion to approve replenishment of petty cash in the amount of \$258.96 for the period of February 1, 2021 through March 30, 2021.
- C. Motion for payment of outstanding bills listed in this report from the Executive Director in the amount of \$188,843.58 for **April 14, 2021**.
- D. Carla A. Mazza — Executive Director Reports

III. Communications

IV. Old Business

V. New Business.

- 1. RESOLUTION AUTHORIZING PURCHASES UNDER STATE AND COOP CONTRACTS 2021

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 March 10, 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 Maritza A. Maseda (via teleconference call)
Commissioner Ezzio A. Bustamante (via teleconference call)
Commissioner Ana Hernandez (via teleconference call)

Attendance Roll Call —6 Present

Also, Counsel John B. Moriarty
Executive Director Carla A. Mazza
Operations Manager Carlos J. Alma

Absent: 1

Commissioner Matthew D. Rinaldo

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 Maritza A. Maseda to approve and/or correct minutes of the February 10, 2021 meeting. On a roll call vote, motion carried 6 ayes.
- B. A motion was made by Commissioner Ezzio A. Bustamante and seconded by Commissioner Kelly Taylor to approve the replenishment of Petty Cash. On a roll call vote, motion carried 6 ayes.
- C. A motion was made by Chairman Felix Martinez 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.

D. Resolution # 5-2021. AMENDMENT TO RESOLUTION 4-2021

AUTHORIZING GOODS AND SERVICES

MULTIPLE LOTS

MAINTENANCE OF THE AMANO MCGANN PARKING ACCESS EQUIPMENT AND REVENUE CONTROL

WHEREAS, The Parking Authority of the City of Elizabeth has determined a need for Maintenance of the Amano McGann- Metric Parking Equipment and System, a propriety system; 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, on Friday, February 5, 2021 the bids were open with a sole responsive bidder; and

WHEREAS, Amano McGann, Inc. (Metric) located 140 Harrison Avenue, Roseland, NJ 07068, is the lowest responsible and responsive bidder; and

WHEREAS, the amount of the yearly contract was awarded on February 10, 2021 for \$103,605.00; and

WHEREAS, the correct amount should be \$103,625.00 per year; and

NOW, THEREFORE BE IT RESOLVED that the Commissioners of the Parking Authority of the City of Elizabeth authorizes the award of the contract to Amano McGann for 24 months for an amount not to exceed \$103,625.00 per year.

A motion was made by Chairman Felix Martinez and seconded by Commissioner Ezzio A. Bustamante. On a roll call vote, motion carried 6 ayes.

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 Maritza A. Maseda. On a roll call vote, motion carried 6 ayes.

IV. Old Business

V. New Business — There being no further business Vice - Chairman Gisela Bernal – Castro made a motion, seconded by Commissioner Maritza A. Maseda to adjourn the meeting at 7:10 P.M. On a roll call vote, motion carried 6 ayes.

APPROVED: April 14, 2021

Felix Martinez
Chairman

Carla A. Mazza
Executive Director

ELIZABETH PARKING AUTHORITY
BUDGET TO ACTUAL FINANCIAL REPORT
FOR THE THREE MONTH PERIOD ENDED 3/31/21

REVENUES	Y-T-D ACTUAL	Y-T-D BUDGET	VARIANCE	ANNUAL BUDGET
PARKING FEES	\$ 627,198	\$ 856,500	\$ (229,302)	\$ 3,426,000
VIOLATIONS	35,000	68,750	(33,750)	275,000
RENTAL REVENUE	99,345	118,732	(19,387)	474,928
MISCELLANEOUS REVENUE	8,339	2,250	6,089	9,000
INTEREST INCOME	1,754	1,500	254	6,000
TOTAL REVENUE	\$ 771,636	\$ 1,047,732	\$ (276,096)	\$ 4,190,928
EXPENSES				
SALARIES & EMPLOYEE BENEFITS	\$ 454,041	\$ 513,168	\$ 59,127	\$ 2,052,672
INSURANCE	69,093	68,750	(343)	275,000
OFFICE EXPENSES	21,665	27,500	5,835	110,000
OUTSIDE SERVICES	31,018	40,750	9,732	163,000
ADMINISTRATIVE EXPENSES	17,442	19,500	2,058	78,000
OPERATING EXPENSES	145,395	183,967	38,572	735,868
INTEREST/PRINCIPAL ON DEBT	192,336	192,336	-	769,344
TOTAL EXPENSES	\$ 930,990	\$ 1,045,971	\$ 114,981	\$ 4,183,884
PROJECTED INCREASE TO RESERVE	\$ (159,354)	\$ 1,761	\$ (161,115)	\$ 7,044