

Agenda for the Regular Meeting of **February 14, 2024**

I. Welcome/Opening

- A. Meeting to be called to order by Chairman Gisela Bernal – Castro
- B. Roll Call
- C. Public Speaking
- D. Motion to Approve and/or correct minutes of the **January 10, 2024**.

II. Reports

- A. Financial Reports
- B. Motion to approve replenishment of petty cash in the amount of \$199.00 for the period of December 1, 2023 through January 30, 2024.
- C. Motion for payment of outstanding bills listed in this report from the Executive Director in the amount of \$194,350.71 for **February 14, 2024**.
- D. Carla A. Mazza — Executive Director Reports

III. Communications

IV. Old Business

V. New Business

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

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 10, 2024 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 14, 2023.

I. Roll Call:

Present:

Chairman Gisela Bernal – Castro

Vice - Chairman Ezzio A. Bustamante-Varea

Commissioner Maritza A. Maseda (via teleconference call)

Commissioner Matthew D. Rinaldo (via teleconference call)

Commissioner Felix Martinez (via teleconference call)

Commissioner Kelly Taylor

Commissioner Alejandra Gallardo

Attendance Roll Call —7 Present

Absent: 0

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 December 13, 2023 meeting. On a roll call vote, motion carried 7 ayes.
- B. A motion was made by Chairman Gisela Bernal – Castro 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 Vice - Chairman Ezzio A. Bustamante-Varea 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 # 1-2024 RESOLUTION AUTHORIZING PURCHASES UNDER STATE AND COOP CONTRACTS 2024

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

WHEREAS, the Parking Authority are member 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 recommends these purchases, and

NOW, THEREFORE BE IT RESOLVED that the Commissioners of the Parking Authority of the City of Elizabeth authorize purchasing under any valid 2023/2024 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 Gisela Bernal – Castro and seconded by Commissioner Kelly Taylor. On a roll call vote, motion carried 7 ayes.

E. Resolution # 2-2024 AWARD OF PROFESSIONAL CONTRACTS

Professional Services - Extraordinary, Unspecified Services - 2024

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 authorize the Executive Director to negotiate and execute all necessary agreements and or contracts.

BE IT FURTHER RESOLVED by the Commissioners of the Parking Authority of the City of Elizabeth to award the following contracts without competitive bidding as professional services or extraordinary, unspecified services 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, 2024 to December 31, 2024
Cost:	not to exceed \$228,465.00

Awarded to: New Jersey Manufacturers Insurance Company
West Trenton, NJ
Services: Workers' Compensation Insurance Coverage
Time period: January 1, 2024 to December 31, 2024
Cost: not to exceed \$32,319.00 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, 2024 to December 31, 2024
Cost: not to exceed \$49,031.00

Awarded to: CFC/Lloyds, London, UK
Services: Cyber Security Insurance Coverage
Time period: January 1, 2024 to December 31, 2024
Cost: not to exceed \$3,337.00

Awarded to: BCB Bank of Woodbridge, Woodbridge, NJ
Services: Banking Services
Time period: January 1, 2024 to December 31, 2024
Cost: at no cost.

Awarded to: Unity Bank, 945 Stuyvesant Ave. Union, NJ
Services: Banking Services
Time period: January 1, 2024 to December 31, 2024
Cost: at no cost.

A motion was made by Commissioner Kelly Taylor and seconded by Commissioner Maritza A. Maseda . 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 Kelly Taylor and seconded by Vice - Chairman Ezzio A. Bustamante-Varea. On a roll call vote, motion carried 7 ayes.

IV. Old Business

V. New Business — There being no further business Chairman Gisela Bernal – Castro made a motion, seconded by Commissioner Kelly Taylor to adjourn the meeting at 7:20 P.M. On a roll call vote, motion carried 7 ayes.

APPROVED: February 14, 2024

Gisela Bernal-Castro
Chairman

Carla A. Mazza
Executive Director

ELIZABETH PARKING AUTHORITY
BUDGET TO ACTUAL FINANCIAL REPORT
FOR THE ONE MONTH PERIOD ENDED 1/31/24

REVENUES	Y-T-D ACTUAL	Y-T-D BUDGET	VARIANCE	ANNUAL BUDGET
PARKING FEES	\$ 389,357	\$ 426,833	\$ (37,476)	\$ 5,122,000
VIOLATIONS	20,000	25,000	(5,000)	300,000
RENTAL REVENUE	55,578	50,981	4,597	611,776
MISCELLANEOUS REVENUE	284	2,083	(1,799)	25,000
INTEREST INCOME	10,170	6,667	3,503	80,000
TOTAL REVENUE	\$ 475,389	\$ 511,565	\$ (36,176)	\$ 6,138,776
EXPENSES				
SALARIES & EMPLOYEE BENEFITS	\$ 197,393	\$ 203,970	\$ 6,577	\$ 2,447,645
INSURANCE	28,241	27,500	(741)	330,000
OFFICE EXPENSES	14,033	13,500	(533)	162,000
OUTSIDE SERVICES	17,770	13,392	(4,378)	160,700
ADMINISTRATIVE EXPENSES	11,007	7,667	(3,340)	92,000
OPERATING EXPENSES	73,683	88,333	14,650	1,060,000
INTEREST/PRINCIPAL ON DEBT	152,120	152,120	-	1,825,441
TOTAL EXPENSES	\$ 494,247	\$ 506,482	\$ 12,235	\$ 6,077,786
PROJECTED INCREASE TO RESERVE	\$ (18,858)	\$ 5,083	\$ (23,941)	\$ 60,990