

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

II. Reports

- A. Financial Reports
- B. Motion to approve replenishment of petty cash in the amount of \$290.00 for the period of January 1, 2021 through February 28, 2021.
- C. Motion for payment of outstanding bills listed in this report from the Executive Director in the amount of \$74,656.15 for **March 10, 2021.**
- D. Carla A. Mazza — Executive Director Reports

III. Communications

IV. Old Business

V. New Business.

- 1. Amend Amano Maintenance contract amount

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 February 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)
Commissioner Kelly Taylor (via teleconference call)
Commissioner Matthew D. Rinaldo (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

Vice - Chairman Gisela Bernal – Castro

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 January 13, 2021 meeting. On a roll call vote, motion carried 6 ayes.
- B. A motion was made by Commissioner Maritza A. Maseda and seconded by Commissioner Ezzio A. Bustamante to approve the replenishment of Petty Cash. On a roll call vote, motion carried 6 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 6 ayes.

D. Resolution # 3-2021. Award of Contracts-Professional Services

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;

WHEREAS, the Parking Authority of the City of Elizabeth received two (2) vendors for Litigation Counsel and two (2) for Engineering and Architectural services, and;

WHEREAS, the Parking Authority of the City of Elizabeth used a weighted method by a committee to select the recommended contracts for the Authority 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:	La Corte, Bundy, Varady & Kinsella, Union, NJ
Services:	Litigation Counsel
Time period:	January 1, 2021 to December 31, 2021
Cost:	not to exceed \$40,000.00

Awarded to:	Desman Associates, New York, NY
Services:	Architectural & Professional Engineering Services
Time period:	January 1, 2021 to December 31, 2021
Cost:	not to exceed \$40,000.00

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

**E. Resolution #4-2021 RESOLUTION 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

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 \$103,605.00 per year.

A motion was made by Chairman Felix Martinez and seconded by Commissioner Maritza A. Maseda.. 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 Matthew D. Rinaldo and seconded by Commissioner Kelly Taylor. On a roll call vote, motion carried 6 ayes.

IV. Old Business

V. New Business — There being no further business Commissioner Maritza A. Maseda made a motion, seconded by Chairman Felix Martinez to adjourn the meeting at 7:12 P.M. On a roll call vote, motion carried 6 ayes.

APPROVED: March 10, 2021

Felix Martinez
Chairman

Carla A. Mazza
Executive Director

ELIZABETH PARKING AUTHORITY
BUDGET TO ACTUAL FINANCIAL REPORT
FOR THE TWO MONTH PERIOD ENDED 2/28/21

REVENUES	Y-T-D ACTUAL	Y-T-D BUDGET	VARIANCE	ANNUAL BUDGET
PARKING FEES	\$ 368,740	\$ 571,000	\$ (202,260)	\$ 3,426,000
VIOLATIONS	30,000	45,833	(15,833)	275,000
RENTAL REVENUE	67,594	79,155	(11,561)	474,928
MISCELLANEOUS REVENUE	594	1,500	(906)	9,000
INTEREST INCOME	1,217	1,000	217	6,000
TOTAL REVENUE	\$ 468,145	\$ 698,488	\$ (230,343)	\$ 4,190,928
EXPENSES				
SALARIES & EMPLOYEE BENEFITS	\$ 302,216	\$ 342,112	\$ 39,896	\$ 2,052,672
INSURANCE	46,100	45,833	(267)	275,000
OFFICE EXPENSES	15,821	18,333	2,512	110,000
OUTSIDE SERVICES	16,589	27,167	10,578	163,000
ADMINISTRATIVE EXPENSES	13,127	13,000	(127)	78,000
OPERATING EXPENSES	97,596	122,645	25,049	735,868
INTEREST/PRINCIPAL ON DEBT	128,223	128,223	-	769,344
TOTAL EXPENSES	\$ 619,672	\$ 697,313	\$ 77,641	\$ 4,183,884
PROJECTED INCREASE TO RESERVE	\$ (151,527)	\$ 1,175	\$ (152,702)	\$ 7,044