

Agenda for the Regular Meeting of November 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 **October 13, 2021.**

II. Reports

- A. Financial Reports
- B. Motion to approve replenishment of petty cash in the amount of \$167.00 for the period of October 1st, 2021 through October 31st, 2021.
- C. Motion for payment of outstanding bills listed in this report from the Executive Director in the amount of \$99,669.77 for November 10, 2021.
- D. Carla A. Mazza — Executive Director Reports

III. Communications

IV. Old Business

V. New Business

- A. Qualification of vendors for Professional services 2022

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 October 13, 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

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

Commissioner Matthew D. Rinaldo

Commissioner Maritza A. Maseda (via teleconference call)

Commissioner Kelly Taylor

Commissioner Ezzio A. Bustamante (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 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 Chairman Felix Martinez and seconded by Commissioner Matthew D. Rinaldo to approve and/or correct minutes of the September 8, 2021 meeting. Commissioner Kelly Taylor respectfully abstained. On a roll call vote, motion carried 5 ayes.
- B. A motion was made by Commissioner Matthew D. Rinaldo 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 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 # 14-2021

2021 RESOLUTION AUTHORIZING GOODS AND SERVICES

CITYWIDE

ACQUISITION OF METRIC-AMANO MULTI-SPACE METERS OR EQUIVALENT COMPATIBLE WITH THE ASLAN SYSTEM

WHEREAS, The Parking Authority of the City of Elizabeth has determined a need for multi-

space meters to function with the Parking Authority ASLAN 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 Thursday October 7, 2021 the bids were open with a sole responsive and responsible bidder; and

WHEREAS, Amano McGann, Inc., providers of the Metric Multi-space meters, located 140 Harrison Avenue, Roseland, NJ 07068, is the lowest responsible and responsive bidder; and

WHEREAS, these Multi-space meters selected are the Metric Sprite version, compatible with the ASLAN system used by the Parking Authority and these meters will be place Citywide;

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 12 multi-space Sprite meters at a cost of \$9995.00 each and freight at a cost of \$1975.00 for a total amount not to exceed \$121,915.00.

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

E. Resolution # 15-2021

Resolution promoting employee Kevin Hankins to the position of Supervisor, at the salary of \$50,000/year, effective 10/14/2021.

A motion was made by Vice - Chairman Gisela Bernal – Castro 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 Vice - Chairman Gisela Bernal – Castro and seconded by Commissioner Matthew D. Rinaldo. 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 Ezzio A. Bustamante to adjourn the meeting at 7:15 P.M. On a roll call vote, motion carried 6 ayes.

APPROVED: November 10, 2021

X

Felix Martinez
Chairman

X

Carla A. Mazza
Executive Director

ELIZABETH PARKING AUTHORITY
BUDGET TO ACTUAL FINANCIAL REPORT
FOR THE TEN MONTH PERIOD ENDED 10/31/21

REVENUES	Y-T-D ACTUAL	Y-T-D BUDGET	VARIANCE	ANNUAL BUDGET
PARKING FEES	\$ 2,497,891	\$ 2,855,000	\$ (357,109)	\$ 3,426,000
VIOLATIONS	155,760	229,167	(73,407)	275,000
RENTAL REVENUE	392,556	395,773	(3,217)	474,928
MISCELLANEOUS REVENUE	1,482,824	7,500	1,475,324	9,000
INTEREST INCOME	4,381	5,000	(619)	6,000
TOTAL REVENUE	\$ 4,533,412	\$ 3,492,440	\$ 1,040,972	\$ 4,190,928
EXPENSES				
SALARIES & EMPLOYEE BENEFITS	\$ 1,620,978	\$ 1,710,560	\$ 89,582	\$ 2,052,672
INSURANCE	229,981	229,167	(814)	275,000
OFFICE EXPENSES	95,103	91,667	(3,436)	110,000
OUTSIDE SERVICES	91,909	135,833	43,924	163,000
ADMINISTRATIVE EXPENSES	57,044	65,000	7,956	78,000
OPERATING EXPENSES	541,774	613,223	71,449	735,868
INTEREST/PRINCIPAL ON DEBT	641,120	641,120	-	769,344
TOTAL EXPENSES	\$ 3,277,909	\$ 3,486,570	\$ 208,661	\$ 4,183,884
PROJECTED INCREASE TO RESERVE	\$ 1,255,503	\$ 5,870	\$ 1,249,633	\$ 7,044