

Agenda for the Regular Meeting of **January 8, 2025**

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 **December 11, 2024**.

II. Reports

- A. Financial Reports
- B. Motion to approve replenishment of petty cash in the amount of \$249.00 for the period of November 1, 2024 through December 31, 2024.
- C. Motion for payment of outstanding bills listed in this report from the Executive Director in the amount of \$130,068.26 for **January 8, 2025**.
- D. Carla A. Mazza — Executive Director Reports

III. Communications

- A. Received letter from City Council- Re: resident hiring

IV. Old Business

V. New Business

- A. Award of Professional Contracts- Extraordinary, Unspecified Services 2025
- B. Resolution authorizing purchases under State and Coop (Cooperatives) contracts 2025

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 December 11, 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 Matthew D. Rinaldo
Commissioner Maritza A. Maseda
Commissioner Kelly Taylor
Commissioner John F. Bernal (via teleconference call)
Commissioner George Hernandez

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 George Hernandez to approve and/or correct minutes of the November 13, 2024 meeting. On a roll call vote, motion carried 7 ayes.
- B. A motion was made by Commissioner Matthew D. Rinaldo and seconded by Commissioner George Hernandez 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 Maritza A. Maseda to pay the outstanding bills as reported by Executive Director Carla A. Mazza. On a roll call vote, motion carried 7 ayes.

D. Resolution # 12-2024 AWARD OF PROFESSIONAL CONTRACTS

Professional Services 2025

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 qualify and award the following professional contracts and authorizes the Executive Director to negotiate and execute all necessary agreements and or contracts.

Awarded to: David Ciarrocca, CPA, Scotch Plains, NJ
Services: Accounting Services
Time period: January 1, 2025 to December 31, 2025
Cost: not to exceed \$50,000.00

Awarded to: Suplee, Clooney & Company, Westfield, NJ
Services: Audit Services
Time period: January 1, 2025 to December 31, 2025
Cost: not to exceed \$30,000.00

Awarded to: Acacia Financial Group, Inc., Marlton, NJ
Services: Financial Advisory Services
Time period: January 1, 2025 to December 31, 2025
Cost: not to exceed \$50,000.00

Awarded to: Genova, Burns, Newark, NJ
Services: Employment/ Labor Counsel
Time period: January 1, 2025 to December 31, 2025
Cost: not to exceed \$50,000.00

Awarded to: McManimon, Scotland & Baumann, LLC, Roseland, NJ
Services: Bond Counsel
Time period: January 1, 2025 to December 31, 2025
Cost: not to exceed \$30,000.00

Awarded to: Willis of New Jersey, Inc., Short Hills, NJ
Services: Insurance Advisory Services
Time period: January 1, 2025 to December 31, 2025
Cost: at no cost

Awarded to: La Corte, Bundy, Varady & Kinsella, Union, NJ
Services: Litigation Counsel
Time period: January 1, 2025 to December 31, 2025
Cost: not to exceed \$40,000.00

Awarded to: Desman Associates, New York, NY
Services: Architectural & Professional Engineering Services
Time period: January 1, 2025 to December 31, 2025
Cost: not to exceed \$45,000.00

A motion was made by Commissioner Kelly Taylor and seconded by Commissioner Maritza A. Maseda . On a roll call vote, motion carried 7 ayes.

E. Resolution # 13-2024 Resolution approving 2025 MEETING SCHEDULE CALENDAR for Parking Authority meetings.
MEETING SCHEDULE FOR 2025

The regular meetings of the Parking Authority of the City of Elizabeth, New Jersey, will be held on the second (2nd) Wednesday of each month, unless otherwise specified, at 7:00 PM.

Meetings are held in the Edward S. Sakowicz Administration Building at 233 Commerce Place, Elizabeth, New Jersey.

January	8
February	12
March	12
April	9
May	14
June	11
NO JULY MEETING	
August	13
September	10
October	8
November	12
December	10

A motion was made by Vice - Chairman Ezzio A. Bustamante Varea and seconded by Commissioner Kelly Taylor to approve the 2025 Meeting Schedule Calendar and post said calendar in the Newark Star Ledger, the Home News and Tribune and post/file in the City Clerk's office and on the Parking Authority website as a public notice. On a roll call vote, motion carried 7 ayes.

F. Resolution # 14-2024 Nomination of Executive Officers 2025

A motion was made by Vice - Chairman Ezzio A. Bustamante Varea and seconded by Commissioner George Hernandez to keep the existing slate of officers for 2025 (Chairman Gisela Bernal – Castro, Vice - Chairman Ezzio A. Bustamante Varea and Commissioner Kelly Taylor to serve as Secretary/Treasurer) On a roll call vote, motion carried 7 ayes.

G. Resolution # 15-2024 Resolution updating the phone stipend for payments made to Administrative employees to reimburse them for the use of their personal mobile phones for work purposes/ Parking Authority business. The annual stipend shall be increased to \$60 per month. The eligible employee list shall be updated to include the following employees: Carla A. Mazza, Caroline LiVecchi, Danielle Katz, Jaime Mazza, Suzanne Botta and Counsel John B. Moriarty. All other Administrative Staff receive and utilize Parking Authority owned/issued cell phones.

A motion was made by Commissioner George Hernandez and seconded by Commissioner Matthew D. Rinaldo. On a roll call vote, motion carried 7 ayes.

H. Resolution # 16-2024 Resolution hiring Erik Piza as a Supervisor, at the salary of \$50,000/year, effective 12/16/2024.

A motion was made by Chairman Gisela Bernal – Castro and seconded by Commissioner George Hernandez. On a roll call vote, motion carried 7 ayes.

I. Resolution # 17-2024 A motion was made by Vice - Chairman Ezzio A. Bustamante Varea and seconded by Chairman Gisela Bernal – Castro to approve 5 % raises for Non-union Administrative staff . 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 Chairman Gisela Bernal – Castro and seconded by Commissioner Kelly Taylor . On a roll call vote, motion carried 7 ayes.

IV. Old Business

V. New Business — There being no further business Commissioner Kelly Taylor made a motion, seconded by Vice - Chairman Ezzio A. Bustamante Varea to adjourn the meeting at 7:40 P.M. On a roll call vote, motion carried 7 ayes.

APPROVED: January 8, 2025

Gisela Bernal-Castro
Chairman

Carla A. Mazza
Executive Director

ELIZABETH PARKING AUTHORITY
BUDGET TO ACTUAL FINANCIAL REPORT
FOR THE TWELVE MONTH PERIOD ENDED 12/31/24

REVENUES	Y-T-D ACTUAL	Y-T-D BUDGET	VARIANCE	ANNUAL BUDGET
PARKING FEES	\$ 5,362,296	\$ 5,122,000	\$ 240,296	\$ 5,122,000
VIOLATIONS	234,912	300,000	(65,088)	300,000
RENTAL REVENUE	663,293	611,776	51,517	611,776
MISCELLANEOUS REVENUE	1,015,750	25,000	990,750	25,000
INTEREST INCOME	156,374	80,000	76,374	80,000
TOTAL REVENUE	\$ 7,432,625	\$ 6,138,776	\$ 1,293,849	\$ 6,138,776
EXPENSES				
SALARIES & EMPLOYEE BENEFITS	\$ 2,469,308	\$ 2,447,645	\$ (21,663)	\$ 2,447,645
INSURANCE	339,601	330,000	(9,601)	330,000
OFFICE EXPENSES	177,357	162,000	(15,357)	162,000
OUTSIDE SERVICES	164,700	160,700	(4,000)	160,700
ADMINISTRATIVE EXPENSES	89,487	92,000	2,513	92,000
OPERATING EXPENSES	1,091,930	1,060,000	(31,930)	1,060,000
INTEREST/PRINCIPAL ON DEBT	1,825,441	1,825,441	-	1,825,441
TOTAL EXPENSES	\$ 6,157,824	\$ 6,077,786	\$ (80,038)	\$ 6,077,786
PROJECTED INCREASE TO RESERVE	\$ 1,274,801	\$ 60,990	\$ 1,213,811	\$ 60,990