

## Agenda for the Regular Meeting of **September 11, 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 **August 14, 2024**.

### II. Reports

- A. Financial Reports
- B. Motion to approve replenishment of petty cash in the amount of \$236.85 for the period of July 1, 2024 through August 31, 2024.
- C. Motion for payment of outstanding bills listed in this report from the Executive Director in the amount of \$137,856.34 for **September 11, 2024**.
- D. Carla A. Mazza — Executive Director Reports

### III. Communications

- A. Official resignation of Commissioner Felix Martinez , effective 8-14-2024.

### IV. Old Business

### V. New Business

- A. Resolution authorizing purchasing of parking equipment through Sourcewell Purchasing Cooperative

### 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](mailto: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 August 14, 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  
Commissioner Matthew D. Rinaldo  
Commissioner John F. Bernal  
Commissioner Kelly Taylor

Attendance Roll Call —4 Present

Absent: 3

Vice - Chairman Ezzio A. Bustamante-Varea  
Commissioner Felix Martinez  
Commissioner Maritza A. Maseda

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

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 Matthew D. Rinaldo to approve and/or correct minutes of the June 12, 2024 meeting. On a roll call vote, motion carried 4 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 4 ayes.
- C. A motion was made by Commissioner John F. Bernal and seconded by Commissioner Matthew D. Rinaldo to pay the outstanding bills as reported by Executive Director Carla A. Mazza. On a roll call vote, motion carried 4 ayes.

### **D. Resolution # 5-2024**

#### **Parking Authority of the City of Elizabeth Elizabeth, Union County, New Jersey 07201**

#### **AWARD OF PROFESSIONAL CONTRACTS**

#### **Data Processing 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;

WHEREAS, the Parking Authority of the City of Elizabeth received two (2) vendors for Data Processing services. Each vendor responded for an in-house server and the cloud-based server 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 Data Processing contract and authorize the Executive Director to negotiate and execute all necessary agreements and or contracts related to the type of server service chosen by the Authority for a 7-year term with a 30-day termination clause.

Awarded in-house server services: Electro-America, Union, NJ.  
Awarded cloud-based server services: ElectroApps.com, Inc., Union, NJ.

A motion was made by Commissioner Kelly Taylor and seconded by Chairman Gisela Bernal – Castro. On a roll call vote, motion carried 4 ayes.

**E. Resolution # 6-2024 THE PARKING AUTHORITY OF THE CITY OF  
ELIZABETH  
RESOLUTION  
August 14, 2024  
Carryover of vacation days**

WHEREAS, The Parking Authority of the City of Elizabeth has a policy for administrative personnel (non-union) to carry over up to 10 unused vacation days to be used in the next calendar year after it is accrued, or such vacation is forfeited; and

WHEREAS, in prior years with the pandemic it caused administrative personnel to suspend any vacation for the 2020 calendar year, and limit vacation for the 2021 calendar year; and

WHEREAS, as a result of the suspension of vacation in 2020 and 2021 it created a bank of vacation days that was not possible to take in a given year due to business demands; and

WHEREAS, on December 14, 2022, the Parking Authority passed a resolution permitting the remainder of vacation days accrued as of December 31, 2022 to be utilized by the end of the 2024 calendar year; and

WHEREAS, in recognition of the business demands of the Parking Authority to appropriately staff the facilities.

NOW, THEREFORE, BE IT RESOLVED, the Commissioners of the Parking Authority of the City of Elizabeth authorize the remainder of unused vacation days as of December 31, 2022, to be utilized in the following manner:

1. The remaining number of unused vacation days as of December 31, 2022 that have not been utilized as of December 31, 2024 shall be utilized by the employee on or before June 30, 2025.
2. The days will be scheduled by the non-union employee with approval of the Executive Director. All unused days in 1 above must be scheduled through June 30, 2025 on or before April 1, 2025. If unused days are not scheduled by April 1, 2025 then they will be scheduled by the Executive Director. Failure to utilize days will result in forfeiture of those days.

A motion was made by Chairman Gisela Bernal – Castro and seconded by Commissioner Kelly Taylor. On a roll call vote, motion carried 4 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 Chairman Gisela Bernal – Castro . On a roll call vote, motion carried 4 ayes.

### **IV. Old Business**

**V. New Business** — There being no further business Commissioner Matthew D. Rinaldo made a motion, seconded by Chairman Gisela Bernal – Castro to adjourn the meeting at 7:45 P.M. On a roll call vote, motion carried 4 ayes.

**APPROVED: September 11, 2024**

Gisela Bernal-Castro  
Chairman

Carla A. Mazza  
Executive Director

**ELIZABETH PARKING AUTHORITY**  
**BUDGET TO ACTUAL FINANCIAL REPORT**  
**FOR THE EIGHT MONTH PERIOD ENDED 8/31/24**

<b>REVENUES</b>	<b>Y-T-D ACTUAL</b>	<b>Y-T-D BUDGET</b>	<b>VARIANCE</b>	<b>ANNUAL BUDGET</b>
PARKING FEES	\$ 3,664,558	3,414,667	\$ 249,891	\$ 5,122,000
VIOLATIONS	174,047	200,000	(25,953)	300,000
RENTAL REVENUE	439,603	407,851	31,752	611,776
MISCELLANEOUS REVENUE	1,013,475	16,667	996,808	25,000
INTEREST INCOME	98,799	53,333	45,466	80,000
<b>TOTAL REVENUE</b>	<b>\$ 5,390,482</b>	<b>\$ 4,092,517</b>	<b>\$ 1,297,965</b>	<b>\$ 6,138,776</b>
<b>EXPENSES</b>				
SALARIES & EMPLOYEE BENEFITS	\$ 1,682,845	\$ 1,631,763	\$ (51,082)	\$ 2,447,645
INSURANCE	226,560	220,000	(6,560)	330,000
OFFICE EXPENSES	109,571	108,000	(1,571)	162,000
OUTSIDE SERVICES	106,392	107,133	741	160,700
ADMINISTRATIVE EXPENSES	57,539	61,333	3,794	92,000
OPERATING EXPENSES	733,706	706,667	(27,039)	1,060,000
INTEREST/PRINCIPAL ON DEBT	1,216,961	1,216,961	-	1,825,441
<b>TOTAL EXPENSES</b>	<b>\$ 4,133,573</b>	<b>\$ 4,051,857</b>	<b>\$ (81,716)</b>	<b>\$ 6,077,786</b>
<b>PROJECTED INCREASE TO RESERVE</b>	<b>\$ 1,256,909</b>	<b>\$ 40,660</b>	<b>\$ 1,216,248</b>	<b>\$ 60,990</b>