

## **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 8, 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 (via teleconference call)

Commissioner Maritza A. Maseda (via teleconference call)

Commissioner Ezzio A. Bustamante

Commissioner Ana Hernandez (via teleconference call)

Commissioner Kelly Taylor (via teleconference call)

Attendance Roll Call —7 Present

Also, Counsel John B. Moriarty

Executive Director Carla A. Mazza

Operations Manager Carlos J. Alma

*Dave Ciarrocca*

*Peter Nissen (via teleconference)*

Absent: 0

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 Ezzio A. Bustamante to approve and/or correct minutes of the November 10, 2021 meeting. On a roll call vote, motion carried 7 ayes.
- B. A motion was made by Vice - Chairman Gisela Bernal – Castro and seconded by Commissioner Kelly Taylor to approve the replenishment of Petty Cash. On a roll call vote, motion carried 7 ayes.
- C. A motion was made by Vice - Chairman Gisela Bernal – Castro 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.

*At this time, our accountant, Dave Ciarrocca, addressed the Board about the 2022 Parking Authority Budget. In addition, Mr. Peter Nissen, Managing Director from Acacia Financial Group addressed the Commissioners regarding PACE, and current bond activity.*

D. **Resolution # 17-2021** Resolution introducing the 2022 Authority Budget to the Department of Community Affairs/ State of New Jersey. **(See attached resolution)**

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

E. **Resolution # 18-2021** Resolution authorizing the Late Submittal of the 2022 Budget to DCA. (See attached resolution)

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

F. **Resolution # 19-2021** Award of Contracts-Professional Services 2022

### **AWARD OF PROFESSIONAL CONTRACTS**

#### **Professional Services 2022**

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.

Awarded to:	David Ciarrocca, CPA, Scotch Plains, NJ
Services:	Accounting Services
Time period:	January 1, 2022 to December 31, 2022
Cost:	not to exceed \$50,000.00

Awarded to: Suplee, Clooney & Company, Westfield, NJ  
Services: Audit Services  
Time period: January 1, 2022 to December 31, 2022  
Cost: not to exceed \$30,000.00

Awarded to: Acacia Financial Group, Inc., Marlton, NJ  
Services: Financial Advisory Services  
Time period: January 1, 2022 to December 31, 2022  
Cost: not to exceed \$50,000.00

Awarded to: Genova, Burns, Newark, NJ  
Services: Employment/ Labor Counsel  
Time period: January 1, 2022 to December 31, 2022  
Cost: not to exceed \$50,000.00

Awarded to: McManimon, Scotland & Baumann, LLC, Roseland, NJ  
Services: Bond Counsel  
Time period: January 1, 2022 to December 31, 2022  
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, 2022 to December 31, 2022  
Cost: at no cost

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

A motion was made by Chairman Felix Martinez and seconded by Vice - Chairman Gisela Bernal – Castro. On a roll call vote, motion carried 7 ayes.

**G. Resolution # 20-2021** Resolution approving 2022 MEETING SCHEDULE CALENDAR for Parking Authority and PACE meetings.

**MEETING SCHEDULE FOR 2022**

The regular meetings of the Parking Authority of the City of Elizabeth, New Jersey, will be held on the second (2<sup>nd</sup>) 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	12
February	9
March	9
April	13
May	11
June	8
NO JULY MEETING	
August	10
September	14
October	12
November	9
December	14

**MEETING SCHEDULE FOR 2022**

The regular meetings of the PACE QALICB, Inc. of Elizabeth, New Jersey, will be held on the second (2<sup>nd</sup>) Wednesday of each month below, unless otherwise specified, at 7:00 PM.

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

April	13
September	14
December	14

A motion was made by Commissioner Ezzio A. Bustamante and seconded by Commissioner Maritza A. Maseda to approve the 2022 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.

**H. Resolution # 21-2021** Nomination of Executive Officers 2022

A motion was made by Commissioner Ezzio A. Bustamante and seconded by Commissioner Maritza A.Maseda to keep the existing slate of officers for 2022 ( Chairman Felix Martinez, Vice-Chairman Gisela Bernal – Castro and Commissioner Maritza A.Maseda to serve as Secretary/Treasurer )

On a roll call vote, motion carried 7 ayes.

**I. Resolution # 22-2021**

**THE PARKING AUTHORITY OF THE CITY OF ELIZABETH**

**RESOLUTION**

December 8, 2021

Carryover vacation days

WHEREAS, The Parking Authority of the City of Elizabeth has a policy for administrative personnel (non-union) to carry over unused previous vacation days to the following year; and

WHEREAS, the pandemic has caused the administrative personnel to suspend any vacation for the 2020 calendar year; and limit vacation for the 2021 calendar year.

WHEREAS, the inability to fully utilize 2019, and 2020, vacation time has caused a hardship for administrative personnel while fulfilling the increased demands placed upon the Authority due to the COVID-19 pandemic; and

WHEREAS, the Parking Authority recognized the pandemic has caused hardship for administrative personnel and has determined to let administrative employees carry over the remainder unused 2020 and prior vacation days to the 2022 calendar year with the Commissioners' approval; and

NOW, THEREFORE BE IT RESOLVED by the Commissioners of the Parking Authority of the City of Elizabeth to authorize the Executive Director to extend all Carryover unused 2020 and prior vacation days to the 2022 calendar year.

A motion was made by Vice - Chairman Gisela Bernal – Castro and seconded by Commissioner Maritza A.Maseda. On a roll call vote, motion carried 7 ayes.

# 2022 AUTHORITY BUDGET RESOLUTION ELIZABETH PARKING AUTHORITY

FISCAL YEAR: FROM: 1/1/22 TO: 12/31/22

### Resolution # 17-2021

WHEREAS, the Annual Budget and Capital Budget for the Elizabeth Parking Authority for the fiscal year beginning, January 1, 2022 and ending, December 31, 2022 has been presented before the governing body of the Elizabeth Parking Authority at its open public meeting of December 8, 2021; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$5,346,424, Total Appropriations, including any Accumulated Deficit if any, of \$ 5,207,323 and Total Unrestricted Net Position utilized of \$ 0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$80,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$80,000; and

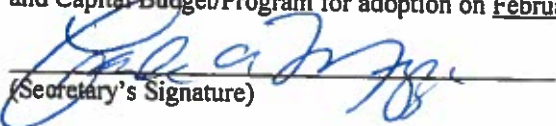
WHEREAS, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Elizabeth Parking Authority, at an open public meeting held on December 8, 2021 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Elizabeth Parking Authority for the fiscal year beginning, 1/1/22 and ending, 12/31/22 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Elizabeth Parking Authority will consider the Annual Budget and Capital Budget/Program for adoption on February 12, 2022.

  
(Secretary's Signature)

Dec 8, 2021  
(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Maritza A. Maseda	✓			
Kelly Taylor <i>Znd</i>	✓			
Matthew Rinaldo	✓			
Felix Martinez <i>Moved</i>	✓			
Gisela Bernal-Castro	✓			
Ezzio A. Bustamante	✓			
Ana Hernandez	✓			

# THE COMMISSIONERS OF THE ELIZABETH PARKING AUTHORITY

## Resolution # 18-2021

### Authorizing Late Submittal of Budget to DCA

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**Whereas, the Parking Authority has introduced the 2022 budget; and**

**Whereas, there exist various regulations requiring submittal of the budget to DCA by a date certain; and**

**Whereas, because the Parking Authority was awaiting the closing of a bond issue on November 30, 2021 additional time was required to include the principal and interest associated with the debt service and, therefore, failed to provide the budget to DCA in accordance with the required time frame.**

**NOW THEREFORE, be it resolved by the commissioners of the Elizabeth Parking Authority, County of Union, as follows:**

- (1) This resolution shall authorize late submittal of the budget to DCA for the reasons above noted;**
- (2) A copy of this resolution shall be provided to DCA upon adoption.**



### **III. Reports:**

#### **A. Executive Director, Carla A. Mazza Financial Reports**

Resolution to Accept *Financial Reports*. A motion was made by Commissioner Ezzio A. Bustamante and seconded by Vice - Chairman Gisela Bernal – Castro. On a roll call vote, motion carried 7 ayes.

### **IV. Old Business**

**V. New Business** — There being no further business Commissioner Ezzio A. Bustamante made a motion, seconded by Chairman Felix Martinez to adjourn the meeting at 8:20 P.M. On a roll call vote, motion carried 7 ayes.

**APPROVED: January 12, 2022**

Felix Martinez  
Chairman

Carla A. Mazza  
Executive Director

**ELIZABETH PARKING AUTHORITY**  
**BUDGET TO ACTUAL FINANCIAL REPORT**  
**FOR THE TWELVE MONTH PERIOD ENDED 12/31/21**

<b>REVENUES</b>	<b>Y-T-D ACTUAL</b>	<b>Y-T-D BUDGET</b>	<b>VARIANCE</b>	<b>ANNUAL BUDGET</b>
PARKING FEES	\$ 3,067,660	\$ 3,426,000	\$ (358,340)	\$ 3,426,000
VIOLATIONS	186,170	275,000	(88,830)	275,000
RENTAL REVENUE	487,582	474,928	12,654	474,928
MISCELLANEOUS REVENUE	1,955,709	9,000	1,946,709	9,000
INTEREST INCOME	5,972	6,000	(28)	6,000
<b>TOTAL REVENUE</b>	<b>\$ 5,703,093</b>	<b>\$ 4,190,928</b>	<b>\$ 1,512,165</b>	<b>\$ 4,190,928</b>
<b>EXPENSES</b>				
SALARIES & EMPLOYEE BENEFITS	\$ 1,937,086	\$ 2,052,672	\$ 115,586	\$ 2,052,672
INSURANCE	277,497	275,000	(2,497)	275,000
OFFICE EXPENSES	123,876	110,000	(13,876)	110,000
OUTSIDE SERVICES	131,279	163,000	31,721	163,000
ADMINISTRATIVE EXPENSES	72,192	78,000	5,808	78,000
OPERATING EXPENSES	566,773	735,868	169,095	735,868
INTEREST/PRINCIPAL ON DEBT	769,344	769,344	-	769,344
<b>TOTAL EXPENSES</b>	<b>\$ 3,878,047</b>	<b>\$ 4,183,884</b>	<b>\$ 305,837</b>	<b>\$ 4,183,884</b>
<b>PROJECTED INCREASE TO RESERVE</b>	<b>\$ 1,825,046</b>	<b>\$ 7,044</b>	<b>\$ 1,818,002</b>	<b>\$ 7,044</b>