

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 March 9, 2022 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 9, 2021.

I . Roll Call:

Present:

Chairman Felix Martinez

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

Commissioner Maritza A. Maseda (via teleconference call)

Commissioner Ezzio A. Bustamante(via teleconference call)

Commissioner Alejandra Gallardo

Commissioner Kelly Taylor (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 Matthew D. Rinaldo

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 February 9, 2022 meeting. On a roll call vote, motion carried 5 ayes. Commissioner Maritza A. Maseda respectfully abstained.
- 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 6 ayes.
- C. A motion was made by Chairman Felix Martinez and seconded by Commissioner Ezzio A. Bustamante to pay the outstanding bills as reported by Executive Director Carla A. Mazza. On a roll call vote, motion carried 6 ayes.

D. Resolution # 7-2022 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 17, 2022 the bids were open with a sole responsive bidder; and

WHEREAS, Amano McGann, Inc. (Metric) located 295 Commerce Way, Totowa, NJ 07512, 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 \$79,161.00 per year.

A motion was made by Vice - Chairman Gisela Bernal – Castro and seconded by Commissioner Kelly Taylor. On a roll call vote, motion carried 6 ayes.

At this time, Robert J. Butvilla CPA., from our auditor, Suplee, Clooney & Company addressed the Commissioners regarding the Audit for the years ended December 31, 2020 and 2019.

E. Resolution # 8-2022 Resolution accepting the Audit for the years ended December 31, 2020 and 2019 and certifying Commissioners' review of audit. **(See attached resolution)**

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

RESOLUTION

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the fiscal year ended Dec 31, 2020 and 2019 has been completed and filed with the Division of Local Government Services pursuant to N.J.S.A. 40A:5A-15, and

WHEREAS, N.J.S.A. 40A:5A-17, requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations", in accordance with N.J.S.A. 40A:5A-17,

NOW, THEREFORE BE IT RESOLVED, that the governing body of the Parking Authority of the City of Elizabeth hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended Dec 31, 2020 and 2019, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of the authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON March 9, 2022

Paula D. Fyfe
Secretary
March 9, 2022
Date

III. Reports:

A. Executive Director, Carla A. Mazza Financial Reports

Resolution to Accept *Financial Reports*. A motion was made by Chairman Felix Martinez and seconded by Commissioner Maritza A. Maseda . On a roll call vote, motion carried 6 ayes.

IV. Old Business

V. New Business — There being no further business Chairman Felix Martinez made a motion, seconded by Commissioner Kelly Taylor to adjourn the meeting at 7:20 P.M. On a roll call vote, motion carried 6 ayes.

APPROVED: April 13, 2022

Felix Martinez
Chairman

Carla A. Mazza
Executive Director

ELIZABETH PARKING AUTHORITY
BUDGET TO ACTUAL FINANCIAL REPORT
FOR THE THREE MONTH PERIOD ENDED 3/31/22

REVENUES	Y-T-D ACTUAL	Y-T-D BUDGET	VARIANCE	ANNUAL BUDGET
PARKING FEES	\$ 949,431	\$ 1,128,050	\$ (178,619)	\$ 4,512,200
VIOLATIONS	61,890	60,000	1,890	240,000
RENTAL REVENUE	142,979	139,306	3,673	557,224
MISCELLANEOUS REVENUE	14,451	6,250	8,201	25,000
INTEREST INCOME	678	3,000	(2,322)	12,000
TOTAL REVENUE	\$ 1,169,429	\$ 1,336,606	\$ (167,177)	\$ 5,346,424
EXPENSES				
SALARIES & EMPLOYEE BENEFITS	\$ 473,254	\$ 528,825	\$ 55,571	\$ 2,115,299
INSURANCE	75,826	72,500	(3,326)	290,000
OFFICE EXPENSES	23,392	27,500	4,108	110,000
OUTSIDE SERVICES	24,144	39,250	15,106	157,000
ADMINISTRATIVE EXPENSES	19,569	20,000	431	80,000
OPERATING EXPENSES	171,284	165,500	(5,784)	662,000
INTEREST/PRINCIPAL ON DEBT	468,256	468,256	-	1,873,023
TOTAL EXPENSES	\$ 1,255,725	\$ 1,321,831	\$ 66,106	\$ 5,287,322
PROJECTED INCREASE TO RESERVE	\$ (86,296)	\$ 14,776	\$ (101,071)	\$ 59,102