

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 November 8, 2023 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 15, 2022.

I. Roll Call:

Present:

Chairman Felix Martinez

Vice - Chairman Gisela Bernal – Castro

Commissioner Maritza A. Maseda

Commissioner Matthew D. Rinaldo

Commissioner Ezzio A. Bustamante-Varea

Commissioner Kelly Taylor

Attendance Roll Call —6 Present

Absent: 1

Commissioner Alejandra Gallardo

Also, Counsel John B. Moriarty

Executive Director Carla A. Mazza (via teleconference call)

Operations Manager Carlos J. Alma

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 October 11, 2023 meeting. On a roll call vote, motion carried 5 ayes. Commissioner Kelly Taylor respectfully abstained.
- B. A motion was made by Commissioner Matthew D. Rinaldo and seconded by Commissioner Ezzio A. Bustamante-Varea to approve the replenishment of Petty Cash. On a roll call vote, motion carried 6 ayes.
- C. A motion was made by Commissioner Maritza A. Maseda 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.

At this time, our accountant, Dave Ciarrocca, addressed the Board about the 2024 Parking Authority Budget.

D. Resolution # 10-2023 Resolution introducing the 2024 Authority Budget to the Department of Community Affairs/ State of New Jersey. (See attached resolution)

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

E. Resolution # 11-2023 Resolution authorizing the Late Submittal of the 2024 Budget to DCA. (See attached resolution)

A motion was made by Chairman Felix Martinez 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, 2022 and 2021.

F. Resolution # 12-2023 Resolution accepting the Audit for the years ended December 31, 2022 and 2021 and certifying Commissioners' review of audit. (See attached resolution)

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

2024 AUTHORITY BUDGET RESOLUTION

Elizabeth Parking Authority

FISCAL YEAR: January 01, 2024 to December 31, 2024

WHEREAS, the Annual Budget for Elizabeth Parking Authority for the fiscal year beginning January 01, 2024 and ending December 31, 2024 has been presented before the governing body of the Elizabeth Parking Authority at its open public meeting of November 8, 2023; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$6,138,776.00, Total Appropriations including any Accumulated Deficit, if any, of \$5,677,786.00, and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$400,000.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$400,000.00; and

WHEREAS, the schedule of rents, 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 November 8, 2023 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Elizabeth Parking Authority for the fiscal year beginning January 01, 2024 and ending December 31, 2024, 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 Housing 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 December 13, 2023.

cmazza@elizabethparking.org
(Secretary's Signature)

11/8/2023
(Date)

Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
Maritza A. Maseda	X			
Kelly Taylor	X			
Matthew Rinaldo	X			
Felix Martinez	X			
Gisela Bernal-Castro	X			
Ezzio A. Bustamante-Varea	X			
Alejandra Gallardo				X

THE COMMISSIONERS OF THE ELIZABETH PARKING AUTHORITY

Resolution # 11-2023

Authorizing Late Submittal of Budget to DCA

Whereas, the Parking Authority has introduced the 2024 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 additional information related to maintenance agreements 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.

Carla A. W. J. Ex. Director 11-9-2023

Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
Maritza A. Maseda	X			
Kelly Taylor	X			
Matthew Rinaldo	X			
Felix Martinez	X			
Gisela Bernal-Castro	X			
Ezzio A. Bustamante	X			
Alejandra Gallardo				X

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 December 31st, 2022 and 2021 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 Porting 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 December 31st, 2022 & 2021, 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 November 8th, 2023.

Monica A. Mueser
Secretary
11/8/2023
Date

Sign here

Paul A. Muffa Ex. Director
11/9/2023

MASSDCA

Reso # 17-2023

Moved by: Martinez.
Seconded by: Rinaldo

RECORDED VOTE:

REGULAR MEMBERS	YES	NO	ABSTAIN	NOT PRESENT
Chairman Felix Martinez	✓ moved.			
Vice Chairman Gisela Bernal - Castro	✓			
Commissioner - Maritza Maseda	✓			
Commissioner Matthew D. Rinaldo	2nd ✓			
Commissioner -Ezzio A. Bustamante	✓			
Commissioner -Kelly Taylor	✓			
Commissioner Alejandra Gallardo				✓

The foregoing Resolution is a true and complete copy of a Resolution of The Parking Authority of the City of Elizabeth adopted at a meeting thereof duly called and held on

Nov 8, 2023.



Carla A. Mazza, Executive Director

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 Chairman Felix Martinez. On a roll call vote, motion carried 6 ayes.

IV. Old Business

V. New Business — There being no further business Commissioner Kelly Taylor made a motion, seconded by Commissioner Matthew D. Rinaldo to adjourn the meeting at 7:30 P.M. On a roll call vote, motion carried 6 ayes.

APPROVED: December 13, 2023

Felix Martinez
Chairman

Carla A. Mazza
Executive Director

ELIZABETH PARKING AUTHORITY
BUDGET TO ACTUAL FINANCIAL REPORT
FOR THE ELEVEN MONTH PERIOD ENDED 11/30/23

REVENUES	Y-T-D ACTUAL	Y-T-D BUDGET	VARIANCE	ANNUAL BUDGET
PARKING FEES	\$ 4,659,534	\$ 4,059,917	\$ 599,617	\$ 4,429,000
VIOLATIONS	241,420	275,000	(33,580)	300,000
RENTAL REVENUE	561,224	510,789	50,435	557,224
MISCELLANEOUS REVENUE	52,197	22,917	29,280	25,000
INTEREST INCOME	78,345	11,000	67,345	12,000
TOTAL REVENUE	\$ 5,592,720	\$ 4,879,622	\$ 713,098	\$ 5,323,224
EXPENSES				
SALARIES & EMPLOYEE BENEFITS	\$ 2,132,571	\$ 2,112,250	\$ (20,321)	\$ 2,304,273
INSURANCE	276,962	288,750	11,788	315,000
OFFICE EXPENSES	143,583	105,417	(38,166)	115,000
OUTSIDE SERVICES	134,751	129,617	(5,134)	141,400
ADMINISTRATIVE EXPENSES	74,982	75,167	185	82,000
OPERATING EXPENSES	790,721	779,167	(11,554)	850,000
INTEREST/PRINCIPAL ON DEBT	1,774,762	1,774,762	-	1,936,104
TOTAL EXPENSES	\$ 5,328,331	\$ 5,265,129	\$ (63,203)	\$ 5,743,777
PROJECTED INCREASE TO RESERVE	\$ 264,389	\$ (385,507)	\$ 649,895	\$ (420,553)