

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 June 12, 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 (via teleconference call)

Commissioner Felix Martinez

Commissioner Matthew D. Rinaldo (via teleconference call)

Commissioner John F. Bernal

Commissioner Kelly Taylor

Commissioner Maritza A. Maseda (via teleconference call)

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 Felix Martinez and seconded by Vice - Chairman Ezzio A. Bustamante-Varea to approve and/or correct minutes of the May 8, 2024 meeting. On a roll call vote, motion carried 7 ayes.
- B. A motion was made by Commissioner Maritza A. Maseda 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 Ezzio A. Bustamante-Varea and seconded by Commissioner John F. Bernal to pay the outstanding bills as reported by Executive Director Carla A. Mazza. On a roll call vote, motion carried 7 ayes.

**D. Resolution # 3-2024 RESOLUTION AUTHORIZING
GOODS AND SERVICES 2024-2025**

**MAINTENANCE OF THE METRIC METERS
PARKING ACCESS EQUIPMENT AND REVENUE CONTROL**

WHEREAS, The Parking Authority of the City of Elizabeth has determined a need for Maintenance of the Metric Group - Meters - 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 Thursday, May 30, 2024, the bids were open with a sole responsive bidder; and

WHEREAS, Metric Group, Inc. located at 175 Rte.70, Medford, NJ 08055, 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 authorize the award of the contract to Metric Group, Inc. for 24 months for an amount of \$98,000.00 per year; not to exceed \$196,000.00 for the 2-year contract with a cancellation clause of 30 days.

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

E. Resolution # 4-2024
RESOLUTION FOR MEMBER PARTICIPATION
IN A COOPERATIVE PRICING SYSTEM- COUNTY OF BERGEN

A RESOLUTION AUTHORIZING THE PARKING AUTHORITY OF THE CITY OF
ELIZABETH

TO ENTER INTO the New Jersey Cooperative Purchasing Alliance
COOPERATIVE PRICING AGREEMENT

RESOLUTION NUMBER 4-2024

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the County of Bergen, hereinafter referred to as the "Lead Agency " has offered voluntary participation in the New Jersey Cooperative Purchasing Alliance # CK04- a Cooperative Pricing System for the purchase of goods and services;

WHEREAS, on June 13, 2024 the governing body of the Parking Authority of the City of Elizabeth, County of Union, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW, THEREFORE BE IT RESOLVED as follows:

TITLE

This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the (CONTRACTING UNIT)

AUTHORITY

Pursuant to the provisions of *N.J.S.A. 40A:11-11(5)*, the Executive Director is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

CONTRACTING UNIT

The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey.

EFFECTIVE DATE

This resolution shall take effect immediately upon passage.

A motion was made by Chairman Gisela Bernal – Castro and seconded by Commissioner Kelly Taylor. 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 Commissioner Felix Martinez 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 Felix Martinez made a motion, seconded by Commissioner Maritza A. Maseda to adjourn the meeting at 7:15 P.M. On a roll call vote, motion carried 7 ayes.

APPROVED: August 14, 2024

Gisela Bernal-Castro
Chairman

Carla A. Mazza
Executive Director

ELIZABETH PARKING AUTHORITY
BUDGET TO ACTUAL FINANCIAL REPORT
FOR THE SIX MONTH PERIOD ENDED 6/30/24

REVENUES	Y-T-D ACTUAL	Y-T-D BUDGET	VARIANCE	ANNUAL BUDGET
PARKING FEES	\$ 2,707,195	\$ 2,561,000	\$ 146,195	\$ 5,122,000
VIOLATIONS	138,595	150,000	(11,405)	300,000
RENTAL REVENUE	339,168	305,888	33,280	611,776
MISCELLANEOUS REVENUE	12,448	12,500	(52)	25,000
INTEREST INCOME	65,533	40,000	25,533	80,000
TOTAL REVENUE	\$ 3,262,939	\$ 3,069,388	\$ 193,551	\$ 6,138,776
EXPENSES				
SALARIES & EMPLOYEE BENEFITS	\$ 1,225,154	\$ 1,223,823	\$ (1,332)	\$ 2,447,645
INSURANCE	158,597	165,000	6,403	330,000
OFFICE EXPENSES	82,367	81,000	(1,367)	162,000
OUTSIDE SERVICES	72,834	80,350	7,516	160,700
ADMINISTRATIVE EXPENSES	43,013	46,000	2,987	92,000
OPERATING EXPENSES	494,216	530,000	35,784	1,060,000
INTEREST/PRINCIPAL ON DEBT	912,721	912,721	-	1,825,441
TOTAL EXPENSES	\$ 2,988,902	\$ 3,038,893	\$ 49,992	\$ 6,077,786
PROJECTED INCREASE TO RESERVE	\$ 274,038	\$ 30,495	\$ 243,543	\$ 60,990

ELIZABETH PARKING AUTHORITY
BUDGET TO ACTUAL FINANCIAL REPORT
FOR THE SEVEN MONTH PERIOD ENDED 7/31/24

REVENUES	Y-T-D ACTUAL	Y-T-D BUDGET	VARIANCE	ANNUAL BUDGET
PARKING FEES	\$ 3,190,618	2,987,833	\$ 202,785	\$ 5,122,000
VIOLATIONS	152,595	175,000	(22,405)	300,000
RENTAL REVENUE	389,804	356,869	32,935	611,776
MISCELLANEOUS REVENUE	1,012,991	14,583	998,408	25,000
INTEREST INCOME	81,556	46,667	34,889	80,000
TOTAL REVENUE	\$ 4,827,564	\$ 3,580,953	\$ 1,246,611	\$ 6,138,776
EXPENSES				
SALARIES & EMPLOYEE BENEFITS	\$ 1,423,279	\$ 1,427,793	\$ 4,514	\$ 2,447,645
INSURANCE	198,707	192,500	(6,207)	330,000
OFFICE EXPENSES	96,153	94,500	(1,653)	162,000
OUTSIDE SERVICES	88,258	93,742	5,484	160,700
ADMINISTRATIVE EXPENSES	51,500	53,667	2,167	92,000
OPERATING EXPENSES	632,293	618,333	(13,960)	1,060,000
INTEREST/PRINCIPAL ON DEBT	1,064,841	1,064,841	-	1,825,441
TOTAL EXPENSES	\$ 3,555,031	\$ 3,545,375	\$ (9,655)	\$ 6,077,786
PROJECTED INCREASE TO RESERVE	\$ 1,272,533	\$ 35,578	\$ 1,236,956	\$ 60,990