

**PARKING AUTHORITY OF THE TOWNSHIP OF WEEHAWKEN**

**RESOLUTION FOR REORGANIZATION OF BOARD MEMBERS**

**RESOLUTION  
NO. 2019-001**

**BE IT RESOLVED**, by the Commissioners of the Parking Authority of the Township of Weehawken (hereinafter referred to as "WPA"), that James Marchetti be and he is hereby designated as the Chairman of the WPA, and, as such, is to preside at all meetings of the WPA, and shall continue in such office for a term to expire on December 31, 2019 or until a successor has been designated; and

**BE IT FURTHER RESOLVED**, by the Commissioners of the WPA, that JOSE HECHAVARRIA be and he is hereby designated as the Vice-Chairman of the WPA, and, as such, is to preside at all meetings of the WPA in the absence of the Chairman, and shall continue in such office for a term to expire on December 31, 2019 or until a successor has been designated; and

**BE IT FURTHER RESOLVED**, by the Commissioners of the WPA, that Sam Mezzina be and he is hereby designated as the Secretary of the WPA, and shall continue in such office for a term to expire on December 31, 2019 or until a successor has been designated; and

**BE IT FURTHER RESOLVED** that the WPA Executive Director shall forward a certified copy of this resolution to:

1. Carmela Silvestri-Ehret, WPA Executive Director
2. Eric Negron, WPA Assistant Executive Director
3. Rola Dahboul-Fares, Clerk of the Township of Weehawken
4. Lisa Toscano, WPA Qualified Purchasing Agent
5. Garbarini & Co., P.C., WPA Auditor
5. James V. Marchetti, WPA Commissioner
6. Eleazar Nuñez, WPA Commissioner
7. Sam Mezzina, WPA Commissioner
8. William P. McLellan, WPA Commissioner
9. Jose Hechavarria, WPA Commissioner

Moved: J. Marchetti

Seconded: S. Mezzina

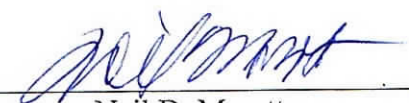
<i>Commissioners</i>	YES	NO	ABSTAIN	ABSENT
<b>Jose Hechavarria</b>	✓			
<b>James Marchetti</b>	✓			
<b>William McLellan</b>	✓			
<b>Sam Mezzina</b>	✓			
<b>Eleazar Nuñez</b>				✓

DATED: January 10, 2019

ATTEST:

  
 \_\_\_\_\_  
 Neil D. Marotta  
 General Counsel

I hereby certify that the foregoing resolution was duly adopted by the WPA on January 10, 2019

  
 \_\_\_\_\_  
 Neil D. Marotta  
 General Counsel

**PARKING AUTHORITY OF THE TOWNSHIP OF WEEHAWKEN**

**RESOLUTION APPOINTING PETTY CASH CUSTODIAN**

**RESOLUTION**

**NO. 2019-002**

**BE IT RESOLVED** by the Commissioners of the Parking Authority of the Township of Weehawken (hereinafter referred to as "WPA"), that Eric Negron is hereby appointed as Custodian of the Petty Cash Fund, effective January 1, 2019 through December 31, 2019 or continue until a successor has been appointed, which fund shall maintain a monthly sum of \$200.00; and

**BE IT FURTHER RESOLVED** that the WPA Executive Director shall forward a certified copy of this resolution to:

1. Carmela Silvestri-Ehret, WPA Executive Director
2. Eric Negron, WPA Assistant Executive Director
3. Rola Dahboul-Fares, Clerk of the Township of Weehawken
4. Lisa Toscano, WPA Qualified Purchasing Agent
5. Garbarini & Co., P.C., WPA Auditor
6. N.J. Division of Local Government Services, Department of Community Affairs

Moved: J. Marchetti

Seconded: S. Mezzina


<i>Commissioners</i>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
<b>Jose Hechavarria</b>	✓			
<b>James Marchetti</b>	✓			
<b>William McLellan</b>	✓			
<b>Sam Mezzina</b>	✓			
<b>Eleazar Nuñez</b>				✓

DATED: January 10, 2019

ATTEST: 

Neil D. Marotta  
General Counsel

I hereby certify that the foregoing resolution was duly adopted by the WPA on January 10, 2019

  
Neil D. Marotta  
General Counsel



**PARKING AUTHORITY OF THE TOWNSHIP OF WEEHAWKEN**

**RESOLUTION FOR CASH MANAGEMENT PLAN**

**RESOLUTION  
NO. 2019-003**

**WHEREAS**, it is deemed necessary and in the best interests of the Commissioners of the Parking Authority of the Township of Weehawken (hereinafter referred to as "WPA), in the County of Hudson, to maintain various depository, business checking and investment accounts as part of a "Cash Management Plan" pursuant to N.J.R. 5:31-3.1, and it is necessary to designate by resolution the names of individuals whose signatures shall appear on checks drawn upon the treasury of the WPA, pursuant to N.J.R. 5:31-4.2 and

**WHEREAS**, the WPA Commissioners have decided it is in the best interest of the WPA to maintain depository, business checking and investment accounts at the following financial institutions, to effectuate its' "Cash Management Plan" pursuant to N.J.R. 5:31-3.1:

Capital One      Wells Fargo  
TD Bank          Oritani Bank

**NOW, THEREFORE BE IT RESOLVED** that the following individuals are hereby authorized to sign checks, withdrawal slips, wire transfer authorizations, or other transfer documents for the depository, business checking and investment accounts at Capital One and TD Bank on behalf of the WPA, said authorization to expire December 31, 2019 or continue until a successor has been authorized.

Eleazar Nunez	WPA Commissioner
Sam Mezzina	WPA Commissioner
James V. Marchetti	WPA Commissioner
William P. McLellan	WPA Commissioner
Jose Hechavarria	WPA Commissioner
Carmela Silvestri-Ehret	WPA Executive Director
Eric Negrón	WPA Assistant Executive Director

**AND, BE IT FURTHER RESOLVED** that all financial transactions on behalf of the WPA at the depository, business checking and investment accounts maintained in the aforesaid financial institutions shall require the signatures of at least two (2) of the authorized signers.

**BE IT FURTHER RESOLVED** that the WPA Executive Director shall forward a certified copy of this resolution to:

1. Carmela Silvestri-Ehret, WPA Executive Director
2. Eric Negrón, WPA Assistant Executive Director
3. Rola Dahboul-Fares, Clerk of the Township of Weehawken
4. Lisa Toscano, WPA Qualified Purchasing Agent
5. Garbarini & Co., P.C., WPA Auditor
6. All WPA Commissioners
7. Listed Institutions
8. New Jersey Department of Community Affairs

Moved: J. Marchetti

Seconded: S. Mezzina

Commissioners	YES	NO	ABSTAIN	ABSENT
Jose Hechavarria	✓			
James Marchetti	✓			
William McLellan	✓			
Sam Mezzina	✓			
Eleazar Nuñez				✓

DATED: January 10, 2019

ATTEST: Neil D. Marotta

Neil D. Marotta  
General Counsel

I hereby certify that the foregoing resolution was duly adopted by the WPA on January 10, 2019

Neil D. Marotta  
Neil D. Marotta  
General Counsel

**PARKING AUTHORITY OF THE TOWNSHIP OF WEEHAWKEN**

**RESOLUTION APPOINTING OFFICIAL NEWSPAPERS**

**RESOLUTION  
NO. 2019-004**

**BE IT RESOLVED**, by the Commissioners of the Parking Authority of the Township of Weehawken (hereinafter referred to as "WPA"), that The Jersey Journal and The Weehawken Reporter are hereby designated as the official newspapers of the WPA effective January 1, 2019 through December 31, 2019 or until a successor has been designated; and

**BE IT FURTHER RESOLVED** that the WPA Executive Director shall forward a certified copy of this resolution to:

1. Carmela Silvestri-Ehret, WPA Executive Director
2. Eric Negron, WPA Assistant Executive Director
3. Rola Fares, Clerk of the Township of Weehawken
4. Lisa Toscano, WPA Qualified Purchasing Agent
5. Garbarini & Co., P.C., WPA Auditor
6. The Jersey Journal
7. The Weehawken Reporter

Moved: J. Marchetti

Seconded: S. Mezzina

<i>Commissioners</i>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
<b>Jose Hechavarria</b>	✓			
<b>James Marchetti</b>	✓			
<b>William McLellan</b>	✓			
<b>Sam Mezzina</b>	✓			
<b>Eleazar Nuñez</b>				✓

DATED: January 10, 2019

ATTEST:

Neil D. Marotta  
Neil D. Marotta  
General Counsel

I hereby certify that the foregoing resolution was duly adopted by the WPA on January 10, 2019

Neil D. Marotta  
Neil D. Marotta  
General Counsel



**PARKING AUTHORITY OF THE TOWNSHIP OF WEEHAWKEN**  
**RESOLUTION FOR DESIGNATION OF PUBLIC AGENCY COMPLIANCE OFFICER**

**RESOLUTION**  
**NO. 2019-005**

**WHEREAS**, pursuant to N.J.A.C. 17:27-3.3, the Parking Authority of the Township of Weehawken, (hereinafter referred to as "WPA") is to designate a Public Agency Compliance Officer (PACO),

**NOW, THEREFORE, BE IT RESOLVED** by the Commissioners of the WPA that Carmela Silvestri-Ehret, WPA Executive Director, is hereby designated the Public Agency Compliance Officer for the WPA, effective January 1, 2019 through December 31, 2019 or to continue until a successor is designated; and

**BE IT FURTHER RESOLVED** that the WPA Executive Director shall forward a certified copy of this resolution to:

1. Carmela Silvestri-Ehret, WPA Executive Director
2. Eric Negron, WPA Assistant Executive Director
3. Rola Dahboul-Fares, Clerk of the Township of Weehawken
4. Lisa Toscano, WPA Qualified Purchasing Agent
5. Garbarini & Co., P.C., WPA Auditor
6. State of NJ Department of the Treasury Division of Purchase & Property

Moved:

J. Marchetti

Seconded:

S. Mezzina

<i>Commissioners</i>	YES	NO	ABSTAIN	ABSENT
Jose Hechavarria	✓			
James Marchetti	✓			
William McLellan	✓			
Sam Mezzina	✓			
Eleazar Nuñez				✓

DATED: January 10, 2019

ATTEST:



Neil D. Marotta  
 General Counsel

I hereby certify that the foregoing resolution was duly adopted by the WPA on January 10, 2019



Neil D. Marotta  
 General Counsel

**PARKING AUTHORITY OF THE TOWNSHIP OF WEEHAWKEN**  
**RESOLUTION APPOINTING OPEN PUBLIC RECORDS ACT CUSTODIAN**

**RESOLUTION**  
**NO. 2019-006**

**WHEREAS**, the Open Public Records Act (OPRA) requires that each public agency appoint a records custodian as the person to receive requests from the public for access to public records; and

**WHEREAS**, the Commissioners of the Parking Authority of the Township of Weehawken (hereinafter referred to as "WPA") desire to fulfill this mandate by appointing Eric Negron as the records custodian,

**NOW, THEREFORE, BE IT RESOLVED**, by the Commissioners of the WPA, that pursuant to OPRA, Eric Negron is hereby appointed the records custodian to receive and review requests from the public for access to public records, effective January 1, 2019 through December 31, 2019 or until a successor has been appointed; and

**BE IT FURTHER RESOLVED** that the WPA Executive Director shall forward a certified copy of this resolution to:

1. Carmela Silvestri-Ehret, WPA Executive Director
2. Eric Negron, WPA Assistant Executive Director
3. Rola Dahboul-Fares, Clerk of the Township of Weehawken
4. Lisa Toscano, WPA Qualified Purchasing Agent
5. Garbarini & Co., P.C., WPA Auditor
6. New Jersey Government Records Council

Moved: J. Marchetti

Seconded: S. Mezzina

<i>Commissioners</i>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
<b>Jose Hechavarria</b>	✓			
<b>James Marchetti</b>	✓			
<b>William McLellan</b>	✓			
<b>Sam Mezzina</b>	✓			
<b>Eleazar Nuñez</b>				✓

DATED: January 10, 2019

ATTEST:

Neil D. Marotta  
 Neil D. Marotta  
 General Counsel

I hereby certify that the foregoing resolution was duly adopted by the WPA on January 10, 2019

Neil D. Marotta  
 Neil D. Marotta  
 General Counsel



**PARKING AUTHORITY OF THE TOWNSHIP OF WEEHAWKEN**

**RESOLUTION ADOPTING TITLE, SALARY & HOURLY RANGE STRUCTURE**

**RESOLUTION  
NO. 2019-007**

**BE IT RESOLVED** by the Commissioners of the Parking Authority of the Township of Weehawken (hereinafter referred to as "WPA") hereby adopts the following Job Titles, Salary Range and Hourly Range Structure, effective January 1, 2019:

<u>TITLE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
Administrative Assistant	\$10.00 Hourly	\$15.00 Hourly
Administrative Secretary	\$12.00 Hourly	\$22.00 Hourly
Assistant Executive Director	\$18,000.00 Salary	\$75,000.00 Salary
Board Clerk/Secretary	\$3,000.00 Salary	\$6,000.00 Salary
Bookkeeper	\$15.00 Hourly	\$25.00 Hourly
Office Clerk/Typist	\$10.00 Hourly	\$22.00 Hourly
Equipment Maintenance Worker	\$10.00 Hourly	\$18.00 Hourly
Executive Director	\$18,000.00 Salary	\$125,000.00 Salary
Legal Counsel	\$5,000.00 Salary	\$35,000.00 Salary
Office Manager	\$18,000.00 Salary	\$64,000.00 Salary
Parking Enforcement Officer	\$10.00 Hourly	\$20.00 Hourly
P.E.O. / Office Clerk	\$10.00 Hourly	\$18.00 Hourly
P.E.O. Supervisor	\$15,000.00 Salary	\$55,000.00 Salary
PT P.E.O.	\$12.00 Hourly	\$18.00 Hourly
PT Office Clerk	\$10.00 Hourly	\$22.00 Hourly
PT IT Worker	\$15.00 Hourly	\$20.00 Hourly

**BE IT FURTHER RESOLVED** that the WPA Executive Director shall forward a certified copy of this resolution to:

1. Carmela Silvestri-Ehret, WPA Executive Director
2. Eric Negron, WPA Assistant Executive Director
3. Rola Dahboul-Fares, Clerk of the Township of Weehawken
4. Lisa Toscano, WPA Qualified Purchasing Agent
5. Jessica Ventura, Director of Human Resources of the Township of Weehawken
6. Giovanni D. Ahmad, Township Manager
7. Garbarini & Co., P.C., WPA Auditor

Moved: J. Marchetti

Seconded: S. Mezzina

<i>Commissioners</i>	YES	NO	ABSTAIN	ABSENT
<b>Jose Hechavarria</b>	✓			
<b>James Marchetti</b>	✓			
<b>William McLellan</b>	✓			
<b>Sam Mezzina</b>	✓			
<b>Eleazar Nuñez</b>				✓

DATED: January 10, 2019

ATTEST: Neil D. Marotta

Neil D. Marotta  
General Counsel

I hereby certify that the foregoing resolution was duly adopted by the WPA on January 10, 2019

Neil D. Marotta  
Neil D. Marotta  
General Counsel

**PARKING AUTHORITY OF THE TOWNSHIP OF WEEHAWKEN**

**RESOLUTION APPROVING 2019 SALARY SCHEDULE**

**RESOLUTION  
NO. 2019-008**

**BE IT RESOLVED** by the Commissioners of the Parking Authority of the Township of Weehawken (hereinafter referred to as "WPA") that the Commissioners hereby approve the 2019 Salary Schedule attached hereto.

**BE IT FURTHER RESOLVED** that the WPA Executive Director shall forward a certified copy of this resolution to:

1. Carmela Silvestri-Ehret, WPA Executive Director
2. Eric Negron, WPA Assistant Executive Director
3. Rola Dahboul-Fares, Clerk of the Township of Weehawken
4. Lisa Toscano, WPA Qualified Purchasing Agent
5. Jessica Ventura, Director of Human Resources of the Township of Weehawken
6. Garbarini & Co., P.C., WPA Auditor

Moved:

J. Marchetti

Seconded:

S. Mezzina

Commissioners	YES	NO	ABSTAIN	ABSENT
Jose Hechavarria	✓			
James Marchetti	✓			
William McLellan	✓			
Sam Mezzina	✓			
Eleazar Nuñez				✓

DATED: January 10, 2019

ATTEST:

Neil D. Marotta

Neil D. Marotta  
General Counsel

I hereby certify that the foregoing resolution was duly adopted by the WPA on January 10, 2019

Neil D. Marotta

Neil D. Marotta  
General Counsel





# WEEHAWKEN PARKING AUTHORITY

4528 Park Avenue, Weehawken, NJ 07086

Office: 201-863-1523 / Fax: 201-863-1525

[parksmart@weehawkenpa.org](mailto:parksmart@weehawkenpa.org)

## Commissioners

**Carmela Silvestri-Ehret**

*Executive Director*

**Eric Negrón**

*Asst. Executive Director*

**Neil D. Marotta**

*General Counsel*

**James V. Marchetti**

*Chairperson*

**Jose A. Hechavarria**

**William P. McLellan**

**Sam Mezzina**

**Eleazar Nuñez**

## 2019 Salary Schedule for the Parking Authority of the Township of Weehawken

Annese, Antonio	P.E.O.	\$35,000.00
Bartkus, John	P.E.O.	\$35,000.00
Breen, Helen	Office Clerk	\$25,459.00
Binetti, Natale	P.E.O.	\$35,000.00
Cirillo, Onofrio	P.E.O.	\$36,733.00
Ehret, Carmela	Executive Director	\$85,000.00
Fabian, Jean	P.E.O./Office Clerk	\$25,459.00
Leal, Dana	Office Clerk	\$40,800.00
McLaughlin, Kerri	P.E.O. Supervisor	\$48,000.00
McLaughlin, Sean	P.E.O.	\$38,000.00
Negrón, Eric	Asst. Executive Director	\$70,000.00
Perez, Jaime	Administrative Clerk	\$36,027.00
Scardigno, Vingenza	Office Manager	\$48,000.00

PARKING AUTHORITY OF THE TOWNSHIP OF WEEHAWKEN

RESOLUTION APPOINTING BOARD CLERK/SECRETARY

RESOLUTION  
NO. 2019-009

**BE IT RESOLVED**, by the Commissioners of the Parking Authority of the Township of Weehawken (hereinafter referred to as "WPA") that Vingenza Scardigno is hereby appointed as Board Clerk/Secretary to the WPA, effective January 1, 2019 through December 31, 2019 or until a successor has been appointed, and shall receive the sum of \$3000.00 per year as compensation for services rendered, payable semiannually in equal installments in the last payroll of June and December; and

**BE IT FURTHER RESOLVED** that the WPA Executive Director shall forward a certified copy of this resolution to:

1. Carmela Silvestri-Ehret, WPA Executive Director
2. Eric Negron, WPA Assistant Executive Director
3. Rola Dahboul-Fares, Clerk of the Township of Weehawken
4. Garbarini & Co., P.C., WPA Auditor
5. Lisa Toscano, WPA Qualified Purchasing Agent
6. Jessica Ventura, Director of Human Resources of the Township of Weehawken
7. Vingenza Scardigno, WPA Board Clerk/Secretary

Moved: J. Marchetti

Seconded: S. Mezzina

Commissioners	YES	NO	ABSTAIN	ABSENT
Jose Hechavarria	✓			
James Marchetti	✓			
William McLellan	✓			
Sam Mezzina	✓			
Eleazar Nuñez				✓

DATED: January 10, 2019

ATTEST:

Neil D. Marotta

Neil D. Marotta  
General Counsel

I hereby certify that the foregoing resolution was duly adopted by the WPA on January 10, 2019

Neil D. Marotta  
Neil D. Marotta  
General Counsel



**RESOLUTION**

**NO.: 2019-010**

**BE IT RESOLVED**, by the Commissioners of the Parking Authority of the Township of Weehawken (hereinafter referred to as "WPA") that the following claims in the amount of **\$7,700.80** be and they are hereby approved for payment if and when funds are available:

Clk#	PO#	Payee	Amount	Account
1886	18-1227	Marotta & Garvey	336.00	Operating Account
1887	18-1228	Marotta & Garvey	512.00	Operating Account
1888	18-1262	SW Lock & Door Company	169.00	Operating Account
1889	19-1346	Staples Advantage	83.21	Operating Account
1890	19-1349	Weehawken Housing Authority	650.00	Operating Account
1891	19-1351	Pitney Bowes (Purchase Power)	237.34	Operating Account
1892	19-1352	Staples Advantage	1003.55	Operating Account
1893	19-1355	Township of Weehawken	597.38	Operating Account
1894	19-1356	Verizon Wireless	327.68	Operating Account
1895	19-1358	Staples Advantage	440.34	Operating Account
1896	19-1359	Optimum	209.98	Operating Account
1897	19-1360	Staples Advantage	10.89	Operating Account
1898	19-1361	Township of Weehawken	473.43	Operating Account
1899	19-1362	Weehawken Housing Authority	650.00	Operating Account
		<i>Total Operating Account</i>	<u>5700.80</u>	
1054	19-1350	TD Bank NA	2000.00	General Account
		<i>Total General Account</i>	<u>2000.00</u>	
		<b>TOTAL</b>	<b>\$7,700.80</b>	

**BE IT FURTHER RESOLVED** that the Executive Director shall forward a certified copy of this resolution to:

1. Carmela Silvestri-Ehret, WPA Executive Director
2. Eric Negron, WPA Assistant Executive Director
3. Rola Dahboul-Fares, Clerk of the Township of Weehawken
4. Lisa Toscano, WPA Qualified Purchasing Agent
5. Garbarini & Co., P.C., WPA Auditor

Moved:

J. Marchetti

Seconded:

S. Mezzina

<i>Commissioners</i>	YES	NO	ABSTAIN	ABSENT
<b>Jose Hechavarria</b>	✓			
<b>James Marchetti</b>	✓			
<b>William McLellan</b>	✓			
<b>Sam Mezzina</b>	✓			
<b>Eleazar Nuñez</b>				✓

DATED: January 10, 2019

ATTEST:

Neil D. Marotta  
Neil D. Marotta  
General Counsel

I hereby certify that the foregoing resolution was duly adopted by the WPA on January 10, 2019

Neil D. Marotta  
Neil D. Marotta  
General Counsel