

**MINUTES OF THE REGULAR MEETING OF THE PARKING
AUTHORITY OF THE TOWNSHIP OF WEEHAWKEN,
COUNTY OF HUDSON, 4200 PARK AVENUE IN SAID TOWNSHIP
ON THURSDAY, October 17, 2024, AT 7:00 P.M.**

1. CONVENED: At 7:02 P.M.

a. The Board Clerk/Secretary led the Pledge of Allegiance.

b. Roll Call:

Present: Vice Chairman Hechavarria, Commissioner McLellan, Commissioner Mezzina and Commissioner Nuñez

Absent: Chairman Marchetti

Also Present: Executive Director Carmela Silvestri-Ehret, Assistant Executive Director Eric Negron, General Counsel Neil Marotta, QPA Lisa Toscano and Board Clerk/Secretary Vingenza Scardigno

c. Board Clerk/Secretary: In compliance with the Open Public Meetings Act, the Board Clerk has notified the required newspaper of this meeting in the Annual Notice published on January 6, 2024. A notice has been posted in the public area of the Parking Authority's office.

2. APPROVAL OF MINUTES:

On motion by Commissioner McLellan and seconded by Vice Chairman Hechavarria, the September 19, 2024, meeting minutes were approved by the following vote:

Ayes: Vice Chairman Hechavarria, Commissioner McLellan and Commissioner Mezzina

Nays: None

Absent: Chairman Marchetti

Abstained: Commissioner Nuñez

3. EXECUTIVE DIRECTOR'S REPORT:

Executive Director Carmela Silvestri Ehret reported the 2025 budget is before the Board for introduction this evening. There is a slight reduction in debt service due to this year's restructuring of the Authority's outstanding debt. There is no further business to report.

This concludes my report.

On motion by Commissioner McLellan and seconded by Vice Chairman Hechavarria, the above report was accepted by the following vote:

Ayes: Vice Chairman Hechavarria, Commissioner McLellan, Commissioner Mezzina and Commissioner Nuñez

Nays: None

Absent: Chairman Marchetti

Abstained: None

4. CITIZENS COMMENTS ON AGENDA ITEMS:

The Board Clerk/Secretary asked if anyone wished to comment on the agenda. There were no members of the public present to comment on the agenda.

5. FINANCIAL REPORT:

On motion by Commissioner McLellan, seconded by Commissioner Mezzina the subsequent reports were accepted by the following vote:

Ayes: Vice Chairman Hechavarria, Commissioner McLellan, Commissioner Mezzina and Commissioner Nuñez

Nays: None

Absent: Chairman Marchetti

Abstained: None

Financial Reports are attached hereto.

5a.

Parking Authority of the Township of Weehawken
Valley Bank General Account, Period Ending 09/30/2024

RECONCILIATION REPORT

Reconciled on: 10/10/2024

Reconciled by: Rania Baroudi

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance	2,045.66
Interest earned	1.43
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (19)	519.00
Statement ending balance	<u>2,566.09</u>
Register balance as of 09/30/2024	2,566.09
Cleared transactions after 09/30/2024	0.00
Uncleared transactions after 09/30/2024	102.00
Register balance as of 10/10/2024	<u>2,668.09</u>

Details

Deposits and other credits cleared (19)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/05/2024	Deposit			30.00
09/05/2024	Deposit			25.00
09/06/2024	Deposit			16.00
09/06/2024	Deposit			40.00
09/10/2024	Deposit			20.00
09/12/2024	Deposit			55.00
09/12/2024	Deposit			25.00
09/13/2024	Deposit			41.00
09/16/2024	Deposit			33.00
09/17/2024	Deposit			20.00
09/19/2024	Deposit			23.00
09/19/2024	Deposit			9.00
09/20/2024	Deposit			25.00
09/20/2024	Deposit			35.00
09/25/2024	Deposit			41.00
09/25/2024	Deposit			25.00
09/26/2024	Deposit			5.00
09/27/2024	Deposit			31.00
09/27/2024	Deposit			20.00
Total				519.00

5b.

Parking Authority of the Township of Weehawken
Valley Bank Operating Account, Period Ending 09/30/2024

RECONCILIATION REPORT

Reconciled on: 10/10/2024

Reconciled by: Rania Baroudi

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance	27,796.93
Interest earned	17.36
Checks and payments cleared (2)	-156.92
Deposits and other credits cleared (0)	0.00
Statement ending balance	<u>27,657.37</u>
Uncleared transactions as of 09/30/2024	-20,875.00
Register balance as of 09/30/2024	<u>6,782.37</u>

Details

Checks and payments cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/01/2024	Bill Payment	2509	New Jersey League of Municip...	-45.00
09/19/2024	Bill Payment	2524	Cash(Petty Cash)	-111.92
Total				<u>-156.92</u>

5c.

Parking Authority of the Township of Weehawken
Provident Sale of Pay Station, Period Ending 09/30/2024

RECONCILIATION REPORT

Reconciled on: 10/07/2024

Reconciled by: Rania Baroudi

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance	90,357.42
Service charge	-10.00
Interest earned	7.41
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (0)	0.00
Statement ending balance	<u>90,354.83</u>
Register balance as of 09/30/2024	90,354.83

5d.

Parking Authority of the Township of Weehawken

Petty Cash, Period Ending 09/30/2024

RECONCILIATION REPORT

Reconciled on: 10/09/2024

Reconciled by: Weehawken Parking Authority

Any changes made to transactions after this date aren't included in this report.

Summary		USD
Statement beginning balance		112.40
Checks and payments cleared (1)		-111.92
Deposits and other credits cleared (2)		199.52
Statement ending balance		<u>200.00</u>
Register balance as of 09/30/2024		200.00

Details

Checks and payments cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/15/2024	Check		Cash(Petty Cash)	-111.92
Total				-111.92

Deposits and other credits cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/08/2024	Check	2513	Cash(Petty Cash)	87.60
09/19/2024	Bill	PO # 24-2115	Cash(Petty Cash)	111.92
Total				199.52

5e.

Parking Authority of the Township of Weehawken
TD Bank - 2008 Construction - 1509, Period Ending 09/30/2024

RECONCILIATION REPORT

Reconciled on: 10/10/2024

Reconciled by: Eric Parking Negron

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance	4.52
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (1)	0.02
Statement ending balance	<u>4.54</u>
Register balance as of 09/30/2024	4.54

Details

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/30/2024	Transfer			0.02
Total				0.02

5f.

Parking Authority of the Township of Weehawken
9050 - TD Wealth - 2024 Construction/COI Account, Period Ending 09/30/2024

RECONCILIATION REPORT

Reconciled on: 10/10/2024

Reconciled by: Eric Parking Negrón

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance	18,917.90
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (1)	75.34
Statement ending balance	<u>18,993.24</u>
Register balance as of 09/30/2024	18,993.24

Details

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/30/2024	Transfer			75.34
Total				75.34

5g.

Parking Authority of the Township of Weehawken
HCIA Notes Project/Construction, Period Ending 09/30/2024

RECONCILIATION REPORT

Reconciled on: 10/10/2024

Reconciled by: Eric Parking Negron

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance	86,189.85
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (1)	357.47
Statement ending balance	86,547.32
Register balance as of 09/30/2024	86,189.85
Cleared transactions after 09/30/2024	357.47
Uncleared transactions after 09/30/2024	0.00
Register balance as of 10/10/2024	86,547.32

Details

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/10/2024	Transfer			357.47
Total				357.47

5h.

Parking Authority of the Township of Weehawken
TD Bank - 2023 Notes Project Account, Period Ending 08/31/2024

RECONCILIATION REPORT

Reconciled on: 10/09/2024

Reconciled by: Weehawken Parking Authority

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance	7,961.26
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (1)	31.71
Statement ending balance	7,992.97
Register balance as of 08/31/2024	7,961.26
Cleared transactions after 08/31/2024	31.71
Uncleared transactions after 08/31/2024	0.00
Register balance as of 10/09/2024	7,992.97

Details

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/09/2024	Journal			31.71
Total				31.71

5i.

Parking Authority of the Township of Weehawken
TD Wealth - Series 2024 Debt Service Fund -9043, Period Ending 08/31/2024

RECONCILIATION REPORT

Reconciled on: 10/09/2024

Reconciled by: Eric Parking Negrón

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance	0.00
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (0)	0.00
Statement ending balance	<u>0.00</u>
Register balance as of 08/31/2024	0.00

5j.

Parking Authority of the Township of Weehawken
TD Bank - 2008 Bond Service, Period Ending 09/30/2024

RECONCILIATION REPORT

Reconciled on: 10/09/2024

Reconciled by: Weehawken Parking Authority

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance	0.00
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (0)	0.00
Statement ending balance	0.00
Uncleared transactions as of 09/30/2024	0.00
Register balance as of 09/30/2024	0.00

5k.

Parking Authority of the Township of Weehawken
TD Wealth - 2024 General Fund, Period Ending 09/30/2024

RECONCILIATION REPORT

Reconciled on: 10/10/2024

Reconciled by: Eric Parking Negron

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance	0.00
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (0)	0.00
Statement ending balance	<u>0.00</u>
Register balance as of 09/30/2024	0.00

51.

Parking Authority of the Township of Weehawken

WPA 2008 Escrow Ending Balance: \$198.75

Date	Ref No.	Payee	Memo	Decrease	Increase	Stat	Balance
	Type	Account				Auto	
07/15/2024	3		Purchased 1,661,000 P/A on 6-27-24 from PNC Bank US Treasury Note @ 3% due 7-15-2025	\$1,628,612.09			\$198.75
		Journal -Split-					
07/15/2024	2		Purchased 6,000 P/A on 6-27-24 From PNC Bank US Treasury Note @ 1.25% due 1/15/2025	\$5,867.83			\$1,628,810.84
		Journal -Split-					
07/15/2024	1		Received from Bond Proceeds		\$1,634,678.67		\$1,634,678.67
		Journal -Split-					

5m.

Parking Authority of the Township of Weehawken
TD Wealth - 2024 Revenue Fund, Period Ending 09/30/2024
RECONCILIATION REPORT
Reconciled on: 10/09/2024
Reconciled by: Eric Parking Negron

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance	0.00
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (0)	0.00
Statement ending balance	0.00
Register balance as of 09/30/2024	0.00

5n.

Parking Authority of the Township of Weehawken
TD Wealth - Series 2024 Bond Reserve Fund - 9092, Period Ending 09/30/2024

RECONCILIATION REPORT

Reconciled on: 10/09/2024

Reconciled by: Weehawken Parking Authority

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance	654,963.04
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (1)	2,439.38
Statement ending balance	657,402.42
Register balance as of 09/30/2024	657,402.42

Details

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/30/2024	Journal			2,439.38
Total				2,439.38

50.

Parking Authority of the Township of Weehawken
HCIA Notes Debt Service Acct -1806, Period Ending 08/30/2024
RECONCILIATION REPORT
Reconciled on: 10/09/2024
Reconciled by: Weehawken Parking Authority

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance	3,904.83
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (1)	15.55
Statement ending balance	<u>3,920.38</u>
Register balance as of 08/30/2024	3,920.38

Details

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/30/2024	Journal			15.55
Total				15.55

6. UNFINISHED BUSINESS:

No unfinished business to review.

7. NEW BUSINESS:

a. Commissioner McLellan read the following Resolution:

**Resolution 2024-028
Payment of Bills**

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 **\$2,771.40** be, and they are hereby approved for payment if and when funds are available:

Ck #	PO#	Payee	Description	Amount	Account
2528	24-2118	Marotta & Garvey, Esq	Legal Services Rendered for September 2024	\$625.00	Operating Account
2527	24-2119	eMazzanti Technologies	Basic Firewall for September Inv.#EMS98648	\$100.00	Operating Account
2529	24-2120	Staples	Office Supplies Inv.#7002283272	\$29.89	Operating Account
2529	24-2121	Staples	Office Supplies Inv.#7002118192	\$200.02	Operating Account
2533	24-2122	Ricoh USA, Inc	Monthly lease for 2 Copiers Inv.#108570326 Billing Period 9/1/2024 - 9/30/2024	\$479.26	Operating Account
2530	24-2123	Township Of Weehawken	Gasoline for September 2024	\$514.48	Operating Account
2531	24-2124	Optimum	Office Phone & Internet Billing Period 9/16-10/15 Acct# 07862- 249431-01-3	\$272.21	Operating Account
2532	24-2125	Verizon Wireless	Monthly Cell Phone Billing Period 8/24 - 9/23 Inv.#9974636439	\$337.66	Operating Account
2529	24-2127	Staples	Office Supplies Inv.#7002396765	\$212.88	Operating Account
			Grand Total All Accounts	\$2,771.40	

BE IT FUTHER RESOLVED that the Board Clerk/Secretary shall forward a certified copy of this resolution to the following persons:

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

On motion by Commissioner McLellan and seconded by Commissioner Nuñez, the foregoing resolution was adopted by the following vote:

Ayes: Vice Chairman Hechavarria, Commissioner McLellan, Commissioner Mezzina and Commissioner Nuñez

Nays: None

Absent: Chairman Marchetti

Abstained: None

b. Commissioner Nuñez read the following Resolution:

Resolution 2024-029

**RESOLUTION DESIGNATING DEPOSITORY BANK FOR CERTAIN FUNDS OF THE WEEHAWKEN
PARKING AUTHORITY AND AUTHORIZING OFFICIALS OF THE WEEHAWKEN PARKING
AUTHORITY TO SIGN NECESSARY BANKING DOCUMENTS**

WHEREAS, it is necessary for the efficient conduct of the business of the Weehawken Parking Authority (hereinafter referred to as ‘WPA’) that suitable banks and institutions be designated as official investment/depositories of the WPA; and

WHEREAS, the WPA now desires to establish an account for its Revenue Fund for the purpose of collecting parking taxes at Provident Bank as an official depository of the WPA.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the WPA as follows:

- THAT THE BANK AND INSTITUTION LISTED BELOW AND ANY BRANCHES OF SAME, WHETHER OR NOT SPECIFICALLY LISTED BY LOCATION, AND/OR THEIR RESPECTIVE SUCCESSORS IN THE EVENT OF MERGER OR ACQUISITION OF ANY SUCH INSTITUTION BY ANOTHER, BE AND EACH IS HEREBY DESIGNATED AND/OR CONTINUED AS AN OFFICIAL DEPOSITORY OR INVESTMENT BANK OF THE FUNDS OF THE WPA FOR THE ESTABLISHMENT OF A BUSINESS CHECKING ACCOUNT FOR THE WPA REVENUE FUND:

Provident Bank
1000 Avenue at Port Imperial
Weehawken, NJ 07086

- THAT WITHDRAWALS ON ANY SUCH ACCOUNT IN WHICH THE WPA’S FUNDS ARE DEPOSITED HEREUNDER BE AUTHORIZED ONLY UPON THE SIGNATURES OF BOTH OF THE FOLLOWING EMPLOYEES OF THE WPA:

Carmela Silvestri Ehret, Executive Director
Eric Negrón, Assistant Executive Director

- THE EXECUTIVE AND ASSISTANT DIRECTOR BE AND HEREBY ARE AUTHORIZED TO EXECUTE AND SUBMIT SUCH DOCUMENTS AS MAY BE NECESSARY TO OPEN SAID ACCOUNT IN SUCH INSTITUTION ON THE WPA’S BEHALF.
- THIS RESOLUTION SHALL TAKE EFFECT IMMEDIATELY UPON ADOPTION BY THE WPA.

BE IT FURTHER RESOLVED that the Board Clerk/Secretary shall forward a certified copy of this resolution to:

1. Carmela Silvestri-Ehret, WPA Executive Director
2. Eric Negron, WPA Assistant Executive Director
3. Lisa Toscano, WPA Qualified Purchasing Agent
4. Giovanni D. Ahmad, Township Manager
5. Garbarini & Co., P.C., WPA Auditor
6. Rosaria Manzoni, Provident Bank AVP Banking Center Supervisor

On motion by Commissioner Nuñez and seconded by Commissioner McLellan, the foregoing resolution was adopted by the following vote:

Ayes: Vice Chairman Hechavarria, Commissioner McLellan, Commissioner Mezzina and Commissioner Nuñez

Nays: None

Absent: Chairman Marchetti

Abstained: None

c. Vice Chairman Hechavarria read the following Resolution:

**Resolution 2024-030
Resolution to Void Check(s)**

Whereas, the commissioners of the Parking Authority of the Township of Weehawken (hereinafter referred to as “WPA”), desire to void check # 2526 in the amount of \$0.00, and check # 2523 in the amount of \$217.74, printed erroneously due to printer malfunction from the Valley Bank Operating,

Now therefore, Be it Resolved, by the Commissioners of the Weehawken Parking Authority, that the Executive Director is hereby authorized to void check # 2526 in the amount of \$0.00 and check # 2523 in the amount of \$217.74 and,

Be it Further Resolved, that the Board Clerk/Secretary shall forward a certified copy of this resolution to the following persons:

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

On motion by Vice Chairman Hechavarria and seconded by Commissioner Mezzina, the foregoing resolution was adopted by the following vote:

Ayes: Vice Chairman Hechavarria, Commissioner McLellan, Commissioner Mezzina and Commissioner Nuñez

Nays: None

Absent: Chairman Marchetti

Abstained: None

d. Commissioner McLellan read the following Resolution:

Resolution 2024-031

2025 AUTHORITY BUDGET RESOLUTION

Weehawken Parking Authority

FISCAL YEAR: January 01, 2025 to December 31, 2025

WHEREAS, the Annual Budget for Weehawken Parking Authority for the fiscal year beginning January 01, 2025 and ending December 31, 2025 has been presented before the governing body of the Weehawken Parking Authority at its open public meeting of October 17, 2024; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$2,965,805.00, Total Appropriations including any Accumulated Deficit, if any, of \$2,965,805.00, 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 \$0.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0.00; 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 Weehawken Parking Authority, at an open public meeting held on October 17, 2024 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the) Weehawken Parking Authority for the fiscal year beginning January 01, 2025 and ending December 31, 2025, 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 Weehawken Parking Authority will consider the Annual Budget and Capital Budget/Program for Adoption on November 21, 2024.

On motion by Commissioner McLellan and seconded by Vice Chairman Hechavarria, the foregoing resolution was adopted by the following vote:

Ayes: Vice Chairman Hechavarria, Commissioner McLellan, Commissioner Mezzina and Commissioner Nuñez

Nays: None

Absent: Chairman Marchetti

Abstained: None

The 2025 Introduced Budget can be located on the Weehawken Parking Authority website (www.weehawkenpa.org) in the Financials section.

8. PRIVILEGE OF THE FLOOR:

The Board Clerk/Secretary asked if anyone wished to address the Board. There were no members of the public present to address the Board.

9. EXECUTIVE SESSION:

No executive session necessary.

10. ADJOURNMENT: 7:21 P.M.

The Board Clerk/Secretary announced the next regular meeting will be held on **November 21, 2024.**

There being no further business before the Board, motion was duly made by Commissioner McLellan and seconded by Vice Chairman Hechavarria to adjourn. So, moved.



Vigenza Scardigno
Board Clerk/Secretary