

**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, NOVEMBER 21, 2024, AT 7:00 P.M.**

1. CONVENED: At 7:04 P.M.

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

Executive Director Carmela Silvestri-Ehret asked all in attendance to remain standing to observe a moment of silence for the passing of our Chairman, Mr. James V. Marchetti.

- b. Roll Call:

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

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 Commissioner Nuñez, the October 17, 2024, meeting minutes were approved by the following vote:

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

Nays: None

Absent: None

Abstained: None

3. EXECUTIVE DIRECTOR'S REPORT:

Executive Director Carmela Silvestri Ehret reported the WPA has two changes as regards employees. One employee transferred out to DPW and one new hire. Resolutions reflecting these changes will be put before you for the next meeting.

The 2025 Budget has been filed electronically with the State. We have not received any indication as to its insufficiency and therefore the budget is being put before you this evening for adoption.

Further, before you is a list of meeting dates for 2025. Please let me know before our next meeting if you would like any dates changed. 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: None

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 Vice Chairman Hechavarria, 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: None

Abstained: None

Financial Reports are attached hereto.

5a.

Parking Authority of the Township of Weehawken
9043 - TD Wealth - Series 2024 Debt Service Fund, Period Ending 10/31/2024

RECONCILIATION REPORT

Reconciled on: 11/18/2024

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 10/31/2024.....	0.00

5b.

Parking Authority of the Township of Weehawken
9050 - TD Wealth - 2024 Construction/COI Account, Period Ending 10/31/2024

RECONCILIATION REPORT

Reconciled on: 11/18/2024

Reconciled by: Eric Parking Negron

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

Summary	USD
Statement beginning balance	18,993.24
Interest earned	70.74
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (0)	0.00
Statement ending balance	<u>19,063.98</u>
Register balance as of 10/31/2024	19,063.98

5c.

Parking Authority of the Township of Weehawken
9092 - TD Wealth - Series 2024 Bond Reserve Fund, Period Ending 10/01/2024

RECONCILIATION REPORT

Reconciled on: 11/18/2024

Reconciled by: Eric Parking Negron

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

Summary	USD
Statement beginning balance.....	657,402.42
Checks and payments cleared (0).....	0.00
Deposits and other credits cleared (0).....	0.00
Statement ending balance.....	<u>657,402.42</u>
Register balance as of 10/01/2024.....	657,402.42

5d.

Parking Authority of the Township of Weehawken
TD Wealth - 2024 General Fund, Period Ending 10/31/2024
RECONCILIATION REPORT
Reconciled on: 11/18/2024
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 10/31/2024.....	0.00

5e.

Parking Authority of the Township of Weehawken
5016 - TD Wealth - 2008 Escrow Fund, Period Ending 10/31/2024

RECONCILIATION REPORT

Reconciled on: 11/18/2024

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	0.00
Register balance as of 10/31/2024	0.00

5f.

Parking Authority of the Township of Weehawken
 6208 - Provident Bank - Parking Tax Revenue, Period Ending 10/31/2024

RECONCILIATION REPORT

Reconciled on: 11/14/2024

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
Interest earned	9.47
Checks and payments cleared (1)	-226,888.87
Deposits and other credits cleared (4)	228,698.87
Statement ending balance	<u>1,818.47</u>
Register balance as of 10/31/2024	1,818.47

Details

Checks and payments cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/31/2024	Transfer			-226,888.87
Total				-226,888.87

Deposits and other credits cleared (4)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/22/2024	Deposit		ProPark	44,538.35
10/22/2024	Deposit		ProPark	56,453.55
10/22/2024	Deposit		ProPark	59,069.49
10/22/2024	Deposit		ProPark	68,637.48
Total				228,698.87

5g.

Parking Authority of the Township of Weehawken
9076 -TD Wealth - 2024 Revenue Fund, Period Ending 10/30/2024

RECONCILIATION REPORT

Reconciled on: 11/14/2024

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 (1).....	226,888.87
Statement ending balance.....	226,888.87
Register balance as of 10/30/2024.....	0.00
Cleared transactions after 10/30/2024.....	226,888.87
Uncleared transactions after 10/30/2024.....	0.00
Register balance as of 11/14/2024.....	226,888.87

Details

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/31/2024	Transfer			226,888.87
Total				226,888.87

5h.

Parking Authority of the Township of Weehawken

1806 - HCIA Notes Debt Service Acct, Period Ending 09/30/2024

RECONCILIATION REPORT

Reconciled on: 11/15/2024

Reconciled by: Eric Parking Negron

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

Summary	USD
Statement beginning balance.....	3,920.38
Checks and payments cleared (0).....	0.00
Deposits and other credits cleared (1).....	14.60
Statement ending balance.....	<u>3,934.98</u>
Register balance as of 09/30/2024.....	3,934.98

Details

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/30/2024	Journal			14.60
Total				14.60

5i.

Parking Authority of the Township of Weehawken
1608 - TD Bank - 2023 Notes Project Account, Period Ending 10/31/2024

RECONCILIATION REPORT

Reconciled on: 11/15/2024

Reconciled by: Eric Parking Negron

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

Summary	USD
Statement beginning balance.....	7,992.97
Checks and payments cleared (0).....	0.00
Deposits and other credits cleared (1).....	29.77
Statement ending balance.....	<u>8,022.74</u>
Register balance as of 10/31/2024.....	8,022.74

Details

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/01/2024	Journal			29.77
Total				29.77

5j.

Parking Authority of the Township of Weehawken
1509 - TD Bank - 2008 Construction -, Period Ending 10/31/2024

RECONCILIATION REPORT

Reconciled on: 11/15/2024

Reconciled by: Eric Parking Negrón

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

Summary	USD
Statement beginning balance	
Interest earned	4.54
Checks and payments cleared (0)	0.02
Deposits and other credits cleared (0)	0.00
Statement ending balance	<u>0.00</u>
	<u>4.56</u>
Register balance as of 10/31/2024	4.56

5k.

Parking Authority of the Township of Weehawken
A509 - HCIA Notes Project/Construction, Period Ending 10/31/2024

RECONCILIATION REPORT

Reconciled on: 11/15/2024

Reconciled by: Eric Parking Negrón

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

Summary	USD
Statement beginning balance.....	
Interest earned.....	86,547.32
Checks and payments cleared (0).....	336.51
Deposits and other credits cleared (0).....	0.00
Statement ending balance.....	<u>86,883.83</u>
Register balance as of 10/31/2024.....	86,883.83

51.

Parking Authority of the Township of Weehawken

5807 - TD Wealth - 2008 Bond Service Fund, Period Ending 10/31/2024

RECONCILIATION REPORT

Reconciled on: 11/15/2024

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 10/31/2024.....	0.00

5m.

Parking Authority of the Township of Weehawken
5484 - Valley Bank Operating Account, Period Ending 10/31/2024

RECONCILIATION REPORT

Reconciled on: 11/14/2024

Reconciled by: Rania Baroudi

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

Summary	USD
Statement beginning balance.....	27,657.37
Interest earned.....	5.30
Checks and payments cleared (16).....	-23,021.40
Deposits and other credits cleared (2).....	3,540.00
Statement ending balance.....	<u>8,181.27</u>
Uncleared transactions as of 10/31/2024.....	-625.00
Register balance as of 10/31/2024.....	7,556.27

Details

Checks and payments cleared (16)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/19/2024	Bill Payment	2517	Verizon Wireless	-331.83
09/19/2024	Bill Payment	2521	eMazzanti Technologies	-2,697.76
09/19/2024	Bill Payment	2514	Garbarini & Co.	-15,500.00
09/19/2024	Bill Payment	2515	Marotta & Garvey	-625.00
09/19/2024	Bill Payment	2522	New Jersey League of Municip...	-60.00
09/19/2024	Bill Payment	2516	Optimum	-272.21
09/19/2024	Bill Payment	2518	Ricoh USA, Inc.	-479.26
09/19/2024	Bill Payment	2520	Staples	-297.14
09/19/2024	Bill Payment	2519	Township of Weehawken	-394.06
09/26/2024	Bill Payment	2525	The Jersey Journal	-217.74
10/10/2024	Bill Payment	2527	eMazzanti Technologies	-100.00
10/11/2024	Bill Payment	2531	Optimum	-272.21
10/11/2024	Bill Payment	2533	Ricoh USA, Inc.	-479.26
10/11/2024	Bill Payment	2532	Verizon Wireless	-337.66
10/11/2024	Bill Payment	2529	Staples	-442.79
10/11/2024	Bill Payment	2530	Township of Weehawken	-514.48
Total				-23,021.40

Deposits and other credits cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/03/2019	Deposit	2007		0.00
10/10/2024	Deposit			3,540.00
Total				3,540.00

Additional Information

Uncleared checks and payments as of 10/31/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/10/2024	Bill Payment	2528	Marotta & Garvey	-625.00
Total				-625.00

5n.

Parking Authority of the Township of Weehawken
5492 - Valley Bank General Account, Period Ending 10/31/2024

RECONCILIATION REPORT

Reconciled on: 11/14/2024

Reconciled by: Rania Baroudi

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

Summary	USD
Statement beginning balance.....	2,566.09
Interest earned.....	1.57
Checks and payments cleared (0).....	0.00
Deposits and other credits cleared (22).....	568.00
Statement ending balance.....	<u>3,135.66</u>
Register balance as of 10/31/2024.....	3,135.66

Details

Deposits and other credits cleared (22)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/01/2024	Deposit			26.00
10/03/2024	Deposit			15.00
10/03/2024	Deposit			30.00
10/04/2024	Deposit			10.00
10/04/2024	Deposit			26.00
10/08/2024	Deposit			15.00
10/10/2024	Deposit			36.00
10/10/2024	Deposit			30.00
10/15/2024	Deposit			10.00
10/15/2024	Deposit			15.00
10/17/2024	Deposit			10.00
10/17/2024	Deposit			55.00
10/21/2024	Deposit			74.00
10/21/2024	Deposit			25.00
10/22/2024	Deposit			30.00
10/24/2024	Deposit			20.00
10/24/2024	Deposit			5.00
10/25/2024	Deposit			44.00
10/25/2024	Deposit			65.00
10/29/2024	Deposit			15.00
10/31/2024	Deposit			5.00
10/31/2024	Deposit			7.00
Total				568.00

50.

Parking Authority of the Township of Weehawken
0505 - Provident Sale of Pay Station, Period Ending 10/31/2024

RECONCILIATION REPORT

Reconciled on: 11/14/2024

Reconciled by: Rania Baroudi

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

Summary	USD
Statement beginning balance.....	90,354.83
Service charge.....	-10.00
Interest earned.....	6.94
Checks and payments cleared (0).....	0.00
Deposits and other credits cleared (0).....	0.00
Statement ending balance.....	<u>90,351.77</u>
Register balance as of 10/31/2024.....	90,351.77

5p.

Parking Authority of the Township of Weehawken

Petty Cash, Period Ending 10/31/2024

RECONCILIATION REPORT

Reconciled on: 11/18/2024

Reconciled by: Eric Parking Negrón

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

Summary	USD
Statement beginning balance	200.00
Checks and payments cleared (1)	-191.10
Deposits and other credits cleared (0)	0.00
Statement ending balance	8.90
Register balance as of 10/31/2024	200.00
Cleared transactions after 10/31/2024	-191.10
Uncleared transactions after 10/31/2024	0.00
Register balance as of 11/18/2024	8.90

Details

Checks and payments cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/18/2024	Expense	PO # 24-2129	Cash(Petty Cash)	-191.10
Total				-191.10

6. UNFINISHED BUSINESS:

No unfinished business to review.

7. NEW BUSINESS:

a. Commissioner McLellan read the following Resolution:

**Resolution 2024-032
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 **\$10,793.04** be, and they are hereby approved for payment if and when funds are available:

Ck #	PO#	Payee	Description	Amount	Account
	24-2109	Quickbase, Inc	Annual Subscription Renewal 10/17/2024 - 10/16/2025 Inv.# 1043364	\$7,632.00	Operating Account
2538	24-2126	eMazzanti Technologies	Basic Firewall October 2024 Inv.# EMS99316	\$100.00	Operating Account
2540	24-2128	Ricoh USA, Inc	Monthly Lease for 2 Copiers 10/1/2024 - 10/31/2024 Inv.# 108648204	\$479.26	Operating Account
2539	24-2129	Petty Cash	Trunk or Treat Reimbursement October 2024	\$191.10	Operating Account
1098	24-2130	Township Of Weehawken	Reimbursement for PEO Camera Inv.# 84970000	\$183.97	General Account
2534	24-2131	Marotta & Garvey, Esq	Legal Services Rendered October 2024	\$625.00	Operating Account
2535	24-2132	Optimum	Office Phone & Internet 10/16/24 - 11/15/24	\$272.57	Operating Account
2537	24-2133	Verizon Wireless	Monthly Cell Phone 9/24/24 - 10/23/24 Inv.# 9977072976	\$341.55	Operating Account
2536	24-2134	Township Of Weehawken	Gasoline Reimbursement October 2024	\$416.68	Operating Account
ACH	24-2135	Intuit Inc.	Quickbooks Online Advanced Nov 4, 2024 - Dec 4, 2024 Inv.# 10001348047010	\$141.00	Operating Account
Requisition	24-2136	McManimon, Scotland & Baumann, LLC	Cost Of Issuance Expense Related to Bond Issue Inv.# 231607	\$129.00	TD Wealth
ACH	24-2137	Staples	Office Supplies Voucher for details	\$280.91	Operating Account
Grand Total All Accounts				\$10,793.04	

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 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: None

Abstained: None

b. Vice Chairman Hechavarria read the following Resolution:

Resolution No. 2024-033

2025 ADOPTED BUDGET RESOLUTION

Weehawken Parking Authority

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

WHEREAS, the Annual Budget and Capital Budget/Program for the Weehawken Parking Authority for the fiscal year beginning January 01, 2025 and ending December 31, 2025 has been presented for adoption before the governing body of the Weehawken Parking Authority at its open public meeting of November 21, 2024; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget presented for adoption 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 utilized of \$0.00; and

WHEREAS, the Capital Budget as presented for adoption reflect Total Capital Appropriations of \$0.00 and Total Unrestricted Net Position Utilized of \$0.00; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Weehawken Parking Authority at an open public meeting held on November 21, 2024 that the Annual Budget and Capital Budget/Program of the Weehawken Parking Authority for the fiscal year beginning January 01, 2025 and ending December 31, 2025 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

Saverio Mezzina
 (Secretary's Signature)

11-21-24
 (Date)

Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
Jose A. Hechavarria	✓			
Eleazar Nunez	✓			
Christina McLellan	✓			
Saverio Mezzina	✓			

2025 ADOPTION CERTIFICATION

Weehawken Parking Authority

AUTHORITY BUDGET

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

It is hereby certified that the Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the Weehawken Parking Authority, pursuant to N.J.A.C 5:31-2.3, on January 00, 1900.

Officer's Signature:			
Name:	Saverio Mezzina		
Title:	Secretary		
Address:	4200 Park Avenue Weehawken, NJ 07086		
Phone Number:	201-863-1523	Fax:	201-863-1525
E-mail address:	parksmart@weehawkenpa.org		

c. Commissioner Nuñez read the following Resolution:

Resolution # 2024-034
Invitation for Proposals/Qualifications

Whereas it is deemed necessary and in the best interests of the Parking Authority of the Township of Weehawken (“WPA”), in the County of Hudson, to maintain service agreements with various professionals. In that regard, the WPA Commissioners have decided in the best interests of the WPA to post public notices requesting the proposals/qualifications of certain professionals.

Now therefore, be it resolved by the WPA that Public Notices be posted requesting proposals/qualifications of the following professionals:

Auditor/Accountant
Bond Counsel
Labor Counsel
General Counsel

All responses to the requests for proposals/qualifications should be received by the WPA in accordance with the Public Notice for the particular category all in compliance with NJSA 19:44A-20.5 et seq. and NJSA 40A:11-1 et seq.

BE IT FURTHER RESOLVED that the Board Clerk/Secretary shall send a certified copy of this Resolution to the following:

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.

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: None

Abstained: None

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: 7:16 P.M.

The Board Clerk/Secretary announced the next regular meeting will be held on **December 19, 2024.**

General Counsel, Mr. Neil Marotta expressed his sincere thanks and gratitude towards our Chairman, Mr. James Marchetti, for his kindness throughout the years.

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



Vingenza Scardigno
Board Clerk/Secretary