

**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, MAY 15, 2025, AT 7:00 P.M.**

1. CONVENED: At 7:15 P.M.

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

b. Roll Call:

Present: Chairman Jose A. Hechavarria, Commissioner Christina McLellan,
Commissioner Sam Mezzina and Vice Chairman Eleazar Nuñez

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

Absent: Assistant Executive Director Eric Negron

c. Board Clerk/Secretary: In compliance with the Open Public Meetings Act, the Board Clerk has notified the newspaper required of this meeting in the Annual Notice published on December 31, 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 Chairman Hechavarria, the April 17, 2025, meeting minutes were approved by the following vote:

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

Nays: None

Absent: None

Abstained: None

3. EXECUTIVE DIRECTOR'S REPORT:

Executive Director Carmela Silvestri Ehret reports business as usual.

We are in the midst of an audit. Our accountant is not quite finished. Once completed, I will send out his report. We may have to have a special meeting, but let's see when he completes his report. I am not aware of any findings so far.

This concludes my report.

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

Ayes: Chairman Hechavarria, Commissioner McLellan, Commissioner Mezzina and Vice Chairman 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 Chairman Hechavarria, seconded by Commissioner McLellan, the subsequent reports were accepted by the following vote:

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

Nays: None

Absent: None

Abstained: None

Financial Reports are attached hereto.

5a.

Weehawken Parking Authority
(5492) General Account - Valley, Period Ending 04/30/2025

RECONCILIATION REPORT

Reconciled on: 05/15/2025

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	4,401.37
Checks and payments cleared (0)	1.52
Deposits and other credits cleared (22)	0.00
Statement ending balance	705.00
	<u>5,107.89</u>
Uncleared transactions as of 04/30/2025	
Register balance as of 04/30/2025	-2,518.72
	<u>2,589.17</u>

Details

Deposits and other credits cleared (22)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/01/2025	Deposit			47.00
04/02/2025	Deposit			5.00
04/03/2025	Deposit			30.00
04/04/2025	Deposit			70.00
04/08/2025	Deposit			40.00
04/09/2025	Deposit			7.00
04/11/2025	Deposit			19.00
04/11/2025	Deposit			10.00
04/15/2025	Deposit			19.00
04/17/2025	Deposit			49.00
04/17/2025	Deposit			5.00
04/17/2025	Deposit			12.00
04/21/2025	Deposit			40.00
04/23/2025	Deposit			105.00
04/23/2025	Deposit			24.00
04/23/2025	Deposit			29.00
04/25/2025	Deposit			10.00
04/25/2025	Deposit			25.00
04/25/2025	Deposit			1.00
04/25/2025	Deposit			105.00
04/25/2025	Deposit			43.00
04/29/2025	Deposit			10.00
Total				705.00

Additional Information

Uncleared checks and payments as of 04/30/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/30/2025	Bill Payment	1100	Rydin Decal	-1,661.97
04/30/2025	Bill Payment	1102	C-Graphics	-288.00
04/30/2025	Bill Payment	1101	Taylor Communications	-568.75
Total				-2,518.72

5b.

Weehawken Parking Authority
(5484) Operating Account - Valley, Period Ending 04/30/2025

RECONCILIATION REPORT

Reconciled on: 05/15/2025

Reconciled by: Eric Parking Negron

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

Summary

USD

Statement beginning balance	
Interest earned	8,241.15
Checks and payments cleared (2)	5.74
Deposits and other credits cleared (1)	-441.00
Statement ending balance	9,550.00
	<u>17,355.89</u>
Uncleared transactions as of 04/30/2025	
Register balance as of 04/30/2025	-1,854.44
Cleared transactions after 04/30/2025	15,501.45
Uncleared transactions after 04/30/2025	0.00
Register balance as of 05/15/2025	4,679.10
	<u>20,180.55</u>

Details

Checks and payments cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/05/2025	Check	2572	Rutgers Business School	-300.00
04/04/2025	Journal	ACH		-141.00
Total				-441.00

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/01/2025	Deposit			9,550.00
Total				9,550.00

Additional Information

Uncleared checks and payments as of 04/30/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/29/2025	Bill Payment	2579	Verizon Wireless	-370.43
04/29/2025	Bill Payment	2576	Ricoh USA, Inc.	-479.26
04/29/2025	Bill Payment	2577	Optimum	-273.17
04/29/2025	Bill Payment	2574	New Jersey League of Municip...	-120.00
04/29/2025	Bill Payment	2575	eMazzanti Technologies	-100.00
04/29/2025	Bill Payment	2573	Staples	-23.69
04/30/2025	Bill Payment	2580	Township of Weehawken	-487.89
Total				-1,854.44

Uncleared checks and payments after 04/30/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/01/2025	Bill Payment	2588	Staples	-351.18
05/01/2025	Bill Payment	2582	Staples	-177.01
05/01/2025	Bill Payment	2581	Verizon Wireless	-336.97
05/01/2025	Bill Payment	2584	Ricoh USA, Inc.	-479.26
05/01/2025	Bill Payment	2585	Optimum	-273.17
05/01/2025	Bill Payment	2586	Township of Weehawken	-512.81
05/01/2025	Bill Payment	2587	eMazzanti Technologies	-100.00
05/01/2025	Bill Payment	2583	Hudson Gas & Auto Service Inc.	-1,621.00

Total	-3,851.40
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Uncleared deposits and other credits after 04/30/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/06/2025	Deposit		Township of Weehawken	8,530.50
Total				8,530.50

5c.

Weehawken Parking Authority
(0505) Sale of Pay Stations - Provident, Period Ending 04/30/2025

RECONCILIATION REPORT

Reconciled on: 05/14/2025

Reconciled by: Eric Parking Negrón

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

Summary	USD
Statement beginning balance	
Service charge	90,335.39
Interest earned	-10.00
Checks and payments cleared (0)	6.88
Deposits and other credits cleared (0)	0.00
Statement ending balance	0.00
	90,332.07
Register balance as of 04/30/2025	90,332.07

5d.

Weehawken Parking Authority
(01) Petty Cash, Period Ending 04/30/2025

RECONCILIATION REPORT

Reconciled on: 05/15/2025

Reconciled by: Eric Parking Negron

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

Summary

	USD
Statement beginning balance	
Checks and payments cleared (0)	200.00
Deposits and other credits cleared (0)	0.00
Statement ending balance	0.00
	<u>200.00</u>
Uncleared transactions as of 04/30/2025	
Register balance as of 04/30/2025	-90.08
	<u>109.92</u>

5e.

Weehawken Parking Authority

(9050) Construction/COI Account - TD Wealth, Period Ending 04/30/2025

RECONCILIATION REPORT

Reconciled on: 05/14/2025

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	10,069.09
Checks and payments cleared (0)	32.06
Deposits and other credits cleared (0)	0.00
Statement ending balance	0.00
	<u>10,101.15</u>
Register balance as of 04/30/2025	10,101.15

5f.

Weehawken Parking Authority
(9043) Debt Service Fund - TD Wealth, Period Ending 04/30/2025

RECONCILIATION REPORT

Reconciled on: 05/14/2025

Reconciled by: Eric Parking Negrón

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

Summary	USD
Statement beginning balance	89.09
Interest earned	0.28
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (0)	0.00
Statement ending balance	89.37
Register balance as of 04/30/2025	89.37

5g.

Weehawken Parking Authority
(5807) Bond Service Fund - TD Wealth, Period Ending 04/30/2025

RECONCILIATION REPORT

Reconciled on: 05/14/2025

Reconciled by: Eric Parking Negrón

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

Summary		USD
Statement beginning balance		
Checks and payments cleared (0)		0.00
Deposits and other credits cleared (0)		0.00
Statement ending balance		0.00
Uncleared transactions as of 04/30/2025		0.00
Register balance as of 04/30/2025		0.00

Additional Information

Uncleared checks and payments as of 04/30/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/15/2025	Journal			-31,031.25
Total				-31,031.25

Uncleared deposits and other credits as of 04/30/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/15/2025	Transfer			31,031.25
Total				31,031.25

5h.

Weehawken Parking Authority
(9076) Revenue Fund - TD Wealth, Period Ending 04/30/2025
RECONCILIATION REPORT

Reconciled on: 05/14/2025

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	146,883.98
Checks and payments cleared (0)	334.57
Deposits and other credits cleared (1)	0.00
Statement ending balance	99,576.12
Register balance as of 04/30/2025	246,794.67
	246,794.67

Details

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/22/2025	Transfer			99,576.12
Total				99,576.12

5i.

Weehawken Parking Authority
(9092) Bond Reserve Fund - TD Wealth, Period Ending 04/30/2025

RECONCILIATION REPORT

Reconciled on: 05/14/2025

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	654,946.37
Checks and payments cleared (0)	2,085.48
Deposits and other credits cleared (0)	0.00
Statement ending balance	0.00
	<u>657,031.85</u>
Register balance as of 04/30/2025	
	657,031.85

5j.

Weehawken Parking Authority
(9084) General Fund - TD Wealth, Period Ending 04/30/2025

RECONCILIATION REPORT

Reconciled on: 05/14/2025

Reconciled by: Eric Parking Negrón

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

Summary

	USD
Statement beginning balance	
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (0)	0.00
Statement ending balance	0.00
Register balance as of 04/30/2025	0.00

5k.

Weehawken Parking Authority
(6208) Parking Tax Revenue - Provident, Period Ending 04/30/2025

RECONCILIATION REPORT

Reconciled on: 05/14/2025

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	95,352.00
Checks and payments cleared (2)	8.88
Deposits and other credits cleared (2)	-142,789.23
Statement ending balance	99,576.12
	52,147.77
Register balance as of 04/30/2025	52,147.77

Details

Checks and payments cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/31/2025	Transfer			-43,213.11
04/22/2025	Transfer			-99,576.12
Total				-142,789.23

Deposits and other credits cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/17/2025	Deposit			42,035.60
04/17/2025	Deposit		Little Man Parking	57,540.52
Total				99,576.12

6. UNFINISHED BUSINESS:

No unfinished business to review.

7. NEW BUSINESS:

a. Commissioner McLellan read the following Resolution:

Parking Authority of the Township of Weehawken
Payment of Bills
Resolution No. 2025-014

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 \$2,787.10 be, and they are hereby approved for payment if and when funds are available.

Ck #	PO#	Payee	Description	Amount	Account
1103	25-2203	Hudson Gas & Auto Service Inc	Veh. # 415 – See Invoice for Details Inv. # 28523	\$920.00	General Account
2589	25-2204	Ricoh USA, Inc	Monthly Lease for 2 Copiers Billing Period 4/1/25 – 4/30/25 Inv. # 109096577	\$479.26	Operating Account
2592	25-2206	Petty Cash	Supplies for V. Pass Storage See Attached for Details	\$23.49	Operating Account
2590	25-2207	Ricoh USA, Inc	Expedited Shipping Charge Inv. # 1103276961	\$47.98	Operating Account
2591	25-2210	Optimum	Internet & Phone Billing Period 4/16/25 – 5/15/25	\$273.26	Operating Account
2593	25-2211	Petty Cash	Supplies for Petty Cash Reimbursement Veh # 415 & Veh # 417 – See Attached for Details	\$66.59	Operating Account
2594	25-2212	Verizon Wireless	Monthly Cell Phone Billing Period 3/24/25- 4/23/25 Inv. # 6111795981	\$350.00	Operating Account
2595	25-2214	eMazzanti Technologies	Basic Rental Firewall for May 2025 Inv. # EMS105484	\$100.00	Operating Account
2596	25-2215	Township Of Weehawken	Reimbursement Gasoline for April 2025	\$385.52	Operating Account
ACH	25-2216	Intuit, Inc	QuickBooks Online Advanced Billing Period 5/4/25 – 6/4/25 Inv. # 10001393188786	\$141.00	Operating Account
			Grand Total All Accounts	\$2,787.10	

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 Mezzina, the foregoing resolution was adopted by the following vote:

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

Nays: None

Absent: None

Abstained: None

b. Vice Chairman Nuñez read the following Resolution:

Parking Authority of the Township of Weehawken
Void and Reissue Check
Resolution
No.: 2025-015

WHEREAS, the Commissioners of the Parking Authority of the Township of Weehawken (hereinafter referred to as “WPA”) desire to void and replace Check # 2578, in the amount of \$351.08, drawn on the Operating Account held at Valley Bank, and paid to the order of “Staples”.

NOW THEREFORE, BE IT RESOLVED, by the Commissioners of the WPA, that the Executive Director is hereby authorized to void Check # 2578, in the amount of \$351.08, and to issue replacement Check # 2588, in the amount of \$351.18, payable to, “Staples” and

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. Jessica Ventura, Director of Human Resources
4. Rola Fares, Clerk of the Township of Weehawken
5. Lisa Toscano, WPA Qualified Purchasing Agent
6. Garbarini & Co. P.C.

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

Ayes: Chairman Hechavarria, Commissioner McLellan, Commissioner Mezzina and Vice Chairman 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: 7:21 P.M.

The Board Clerk/Secretary announced the next regular meeting will be held on **June 12, 2025**.

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



Vingenza Scardigno
Board Clerk/Secretary