

**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, SEPTEMBER 18, 2025, AT 7:00 P.M.**

1. CONVENED: At 7:03 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, General Counsel Neil
Marotta and Board Clerk/Secretary Vingenza Scardigno

Absent: Assistant Executive Director Eric Negron and QPA Lisa Toscano

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 Chairman Hechavarria and seconded by Vice Chairman Nuñez, the August 21, 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 reported:

As school is now open full-time, our enforcement officers are starting earlier on the day to assure crosswalks and bus stops are cleared for pedestrians. We will have line item required transfers and the proposed 2026 budget prepared for your review for our next meeting.

This concludes the Executive Director's report.

On motion by Commissioner McLellan, 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 Vice Chairman Nuñez and second by Commissioner Mezzina, 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 08/31/2025

RECONCILIATION REPORT

Reconciled on: 09/12/2025

Reconciled by: Rania Baroudi

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

Summary	USD
Statement beginning balance	1,624.76
Interest earned	0.65
Checks and payments cleared (1)	-10.00
Deposits and other credits cleared (21)	529.00
Statement ending balance	2,144.41
Uncleared transactions as of 08/31/2025	-301.58
Register balance as of 08/31/2025	1,842.85
Cleared transactions after 08/31/2025	0.00
Uncleared transactions after 08/31/2025	185.00
Register balance as of 09/12/2025	2,037.85

Details

Checks and payments cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/31/2025	Check	1105	Mr. Jaime Perez	-10.00
Total				-10.00

Deposits and other credits cleared (21)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/01/2025	Deposit			15.00
08/01/2025	Deposit			35.00
08/04/2025	Deposit			20.00
08/06/2025	Deposit			15.00
08/06/2025	Deposit			15.00
08/07/2025	Deposit			15.00
08/08/2025	Deposit			35.00
08/08/2025	Deposit			35.00
08/12/2025	Deposit			20.00
08/14/2025	Deposit			75.00
08/15/2025	Deposit			30.00
08/18/2025	Deposit			10.00
08/20/2025	Deposit			40.00
08/20/2025	Deposit			15.00
08/22/2025	Deposit			5.00
08/22/2025	Deposit			72.00
08/22/2025	Deposit			5.00
08/26/2025	Deposit			10.00
08/28/2025	Deposit			34.00
08/28/2025	Deposit			10.00
08/29/2025	Deposit			18.00
Total				529.00

Additional Information

Uncleared checks and payments as of 08/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/28/2025	Bill Payment	1108	Township of Weehawken	-301.58
Total				-301.58

(PAGE 1 OF 2)

Uncleared deposits and other credits after 08/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/03/2025	Deposit			25.00
09/05/2025	Deposit			75.00
09/08/2025	Deposit			85.00
09/09/2025	Deposit			10.00
Total				195.00

(PAGE 2 OF 2)

5b.

Weehawken Parking Authority
(5484) Operating Account - Valley, Period Ending 08/31/2025

RECONCILIATION REPORT

Reconciled on: 09/12/2025

Reconciled by: Rania Baroudi

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

Summary	USD
Statement beginning balance	8,891.69
Interest earned	2.12
Checks and payments cleared (9)	-3,481.53
Deposits and other credits cleared (1)	2,800.00
Statement ending balance	8,212.28
Uncleared transactions as of 08/31/2025	-4,093.77
Register balance as of 08/31/2025	4,118.51
Cleared transactions after 08/31/2025	0.00
Uncleared transactions after 08/31/2025	-141.00
Register balance as of 09/12/2025	3,977.51

Details

Checks and payments cleared (9)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/31/2025	Bill Payment	2611	Ricoh USA, Inc.	-479.26
07/31/2025	Bill Payment	2612	Hudson Gas & Auto Service Inc.	-1,533.10
07/31/2025	Bill Payment	2613	Staples	-327.09
07/31/2025	Bill Payment	2614	Optimum	-273.28
07/31/2025	Bill Payment	2616	Verizon Wireless	-343.01
07/31/2025	Bill Payment	2615	Township of Weehawken	-211.81
07/31/2025	Bill Payment	2617	eMazzanti Technologies	-100.00
07/31/2025	Check	2618	Cash(Petty Cash)	-73.00
08/04/2025	Expense	ACH	QuickBooks	-141.00
Total				-3,481.53

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/27/2025	Deposit		Township of Weehawken	2,800.00
Total				2,800.00

Additional Information

Uncleared checks and payments as of 08/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/28/2025	Bill Payment	2622	Marotta & Garvey	-1,250.00
08/28/2025	Bill Payment	2621	Ricoh USA, Inc.	-479.26
08/28/2025	Bill Payment	2619	Hudson Gas & Auto Service Inc.	-1,592.50
08/28/2025	Bill Payment	2620	Advance Local Media LLC	-440.20
08/28/2025	Bill Payment	2623	Verizon Wireless	-331.81
Total				-4,093.77

Uncleared checks and payments after 08/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/04/2025	Expense	ACH	QuickBooks	-141.00
Total				-141.00

5c.

Weehawken Parking Authority
(0505) Sale of Pay Stations - Provident, Period Ending 08/31/2025

RECONCILIATION REPORT

Reconciled on: 09/12/2025

Reconciled by: Rania Baroudi

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

Summary	USD
Statement beginning balance	90,322.55
Service charge	-10.00
Interest earned	8.90
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (0)	0.00
Statement ending balance	<u>90,319.45</u>
Register balance as of 08/31/2025	90,319.45

5d.

Weehawken Parking Authority
(6208) Parking Tax Revenue - Provident, Period Ending 08/31/2025

RECONCILIATION REPORT

Reconciled on: 09/12/2025

Reconciled by: Rania Baroudl

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

Summary	USD
Statement beginning balance	1,866.09
Interest earned	3.36
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (1)	63,253.01
Statement ending balance	65,122.46
Register balance as of 08/31/2025	65,122.46

Details

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/20/2025	Deposit		Little Man Parking	63,253.01
Total				63,253.01

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. 2025-023

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 **\$1,478.99** be, and they are hereby approved for payment if and when funds are available.

Ck #	PO#	Payee	Description	Amount	Account
2624	25-2241	Staples	Office Supplies See attached for details Inv. # 7006417819	\$76.60	Operating Account
2625	25-2243	eMazzanti Technologies	Basic Firewall Rental for August 2025 Inv. # EMS108389	\$100.00	Operating Account
2626	25-2248	Township of Weehawken	Reimbursement of Gasoline July 2025	\$387.93	Operating Account
2627	25-2249	Ricoh USA, Inc	Monthly Lease for 2 copiers 8/1/25 – 8/31/25 Inv. # 109391333	\$479.26	Operating Account
2628	25-2250	Optimum	Internet & Phone Billing Period 7/16/25 – 8/15/25	\$273.26	Operating Account
ACH	25-2251	Intuit Inc	QuickBooks Online Advanced 10/4/25 – 11/4/25	\$141.00	Operating Account
2629	25-2252	Petty Cash	Reimbursement of (5) PEO Headphones	\$15.94	Operating Account
2629	25-2253	Petty Cash	Reimbursement of \$5 overpayment for replacing sticker	\$5.00	Operating Account
			<i>SUB TOTAL</i>	\$1,478.99	
			Grand Total All Accounts	\$1,478.99	

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 Commissioner McLellan 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

b. Chairman Hechavarria read the following Resolution:

Parking Authority of the Township of Weehawken
PT Parking Enforcement Officer New Hire
Resolution
No. 2025-024

be it resolved, by the Commissioners of the Parking Authority of the Township of Weehawken (hereinafter referred to as "WPA"), that the hiring of David Reeves, as a part-time Parking Enforcement Officer at the rate of approximately **\$19.23** per hour, is hereby ratified effective as of September 3, 2025, to serve at the will of the Commissioners; 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. Rola Fares, Clerk of the Township of Weehawken
4. Garbarini & Co., P.C.
5. Lisa Toscano, WPA Qualified Purchasing Agent
6. Jessica Ventura, Director of Human Resources of the Township of Weehawken
7. David A. Reeves

On motion by Chairman Hechavarria and seconded by Commissioner McLellan, 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

c. Vice Chairman Nuñez read the following Resolution:

Parking Authority of the Township of Weehawken
Separation of Employment
Resolution
No. 2025 - 025

WHEREAS two Parking Authority of the Township of Weehawken (hereinafter referred to as "WPA") employees have separated from their employment with the Parking Authority to begin employment with the Township of Weehawken as follows:

Brenda Picart, Clerk (effective as of July 25, 2025)

Patrick Higgins, Parking Enforcement Officer (effective as of September 3, 2025)

NOW THEREFORE, BE IT RESOLVED, by the Commissioners of the WPA, that they hereby accept the above stated separation of employment in accordance with their respective effective dates, 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.
7. Brenda Picart
8. Patrick Higgins

On motion by Vice Chairman Nuñez 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

d. Chairman Hechavarria read the following Resolution:

Parking Authority of the Township of Weehawken
Title Designation
Resolution
No. 2025 - 026

BE IT RESOLVED, by the commissioners of the Parking Authority of the Township of Weehawken (hereinafter referred to as "WPA"), that Kerri L. McLaughlin Parking Enforcement Officer Supervisor is hereby designated Senior Supervisor in accordance with Resolution No. 2025-005, to serve at the will of the Commissioners; and

BE IT FUTHER 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. ROLA 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., *AUDITOR*
7. KERRI L. McLAUGHLIN

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

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

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: 7:13 P.M.

The Board Clerk/Secretary announced the next regular meeting will be held **October 16, 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