

# City of Passaic Parking Authority Meeting

Wednesday December 18, 2024

7:00 p.m.

Zoom Virtual Meeting

ID: 862 2498 4096

**Commissioners Present:** Adam Buckstein, Daniel Ritz, Eugene Shpilsky and Lisset Lopez

**Commissioners Absent:** Denise Perez

**Staff Present:** Ricardo Fernandez/Executive Director, Doris Dudek/ Purchasing Agent, Omar Garcia/ CFO, Phil George Esq. /Attorney, Sonal Patel/Secretary

**Proper Notice:** Adequate notice of the meeting was provided by resolution of the Passaic Parking Authority adopted on December 13, 2023 setting forth a schedule of regular meetings for the year 2024, which was published and placed, on the city hall bulletin board by the office of the City Clerk.

## I. ROLL CALL

## II. PLEDGE OF ALLEGIANCE

## III. PUBLIC SESSION

*No member of the public was present*

**Moved:** Denise Perez  
**Second:** Daniel Ritz  
**For: 5**      **Against: 0**      **Abstain: 0**      **Not Present: 0**

*\*Please note: Approval of Minutes for October 30 and November 13 was moved to the end of the agenda*

## IV. RESOLUTIONS

***RESOLUTION # PA 24-12-01 was removed ;there was no need for an executive session***

RESOLUTION AUTHORIZING CLOSED EXECUTIVE SESSION OF THE PASSAIC PARKING AUTHORITY ON DECEMBER 19, 2024 AT 7:00 P.M. OR ANYTIME THEREAFTER TO DISCUSS PENDING LITIGATION; CONTRACT NEGOTIATIONS AND PERSONNEL MATTERS.

**RESOLUTION # PA 24-12-02**  
**2025 ADOPTED BUDGET RESOLUTION**

**Passaic Parking Authority**

**FISCAL YEAR: January 1, 2025 to December 31, 2025**

**WHEREAS, the Annual Budget and Capital Budget/Program for the Passaic Parking Authority for the fiscal year beginning January 1, 2025 and ending, December 31, 2025 has been presented for adoption before the governing body of the Passaic Parking Authority at its open public meeting of December 18, 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 as presented for adoption reflects Total Revenues of \$ 1,093,000.00, Total Appropriations, including any Accumulated Deficit, if any, of \$ 1,093,000.00 and Total Unrestricted Net Position utilized of \$ 0.00; and**

**WHEREAS, the Capital Budget as presented for adoption reflects 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 Passaic Parking Authority, at an open public meeting held on December 18, 2024 that the Annual Budget and Capital Budget/Program of the Passaic Parking Authority for the fiscal year beginning, January 1, 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.**

*Sonal Patel*

\_\_\_\_\_  
**(Secretary's Signature)** **December 18, 2024**  
**(Date)**

Record of Commissioner Vote	Aye	Nay	Abstain	Absent
Adam Buckstein, Chairman.	X			
Denise Perez, Vice Chairperson.				x
Daniel Ritz, Commissioner.	X			
Eugene Shpilsky, Commissioner.	X			
Lisset Lopez, Commissioner	X			

**RESOLUTION # PA 24-12-03**

**RESOLUTION SETTING MEETING DATES OF THE CITY OF PASSAIC PARKING AUTHORITY FOR THE CALENDAR 2025**

**BE IT RESOLVED**, by the Parking Authority of the City of Passaic that the following is the schedule of meetings of the Parking Authority for the calendar year ending December 31, 2025

**BE IT FURTHER RESOLVED** that all public Meeting will be held at 7:00 p.m via ZOOM with a set ZOOM link until further notice.

**Join Zoom Meeting**

<https://us02web.zoom.us/j/86224984096>

**Meeting ID: 862 2498 4096**

One tap mobile

+13092053325,,86224984096# US

+19292056099,,86224984096# US (New York)

<b>January 15, 2025</b>	<b>July 16, 2025 Reorganization Meeting</b>
<b>February 19, 2025</b>	<b>September 17, 2025</b>
<b>March 19, 2025</b>	<b>October 15, 2025</b>
<b>April 16, 2025</b>	<b>November 19 2025</b>
<b>May 21, 2025</b>	<b>December 17, 2025</b>

**BE IT FURTHER RESOLVED** that closed session meetings may be held

During any of the public meetings set forth upon passage of an appropriate Resolution.

INTRODUCED BY COMMISSIONER: Eugene Shpilsky

SECONDED BY COMMISSIONER: Daniel Ritz

Record of Commissioner Vote	Aye	Nay	Abstain	Absent
Adam Buckstein	x			
Denise Perez				x
Daniel Ritz	x			
Eugene Shpilsky	x			
Lisset Lopez	x			

ADOPTED ON: December 18, 2024

**RESOLUTION # PA 24-12-04**

**RESOLUTION AWARDING CONTRACT FOR  
LEGAL COUNSEL  
PARKING AUTHORITY**

**(Awarded to Eric M. Bernstein & Associates in the not to exceed amount of \$7, 500.00)**

**WHEREAS**, proposals were received by the Director of Purchasing on Thursday, October 31, 2024, for Legal Counsel – Parking Authority of the City of Passaic; and

**WHEREAS**, the proposals were solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq; and

**WHEREAS**, proposals were received as per the attached; and

**WHEREAS**, in addition to the attached, a complete list of vendors downloaded from the City of Passaic’s website is available in the Purchasing Department; and

**WHEREAS**, it is the recommendation of the Evaluation Committee that the contract for Legal Counsel-Parking Authority of the City of Passaic be awarded to Eric M. Bernstein & Associates Warren, NJ for legal services at \$125.00/hour with the not to exceed amount of \$7,500.00 for the period January 1, 2025 through December 31, 2025.

**NOW THEREFORE BE IT RESOLVED** by the City of Passaic Parking Authority that the contract for Legal Counsel be awarded to Eric M. Bernstein & Associates Warren, NJ for legal services at \$125.00/hour with the not to exceed amount of \$7,500.00 for the period January 1, 2025 through December 31, 2025.

**BE IT FURTHER RESOLVED** that the Chairman of the Parking Authority and Board Secretary are authorized to execute a contract for Legal Counsel with Eric M. Bernstein & Associates Warren, NJ.

**CERTIFICATION OF FUNDS**

Funds for the above are available contingent upon the Commissioners approving – CY 25 Budget Acct. # P-19-55-629-Y25-021.

*Signature on file*  
Finance Director

INTRODUCED BY COMMISSIONER: Eugene Shpilsky

SECONDED BY COMMISSIONER: Daniel Ritz

Record of Commissioner Vote	Aye	Nay	Abstain	Absent
Adam Buckstein, Chairman.	x			
Denise Perez, Vice Chairperson.				x
Daniel Ritz, Commissioner.	x			
Eugene Shpilsky, Commissioner.	x			
Lisset Lopez, Commissioner	x			

**RESOLUTION # PA 24-12-05**

RESOLUTION AWARDING CONTRACT FOR  
 AUDITING AND FINANCIAL SERVICES  
 PARKING AUTHORITY

**WHEREAS**, proposals were received by the Purchasing Division on Thursday, October 31, 2024 for Auditing and Financial Services; and

**WHEREAS**, the proposals were solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq; and

**WHEREAS**, a proposal was received as per the following; and

Lerch Vinci & Higgins, LLP	<u>Audit Services</u>	<u>Budget Services</u>
Fair Lawn, NJ	\$ 6,700.00	\$ 1,500.00

**WHEREAS**, in addition to the above, specifications were downloaded from the City of Passaic’s website by multiple vendors (a full list can be obtained from the Purchasing Department); and

**WHEREAS**, it is the recommendation of the Evaluation Committee that the contract for Auditing Services 2025 be awarded to Lerch, Vinci & Higgins, Fairlawn, NJ in the amount of \$ 6,700.00 for the Annual Audit, \$ 1,500.00 for Budget Services and other services to be billed as per the attached hourly rates for the Passaic Parking Authority Financial Statements to be compensated for the calendar year January 1, 2025 through December 31, 2025.

**NOW THEREFORE BE IT RESOLVED** by the members of the Board for Passaic Parking Authority that the contract for Auditing Services be awarded to Lerch, Vinci & Higgins, Fairlawn, NJ in the amount of \$ 6,700.00 for the Annual Audit, \$ 1,500.00 for Budget Services and other services to be billed as per the attached hourly rates for the Passaic Parking Authority Financial Statements to be compensated for the calendar year January 1, 2025 through December 31, 2025.

**BE IT FURTHER RESOLVED** that the Chairman of the Parking Authority and Board Secretary are authorized to execute a contract for Auditing and Financial Advisory Services to Lerch, Vinci & Higgins, Fairlawn, NJ.

CERTIFICATION OF FUNDS

Funds for the above are available contingent upon the approving CY 23 budget – Account # P-19-55-629-Y25-021.

Signature on file  
 Finance Director

INTRODUCED BY COMMISSIONER: Eugene Shpilsky

SECONDED BY COMMISSIONER: Daniel Ritz

Record of Commissioner Vote	Aye	Nay	Abstain	Absent
Adam Buckstein, Chairman.	x			
Denise Perez, Vice Chairperson.				x
Daniel Ritz, Commissioner.	x			
Eugene Shpilsky, Commissioner.	x			
Lisset Lopez, Commissioner	x			

**\*Please note: At approximately 7:15 p.m, Chairman Adam Buckstein was no longer present therefore the meeting no longer had a quorum. Approval of Minutes and Bill list will be moved to the next meeting**