

# City of Passaic Parking Authority Meeting

Wednesday November 13, 2024

7:00 p.m.

Zoom Virtual Meeting

ID: 862 2498 4096

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

**Staff Present:** Ricardo Fernandez/Executive Director, Omar Garcia/ CFO, Brian Hak 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

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

## IV. RESOLUTIONS

*RESOLUTION # PA 24-11-01 was removed ;there was no need for an executive session*  
RESOLUTION AUTHORIZING CLOSED EXECUTIVE SESSION OF THE PASSAIC PARKING AUTHORITY ON NOVEMBER 13, 2024 AT 7:00 P.M. OR ANYTIME THEREAFTER TO DISCUSS PENDING LITIGATION; CONTRACT NEGOTIATIONS AND PERSONNEL MATTERS.

### RESOLUTION # PA 24-11-02

**RESOLUTION OF THE PASSAIC PARKING AUTHORITY  
REGARDING THE DELAYED INTRODUCTION OF THE 2025 BUDGET**

WHEREAS, the Passaic Parking Authority (the “Authority”) is required to prepare an operating and capital budget on an annual basis; and

WHEREAS, pursuant to N.J.A.C. 5:31-2.3 said budget is required to be introduced no later than 60 days prior to the commencement of the Authority's fiscal year; and

WHEREAS, the Authority prepared its 2025 Budget and introduced said budget on November 13, 2024; and

WHEREAS, the Division of Local Government Services requires that the Authority set forth the reason(s) for any delay in the required budget introduction.

NOW, THEREFORE, BE IT RESOLVED in accordance with the requirements of the Division that the record show that the Authority delayed the introduction of the 2025 Budget for the following reason:

1. The Authority delayed the introduction of the Budget pending verification of certain revenues to be anticipated for the 2025 year.

INTRODUCED BY COMMISSIONER: DANIEL RITZ

SECONDED BY COMMISSIONER: DENISE PEREZ

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 24-11-03**

#### **2025 AUTHORITY BUDGET RESOLUTION**

**FISCAL YEAR:**      **FROM:**      January 1, 2025      **TO:**      December 31, 2025

WHEREAS, the Annual Budget for the Passaic Parking Authority for the fiscal year beginning, January 1, 2025 and ending, December 31, 2025 has been presented before the governing body of the Passaic Parking Authority at its open public meeting of November 13, 2024; and

WHEREAS, the Annual Budget as introduced 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 planned to be utilized as funding thereof, of \$0.00; and

Parking Authority Meeting Minutes

November 13, 2024

Page #3

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 rates, 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 Passaic Parking Authority, at an open public meeting held on November 13, 2024 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Passaic Parking Authority for the fiscal year beginning, January 1, 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 Passaic Parking Authority will consider the Annual Budget and Capital Budget/Program for adoption on December 18, 2024.

SONAL PATEL

(Secretary's Signature)

November 13, 2024

(Date)

Governing Body

Recorded Vote

Member:	Aye	Nay	Abstain	Absent
Adam Buckstein, Chairman	X			
Denise Perez, Vice-Chair	X			
Eugene Shpilsky	X			
Daniel Ritz	X			
Lisset Lopez	X			

## **V. UPDATES BY EXECUTIVE DIRECTOR RICARDO FERNANDEZ**

- Construction of the new parking deck is going well and is expected to be completed summer 2025
- Main Avenue meters are reaching their life span – older machines continue to jam up so we will tap into the reserve to order new meter stations. We will be meeting with DPW to see where the outdated meter machines are throughout the city.
- River Drive parking lot is delayed due to PSEG delays; hoping they will trench it and are able to have lights set up to be open soon
- Master plan reexamination report has been complete as well as the City’s Bicycle Master Plan which incorporates striping of parking spaces

## **VI. CFO REPORT**

- Mr. Omar Garcia states that one finding from the audit was that there is a discrepancy between the kiosks receipt and the bank for meter collections. Possible reasons include :
  - o Kiosks only recognize quarters but banks recognize all coins which results in the discrepancy between the meter receipts and bank amount
  - o Meters are getting jammed due to the different coins being inserted – DPW checks the kiosk daily to ensure the jams are taken care of but the machine still won’t recognize the accurate amount
- New kiosks machines can possibly help resolve this issue

## **XI. ADJOURNMENT**

**Moved: Adam Buckstein**  
**Second: Eugene Shpilsky**  
**For: 5 Against: 0 Abstain: 0 Not Present: 0**