

City of Passaic Parking Authority Re- Organization Meeting

Wednesday July 23 2025
12:00 p.m.
Zoom Virtual Meeting
ID: 862 2498 4096

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

Commissioner Absent: Denise Perez

Staff Present: Ricardo Fernandez/*Executive Director*, Doris Dudek/*Purchasing Agent*, Omar Garcia/*CFO*, Brian Hak Esq. /*Attorney*, Sonal Patel/*Secretary*, Karen Correa/*Asst. to the Business Administrator*

Proper Notice: In accordance with Chapter 231 Public Laws of 1975, notice of this meeting was not included in the annual schedule of regular meetings set forth in resolution 24- 12-03 adopted on December 18, 2024. However, notice of this rescheduled meeting was provided in accordance with the law by filing a notice with the city clerk, posting it on the city hall bulletin board, publishing it in the Herald news and Bergen record newspapers, and posting it on the city's official website.

I. ROLL CALL

II. PLEDGE OF ALLEGIANCE

III. PUBLIC SESSION

No members of the public were present

Moved: Eugene Shpilsky

Second: Dan Ritz

For: 4 Against: 0 Abstain: 0 Not Present: 1

IV. REORGANIZATION

RESOLUTION # PA 25-07-03:

RESOLUTION DESIGNATING COMMISSIONER Adam Buckstein

AS CHAIRMAN OF THE CITY OF PASSAIC PARKING AUTHORITY FOR A TERM TO EXPIRE ON JUNE 30, 2026

BE IT RESOLVED, by the Parking Authority of the City of Passaic that the Commissioners designates Commissioner Adam Buckstein, as the Chairman for a term, said term to commence on July 1, 2025 and to terminate on June 30, 2026.

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			

RESOLUTION # PA 25-07-04:

RESOLUTION DESIGNATING COMMISSIONER DENISE PEREZ

AS VICE-CHAIRMAN OF THE CITY OF PASSAIC PARKING AUTHORITY FOR A TERM TO EXPIRE ON JUNE 30, 2026

BE IT RESOLVED, by the Parking Authority of the City of Passaic that the Commissioners designates Commissioner Denise Perez the Vice-Chairman for a term, said term to commence on July 1, 2025 and to terminate on June 30, 2026.

INTRODUCED BY COMMISSIONER: DANIEL RITZ

SECONDED BY COMMISSIONER: EUGENE SHPILSKY

Record of Commissioner Vote	Aye	Nay	Abstain	Absent
Adam Buckstein. Chairman	X			
Denise Perez				x
Daniel Ritz	X			

Eugene Shpilsky	X			
Lisset Lopez	X			

RESOLUTION # PA 25-07-05:

RESOLUTION RE-APPOINTING EXECUTIVE DIRECTOR OF THE PARKING AUTHORITY (July 1, 2025 -June 30, 2026)

WHEREAS, the Parking Authority needs an Executive Director to carry out the policies set by the Commissioners and manage the daily functions of the Parking Authority, and

WHEREAS, Ricardo Fernandez, Business Administrator of the City of Passaic and is qualified to perform this function.

NOW THEREFORE, BE IT RESOLVED, by the Commissioners of the Parking Authority of the City of Passaic that Ricardo Fernandez is hereby reappointed Executive Director of the Parking Authority with an annual compensation of \$35,800.

INTRODUCED BY COMMISSIONER: DANIEL RITZ

SECONDED BY COMMISSIONER: EUGENE SHPILSKY

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

RESOLUTION # PA 25-07-06:

RESOLUTION RE-APPOINTING SECRETARY FOR THE PARKING AUTHORITY (July 1, 2025 to June 30, 2026)

WHEREAS, the Parking Authority is required to have a secretary, and

WHEREAS, Sonal Patel, Executive Secretary to Administration, is qualified to perform this function.

NOW THEREFORE, BE IT RESOLVED, the Commissioners of the Parking Authority of the City of Passaic hereby reappoints Sonal Patel as Secretary with an annual compensation of \$6,700.

INTRODUCED BY COMMISSIONER: DANIEL RITZ

SECONDED BY COMMISSIONER: EUGENE SHPILSKY

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

RESOLUTION # PA 25-07-06:

RESOLUTION RE-APPOINTING CERTIFIED FINANCE OFFICER FOR THE PARKING AUTHORITY (July 1, 2025 to June 30, 2026)

WHEREAS, the Parking Authority is required to appoint a Certified Municipal Finance Officer, and

WHEREAS, Omar J. Garcia, Finance Director of the City of Passaic and Certified Municipal Finance Officer, is qualified to perform this function.

NOW THEREFORE, BE IT RESOLVED, that the Commissioners of the Parking Authority of the City of Passaic hereby re-appoint Omar J. Garcia as Certified Municipal Finance Officer of the Parking Authority with an annual compensation of \$8,300.

INTRODUCED BY COMMISSIONER: DANIEL RITZ

SECONDED BY COMMISSIONER: EUGENE SHPILSKY

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

RESOLUTION # PA 25-07-07:

RESOLUTION RE-APPOINTING PURCHASING AGENT TO THE CITY OF PASSAIC PARKING AUTHORITY (July 1, 2025 to June 30, 2026)

WHEREAS, the Passaic Parking Authority is desirous of re-appointing a Purchasing Agent for the Authority; and,

WHEREAS, the City Council of the City of Passaic, County of Passaic, State of New Jersey has approved Doris Dudek for the position of Purchasing Agent for the City of Passaic; and,

WHEREAS, the Board Secretary shall furnish the City of Passaic Finance Department with the appropriate documentation so that they may process a yearly compensation in the amount of Five Thousand Dollars (\$5,000.00) for Doris Dudek in her role as Purchasing Agent of the Parking Authority of the City of Passaic;

NOW THEREFORE, BE IT RESOLVED, the Commissioners of the Parking Authority of the City of Passaic hereby Re-appoints Doris Dudek, as the Purchasing Agent, with an annual compensation of \$5,000.

INTRODUCED BY COMMISSIONER: DANIEL RITZ

SECONDED BY COMMISSIONER: EUGENE SHPILSKY

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

RESOLUTION # PA 25-07-08:

RESOLUTION AUTHORIZING OFFICIAL NEWSPAPERS FOR THE TERM JULY 1, 2025 TO JUNE 30, 2026

BE IT RESOLVED, by the Parking Authority of the City of Passaic that the Parking Authority hereby designates the North Jersey Herald & New, The Record and Poder Latino USA as Official Newspapers for the Parking Authority, which newspapers are authorized to publish legal advertisements. The Board Secretary shall retain the right to select which newspapers shall receive said advertisements in accordance with the law.

INTRODUCED BY COMMISSIONER: DANIEL RITZ

SECONDED BY COMMISSIONER: EUGENE SHPILSKY

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

V. Minutes

Approval of minutes from **March 19 2025**

Moved: Denise Perez
Second: Eugene Shpilsky
For: 4 **Against: 0** **Abstain: 0** **Not Present: 1**

VI. Resolutions

RESOLUTION was removed ;there was no need for an executive session

RESOLUTION AUTHORIZING CLOSED EXECUTIVE SESSION OF THE PASSAIC PARKING AUTHORITY ON JULY 23 2025 AT 12:00 P.M. OR ANYTIME THEREAFTER TO DISCUSS PENDING LITIGATION; CONTRACT NEGOTIATIONS AND PERSONNEL MATTERS.

RESOLUTION # PA 25-07-12:

CASH MANAGEMENT PLAN

WHEREAS, N.J.S. 40A:5-14, Local Fiscal Affairs Law, requires that each local government entity adopt a Cash Management Plan designed to assure the deposit, investment and proper disbursement of local funds; now, therefore, be it

RESOLVED, that the Commissioners of the City of Passaic Parking Authority does hereby adopt the following Cash Management Plan:

A. DESIGNATION OF DEPOSITORIES

The following institutions are designated as permissible depositories for the deposit of City funds:

TD BANKNORTH
VALLEY NATIONAL BANK
CAPITAL ONE

All depositories must conform to the Governmental Unit Deposit Protection Act ("GUDPA"), and shall provide a Notification of Eligibility from the State of New Jersey, Department of Banking, on a semi-annual basis. In addition, designated depositories shall maintain maximum FDIC or FSLIC coverage of all City funds on deposit.

B. DEPOSIT OF FUNDS

All funds shall be deposited within forty-eight (48) hours of receipt, in accordance with N.J.S. 40A:5-15, into appropriate fund operating accounts. Interest bearing operating and capital accounts shall be regularly monitored for the availability of funds for investment. Debt Service and Trust accounts shall be maintained in accordance with Federal and State statutes regulating such funds. Payroll, Developers' Escrow deposits and other agency funds, which represent funds of individuals and other organizations held by the City, shall be deposited in regular, interest bearing checking accounts unless applicable State statutes direct otherwise. Grant funds shall be deposited in accordance with regulations of the granting government or agency.

C. INVESTMENT INSTRUMENTS AND PROCEDURES

The City may purchase those investments permitted in N.J.S. 40A:5-15.l, which include:

United States Treasury Bonds, Notes and Bills
United States Government Agency and Instrumentality Obligations
New Jersey Arbitrage Rebate Management Fund
Savings Bank Deposits and Certificates of Deposit
State of New Jersey Cash Management Fund

The parking Authority may purchase other obligations approved by the Division of Investment of the Department of Treasury for investment by local units.

Investments shall be limited to a maturity of not more than one year 1 unless a longer term is permitted by applicable Federal or State regulations. Allowable investments with maturities which extend beyond the end of the City's fiscal year shall be permitted. The purchase of Certificates of Deposit shall be made based on the availability of funds for investment and the analysis of projected cash flows.

D. DISBURSEMENT OF FUNDS

All funds shall be disbursed as authorized and directed by the Commissioners, except that the Chief Financial Officer shall have the authority to make the following disbursements prior to receiving the approval of the Parking

Parking Authority Meeting Minutes

July 23, 2025

Page #7

Authority Commissioners:

- Payroll Withholding Amounts
- Debt Service Insurance Premiums
- Purchase of Investments
- Interfunds Salaries and Wages
- Petty Cash Reimbursements Statutory Expenses

Any disbursements made prior to Commissioner’s approval shall be listed and included in the Payment of Bills for the first available council meeting following said disbursement for Municipal Council approval.

Disbursements shall be executed via electronic wire transfer of funds by the Chief Financial Officer, or designated staff member, when that method of payment will result in an operating and/or financial benefit to the City.

E. PETTY CASH FUND

Reimbursements for expenditures through the Petty Cash Fund shall be made within the limits approved by the Director of the Division of Local Government Services. The Petty Cash Fund shall be maintained in accordance with N.J.S. 40A:5-21. Individual reimbursements from the Petty Cash Fund shall not exceed \$50 per item. The following Petty Cash Funds shall be maintained:

NONE

F. BONDING

The following officials shall be covered by surety bonds; said surety bonds to be examined by the independent auditor to insure their proper execution:

Chief Financial Officer

Staff members of the Department of Finance and Tax Collection not covered by separate surety bonds shall be covered by a Public Employee's Faithful Performance Bond.

G. COMPLIANCE

The Cash Management Plan of the City of Passaic Parking Authority shall be subject to the approval of the Authority’s Legal Counsel, and shall be subject to the annual audit, conducted pursuant to N.J.S. 40A:5-4. As stated in N.J.S. 40A:5-14, the official(s) charged with the custody of City funds shall deposit them as instructed by this Cash Management Plan, and shall thereafter be relieved of any liability or loss due to the insolvency or closing of any designated depository.

If, at any time, this Cash Management Plan conflicts with any regulation of the State of New Jersey, or any department thereof, the applicable State regulations shall apply.

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 Chair				X
Daniel Ritz, Commissioner	X			
Eugene Shpilsky, Commissioner	X			
Lisset Lopez, Commissioner	X			

RESOLUTION NO. PA 12-07-13

A RESOLUTION DESIGNATING THE OFFICIAL BANK ACCOUNTS AND THE OFFICIAL DEPOSITORIES FOR SUCH BANK ACCOUNTS OF THE PARKING AUTHORITY OF THE CITY OF PASSAIC (CY2025)

BE IT RESOLVED by the Commissioners of the City of Passaic Parking Authority that:

The following depositories of the City of Passaic Parking Authority shall be as follows:

Valley National Bank
Capital One
TD Bank

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 Chair				X
Daniel Ritz, Commissioner	X			
Eugene Shpilsky, Commissioner	X			
Lisset Lopez, Commissioner	X			

****PLEASE NOTE**:** To comply with the DCA’s 45 day deadline for adopting the certification of the annual audit and corrective action plan following its distribution, the resolution was tentatively approved without a quorum at the regularly scheduled July 16, 2025 meeting. At this meeting, with a quorum present, we reintroduced the audit certification and corrective action plan resolutions for formal approval during the Administrator’s report. *These resolutions were sent to DCA via mail on time.*

RESOLUTION No. PA 25-07- 09

PASSAIC PARKING AUTHORITY CERTIFICATION OF THE ANNUAL AUDIT

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

WHEREAS, the Annual Report of Audit FOR THE YEAR THRU DECEMBER 31, 2024 AND 2023 (AFFIDAVIT OF AUDIT) ;and

WHEREAS has been filed by a Registered Municipal Accountant with the *Secretary of the Passaic Parking Authority* pursuant to N.J.S.A. 40A:5A-15, and a copy has been received by each member of the governing body; and,

WHEREAS, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and,

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:31-7.6, a regulation requiring that the governing body shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled “Comments and Recommendations”, and,

WHEREAS, the members of the governing body have personally reviewed as a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled “General Comments and Recommendations”, as evidenced by the group affidavit form of the governing body attached hereto; and,

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:31-7.6; and,

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board, and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

NOW, THEREFORE BE IT RESOLVED, That the governing body of the *Passaic Parking Authority*, hereby states that it has complied with N.J.A.C. 5:31-7.6 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

INTRODUCED BY COMMISSIONER: Eugene Shpilsky

SECONDED BY COMMISSIONER: Lisset Lopez

	Aye	Nay	Abstain	Absent
Adam Buckstein	x			
Denise Perez				x
Daniel Ritz	x			
Eugene Shpilsky	x			
Lisset Lopez	x			

RESOLUTION NO. PA 25-07-10

RESOLUTION TO APPROVE THE CORRECTIVE ACTION PLAN FOR THE REPORT OF AUDIT FOR THE YEARS ENDED DECEMBER 31, 2024 AND 2023 OF THE PASSAIC PARKING AUTHORITY

WHEREAS, the Division of Local Government Services requires the Chief Financial Officer to file "Corrective Action Plan", attached hereto, outlining the actions to be taken by the Passaic Parking Authority relative to the findings and recommendations in the annual report, and

WHEREAS, the "Corrective Action Plan" shall be prepared by the Chief Financial Officer with assistance from other officials affected by the audit findings and recommendations, and

WHEREAS, the governing body of the Passaic Parking Authority is required by resolution, to approve said "Corrective Action Plan", and

WHEREAS, the "Corrective Action Plan", as prepared by the Chief Financial Officer and approved by the governing body, shall be placed on file and made available for public inspection in the office of Inspection & Code.

NOW, THEREFORE, BE IT RESOLVED, the Commissioners of the Parking Authority of the City of Passaic hereby approves the "Corrective Action Plan" for the report of audit for the years ended December 31, 2024 and 2023 submitted by the Chief Financial Officer.

INTRODUCED BY COMMISSIONER: Eugene Shpilsky

SECONDED BY COMMISSIONER: Dan Ritz

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

VII. Bill List

Moved: Eugene Shpilsky
Second: Daniel Ritz
For: 4 Against: 0 Abstain: 0 Not Present: 1

VIII. UPDATES BY EXECUTIVE DIRECTOR RICARDO FERNANDEZ

- No update

IX. CFO REPORT

CY 2025 Parking Revenue

	COURT FINES CY 23, 24 & 25								METER RECEIPTS CY 23, 24 & 25				2023	2024	2025
	2023		2024		2025		24 vs 25				24 vs 25				
	TKTS	RCT	TKTS	RCT	TKTS	RCT	DIF TKTS	DIF RCT	2023	2024	2025	DIF RCT			
JAN	4,509	49,864	4,309	54,538	8,123	79,580	3,814	25,042	15,629	16,177	11,286	(4,891)	7,200	6,375	4,350
FEB	3,319	64,728	3,901	71,981	13,141	103,522	9,240	31,541	25,618	28,130	18,121	(10,009)	2,775	3,851	3,151
MAR	4,085	76,815	4,207	76,030	17,975	160,471	13,768	84,441	31,717	31,514	27,936	(3,578)	3,400	3,275	2,025
APR	3,862	71,854	4,110	78,261	14,490	184,440	10,380	106,179	32,662	32,200	27,152	(5,048)	6,875	6,225	3,625
MAY	3,064	57,179	3,523	64,349	7,736	118,800	4,213	54,451	33,760	32,996	27,630	(5,366)	1,925	3,725	3,000
JUNE	3,126	52,920	3,356	56,985	5,850	96,355	2,494	39,370	35,100	29,351	24,156	(5,195)	2,150	1,400	2,225
JULY	3,654	56,385	3,461	65,375					34,722	33,906			3,100	4,025	
AUG	3,596	72,974	3,481	64,382					28,248	26,413			2,350	5,175	
SPT	3,588	67,102	3,407	72,579					33,212	28,526			7,825	5,325	
OCT	3,703	69,934	3,185	56,284					32,856	26,894			3,281	2,150	
NOV	4,142	67,263	5,678	59,390					26,179	25,096			3,830	3,325	
DEC	3,206	50,451	8,085	79,769					21,259	13,607			2,900	2,626	
YTD TTL	21,965	373,360	23,406	402,144	67,315	743,168	43,909	341,024	174,486	170,368	136,281	(34,087)	24,325	24,851	18,376
Grand Total	43,854	757,469	50,703	799,923	67,315	743,168	43,909	341,024	350,962	324,810	136,281	(34,087)	47,611	47,477	18,376

- As of June 30, parking fines total \$743,000 compared to \$799,000 collected for all of last year. We budgeted \$728,000, so collections are above projections and performing well.
- Meter receipts are at \$136,000, which is about \$30,000 lower than expected. Increased enforcement may be needed.
- Overall, revenues are strong and we are exceeding the anticipated budget for the calendar year.

XI. ADJOURNMENT

Moved: Eugene Shpilsky
 Second: Lisset Lopez
 For: 4 Against: 0 Abstain: 0 Not Present: 1