

**A RE-ORGANIZATION MEETING OF THE PARKING AUTHORITY OF THE CITY OF PASSAIC WAS HELD ON JULY 8, 2015 AT 7:00 P.M. IN THE COUNCIL CHAMBERS.**

**AMADA D. CURLING, SECRETARY READ THE FOLLOWING NOTICE INTO RECORD**

**PURSUANT TO THE OPEN PUBLIC MEETING ACT, BE ADVISED THAT THE PARKING AUTHORITY OF THE CITY OF PASSAIC SCHEDULED THEIR RE-ORGANIZATION MEETING FOR JULY 8, 2015 AT 7:00 P.M. IN THE CITY CLERK’S OFFICE CONFERENCE ROOM, FIRST FLOOR, ROOM 103, 330 PASSAIC STREET, PASSAIC, NEW JERSEY.**

**PRESENT:** COMMISSIONER(S) ALLEN, BUCKSTEIN, PEREZ, RITZ  
**ABSENT:** SHPILSKY, KEIFFER

Commissioner Allen, via Telephonically)

**ALSO PRESENT:** Ted Evans, Director; Vidya Nayak, CFO; Doris Dudek, Purchasing agent, Phil George, Esq. for the firm Eric M. Bernstein & Associates, L.L.C. Parking Authority Counsel

**PLEDGE OF ALLEGIANCE**

Chairman Ritz on the Chair

**NOMINATIONS AND SEATING OF CHAIRPERSON**

Commissioner Shpilsky nominated Commissioner Ritz for chairperson, no other name on the floor. On a motion made by Commissioner Shpilsky and seconded by Commissioner Perez, the following RESOLUTION was adopted. All members voting “AYE” as the roll was called.

**CITY OF PASSAIC  
PARKING AUTHORITY**

**RESOLUTION NO. PA 15-07-009**

**RESOLUTION DESIGNATING COMMISSIONER RITZ,  
AS CHAIRMAN OF THE CITY OF PASSAIC PARKING AUTHORITY FOR A ONE YEAR TERM TO EXPIRE ON JUNE 30, 2016**

**BE IT RESOLVED,** by the Parking Authority of the City of Passaic that the Commissioners designates Commissioner RITZ, as the Chairman for a one (1) year term, said term to commence on July 8, 2015 and to terminate on June 30, 2016.

**NOMINATIONS AND SEATING OF VICE-CHAIRPERSON**

Chairman Ritz, nominated Commissioner Shpilsky for Vice- chairperson, no other name on the floor. On a motion made by Chairman Ritz and seconded by Commissioner Perez, the following RESOLUTION was adopted. All members voting “AYE” as the roll was called.

**CITY OF PASSAIC  
PARKING AUTHORITY**

**RESOLUTION NO. PA 15-07-010**

**RESOLUTION DESIGNATING COMMISSIONER SHPILSKY,  
AS VICE-CHAIRMAN OF THE CITY OF PASSAIC PARKING AUTHORITY FOR A ONE YEAR TERM  
TO EXPIRE ON JUNE 30, 2016**

**BE IT RESOLVED,** by the Parking Authority of the City of Passaic that the Commissioners designates  
Commissioner SHPILSKY as the Vice-Chairman for a one (1) year term, said term to commence on July 8, 2015  
and to terminate on June 30, 2016.

**ANNUAL RESOLUTIONS:**

**THE FOLLOWING RESOLUTION WAS TAKEN OFF THE AGENDA:**

**RESOLUTION AUTHORIZING CLOSED EXECUTIVE SESSION OF THE PASSAIC PARKING  
AUTHORITY ON JULY 8, 2015 AT 7:00 P.M. OR ANYTIME THEREAFTER TO DISCUSS  
PENDING LITIGATION; CONTRACT NEGOTIATIONS AND PERSONNEL MATTERS.**

On a motion by Vice-Chairman Shpilsky and seconded by Commissioner Perez the following **RESOLUTION** was  
adopted all members voting “**AYE**” as the roll was called.

**PARKING AUTHORITY OF THE CITY OF PASSAIC**

**RESOLUTION PA. PA 15-07-011**

**RESOLUTION RE-APPOINTING EXECUTIVE DIRECTOR OF THE PARKING AUTHORITY**

**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,** Theodore Evans, Director of Public Works of the City of Passaic and is a Certified Public  
Works Manager is qualified to perform this function.

**NOW THEREFORE, BE IT RESOLVED,** by the Commissioners of the Parking Authority of the City of  
Passaic that Theodore Evans is hereby re-appointed Executive Director of the Parking Authority with an  
annual compensation of \$15,800.

On a motion by Commissioner Allen and seconded by Commissioner Perez the following **RESOLUTION** was  
adopted all members voting “**AYE**” as the roll was called.

**PARKING AUTHORITY OF THE CITY OF PASSAIC**

**RESOLUTION PA 15-07-012**

**RESOLUTION RE-APPOINTING SECRETARY FOR THE PARKING AUTHORITY**

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

**WHEREAS,** Amada D. Curling, Passaic City Clerk and Registered Municipal Clerk, is qualified to perform  
this function.

**NOW THEREFORE, BE IT RESOLVED,** the Commissioners of the Parking Authority of the City of  
Passaic hereby Re-appoints Amada D. Curling Secretary with an annual compensation of \$6,700.

On a motion by Vice-Chairman Shpilsky and seconded by Commissioner Perez the following RESOLUTION was adopted all members voting "AYE" as the roll was called.

**PARKING AUTHORITY OF THE CITY OF PASSAIC**

**RESOLUTION PA 15-07-013**

**RESOLUTION RE-APPOINTING CERTIFIED FINANCE OFFICER FOR THE PARKING AUTHORITY**

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

**WHEREAS**, Vidya Nayak, 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-appoints Vidya Nayak as Certified Municipal Finance Officer of the Parking Authority with an annual compensation of \$8,300.

On a motion by Commissioner Perez and seconded by Vice-Chairman Shpilsky the following RESOLUTION was adopted all members voting "AYE" as the roll was called.

**PASSAIC PARKING AUTHORITY**

**CITY OF PASSAIC**

**COUNTY OF PASSAIC**

**STATE OF NEW JERSEY**

**RESOLUTION NO.PA 15-07-014**

**RESOLUTION RE-APPOINTING PURCHASING AGENT TO THE CITY OF PASSAIC PARKING AUTHORITY**

**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.

On a motion by Commissioner Perez and seconded by Vice-Chairman Shpilsky the following **RESOLUTION** was adopted all members voting “**AYE**” as the roll was called.

**CITY OF PASSAIC  
PARKING AUTHORITY**

**RESOLUTION NO. PA 15-07-015**

**RESOLUTION SETTING MEETING DATES OF THE CITY OF PASSAIC PARKING AUTHORITY FOR THE YEAR 2015-2016**

**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 2015-2016

**BE IT FURTHER RESOLVED** that all public Meeting will be held at 7:00 p.m. in the Council Chambers of Passaic City Hall

September 16,2015	March 9, 2016
October 21, 2015	April 13, 2016
November 18, 2015	May 18, 2016
December 16, 2015	June 22, 2016
January 20 2016	
February 17, 2016	

**REORGANIZATION MEETING July 20, 2016 (Re-organization)**

**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.

On a motion by Commissioner Perez and seconded by Commissioner Buckstein the following **RESOLUTIONS** were adopted all members voting “**AYE**” as the roll was called.

**PARKING AUTHORITY OF THE CITY OF PASSAIC  
RESOLUTION NO. PA 15-07-016**

**RESOLUTION AUTHORIZING OFFICIAL NEWSPAPERS FOR THE FISCAL YEAR 2015**

**BE IT RESOLVED**, by the Parking Authority of the City of Passaic that the Parking Authority hereby designates the North Jersey Herald & News and the Record as Official Newspapers for the Parking Authority, which newspapers are authorized to publish legal advertisements. The Executive Director shall retain the right to select which newspapers shall receive said advertisements in accordance with the

**RESOLUTION No. PA 15-07-017  
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
- AMBOY NATIONAL BANK

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:5-15.1, 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 Municipal Council:

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

Treasurer

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.

**PARKING AUTHORITY OF THE CITY OF PASSAIC  
RESOLUTION NO. PA 15-07-018**

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

**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

Amboy National Bank

At this point in the meeting the Oath of office administered to the appointed officers by Parking Authority Legal Counsel.

**HEARING OF CITIZENS**

Chairman Ritz opened the public portion of the meeting. After ample time given and no one from the audience responding, it was the consensus of the Board to close the public portion.

At this point in the meeting, Commissioner Keiffer, took a seat.

**DIRECTOR REPORT**

Update on the installation of our new meters

- Have been installed
- All meters that had repair issues have been replaced
- 4 units more units available. Reviewing locations
- Internet service currently being worked on. Advised a week needed, this will allow for Credit card use and mobile device type systems to be investigated

He also talked about the need to move the Main Ave redesign and parking deck presentation by Arterial LLC. to the next level. Approval from Administration and Council needed to proceed. Director Evans, inform the Commissioners that he will draft letter to Administration.

**CFO REPORT-** Vidya Nayak, handed to the Commissioners copies of an article from *Smart Cities Council*, "Master Card helps drivers find the good (deals) side of parking meters".

After a brief discussion, on a motion by Chairman Ritz and seconded by Commissioner Allen the following **RESOLUTIONS** were adopted all members voting "AYE" as the roll was called.

**ADJOURNMENT**

There being no further business to come before the Board , on a motion by Chairman Ritz and seconded by Commissioner Perez, the meeting was adjourned all members voting "AYES" as the roll was called.

ATTEST:

APPROVED:

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Amada D. Curling, Secretary

Daniel Ritz, Chairman