

DERBY MUNICIPAL PARKING AUTHORITY

Minutes

(meeting taped)

Monthly meeting: Wednesday April 13, 2011 in the Derby Municipal Parking Garage Office.

Meeting was called to order at 6:35 p.m.

By roll call, members present: Joseph Moore, Delphine Krezel and Anthony Szewczyk. John Dorosh and Jack Moran were excused.

Parking Authority Director Leo Moscato and Bookkeeper Angela Borrelli were present.

APPROVAL OF MINUTES: Motion was made by Anthony Szewczyk and second by Delphine Krezel. Move to accept the minutes of February 9, 2011, as written. Motion carried unanimously.

PUBLIC PORTION:

No one came forward and the public portion was closed.

FINANCIAL STATEMENT: Members reviewed the February and March reports (attached). Members asked if the Profit and Loss Detail report could include the number of hours per week worked by all of the staff. They asked for a breakdown of the duties the new bookkeeper has been performing. It was noted that she has been spending more time due to the auditor. Mr. Moscato indicated that the auditor is very satisfied with the way the bookkeeping is being executed by the new bookkeeper.

Motion was made by Anthony Szewczyk and second by Delphine Krezel. Move to accept the financial statements for February 2011 and March 2011, as presented. Motion carried unanimously.

DIRECTORS REPORT: Mr. Moscato's February and March reports were submitted (attached).

Meter collection was reported - Feb - \$2,380.40; Mar - \$5,118.08.

The car counts reports for Feb - 10,884; Mar - 10,019 vehicles.

Tickets issued in Feb - 84; Mar - 259.

Appeals - Feb - 3; Mar - 7; all appeals were denied.

An unregistered vehicle was towed from the garage in February. Procedure is to place a warning sticker on the vehicle. After three weeks, action is taken.

Martha Hinkson returned to work on February 22nd.

Regarding maintenance and repairs - from Feb & Mar reports:

- 3 meter poles in need of repair in Feb were repaired by Mar report.
- Chronic problem with urination in the stairwells.
- Schindler Elevator made repairs in response to State of CT inspector findings.
- Electrician replaced light bulbs and repaired ballasts that have failed. Approximately 35 bulbs were replaced.

Matters for discussion – from Feb & Mar reports:

- Agreement signed to allow communication with Virginia to collect parking ticket violation from that State. Mr. Moscato explained that this is a collection tool ComPlus can use to collect ticket fees for vehicles that are registered in Virginia that are cited by the DMPA staff.
- Booth money policy dated 3/4/11. Mr. Moscato reviewed the policy with the members indicating that this will limit the exposure to personnel by controlling the amount of cash they will have available to them as well as detailing security procedures for the booth.
- 2011-2012 Budget presentation. Members were presented with the proposed budget. Mr. Moscato indicated that he based his numbers on past practice as well as researching any possible anticipated increases. The payroll line items were adjusted to better reflect the numbers as per the bookkeeping practices. Members will review the report and vote on the matter next month.
- A ticket is being challenged and a hearing is needed. Mr. Moore indicated that he would hear the appeal one half hour prior to the next meeting on May 11th.
- Mr. Moscato noted that he observed, through the camera system and card system, that the police patrolled the garage the other day at 2:45 a.m. and remained for more than ten minutes. As he was unaware of any past practice of patrolling in the six years he has been involved in the garage, he contacted the Police Department in the morning to find out if there was a problem. He was advised that no incidence was reported.
- Coin transportation to the bank should be resolved.
- City Hall employees average 18 cars parked per day. There has been no charge to the City as of yet. \$9,126.00 annually can be collected. Note: WPCA charges all city agencies for services provided.
- Mayor Staffieri requests approximately five spaces be bagged at the courthouse so employees of a construction company can park there free of charge while in renovation. Time is not yet scheduled.

Matters for discussion to be added under New Business – from Feb & Mar reports:

- Camera for Olivia Street stairwell.
- Insurance claim for water damage related equipment failures.
- July 4th free parking in the garage. Out of pocket expenses include garage personnel and a police officer costing approximately \$ 375.00. Approximately 175 vehicles park.
- Board of Alderman authorized the use of the lower Caroline Street lot by the State without communicating with the Authority

Motion made by Delphine Krezel and second by Anthony Szewczyk. Move to accept the February and March director's reports, as presented. Motion carried unanimously.

PUBLIC PORTION:

Motion made by Anthony Szewczyk and second by Delphine Krezel. Move to reopen the Public Portion. Motion carried unanimously.

Martha Hinkson was present and indicated that she understood that the meeting was to start at 7 p.m. Also with her were her two children, Billy and Amy. Mr. Moscato questioned whether an executive session should be called. Ms. Hinkson responded that they did not have to have an executive session.

Mr. Moscato stated that he sat Ms. Hinkson down yesterday at the request of the Board to invite her to the meeting this evening to discuss her job description and job performance. Mr. Moore explained that the mayor's office has been getting reports that it seems like she is having difficulties in getting around. The

concern is that the way in which she is moving could result in a fall. The City will be requesting from Ms. Hinkson that she be evaluated by an independent doctor to confirm she is capable to perform her duties. A letter from the City will be sent to her providing her with the name of the doctor and details on the evaluation. Mr. Moore indicated that this action is being sought by the City as per insurance concerns and the findings by the independent doctor will dictate whether she should continue to perform her duties.

Amy Hinkson questioned has she been doing her job. Mr. Moscato responded that Martha has been doing her job. Mr. Moore indicated that the Mayor's office has received calls about her performance. The job description states that the officer will enforce by constantly walking without the use of assisted implements active foot patrol with ComPlus held unit. Officer will walk a complete loop around meter grid and Caroline Street lot once every hour. Concern is that she unable to do so because of problems with her legs. Amy again asked if her mother is doing her rounds. Mr. Moscato stated that she is doing her rounds. Mr. Moore stated that the question is whether she is doing the rounds in the hour. Mr. Moscato stated that she is doing it. He stated that it is a very small grid and both officers do take a rest but he said she is doing her rounds. Martha stated that there are letters from her doctor, Dr. Komninakas, saying she can return to work. Mr. Moore noted that the letter was related to her shoulder, not her knees. Martha stated that new braces have been ordered and should be received any day now. She has been walking for many years in braces. Mr. Moore indicated that he will relay what has been discussed this evening to the Mayor's office and it will be up to them how they proceed. Mr. Moscato noted that there are no derogatory findings in Martha's personnel file. He stated that in regards to what is on the job description, he felt Martha was capable of doing it.

At this time a brief recess was taken at 7:35 p.m. The meeting reconvened at 7:40 p.m.

TRANSPORTATION OF COINS: Mr. Moscato stated that he researched the costs for armored car services. Dunbar was the lowest at \$50 per trip (not including fuel or taxes). One pickup per month would likely be sufficient. Mr. Moscato indicated that none of the employees, including himself, are bonded and in speaking with his personal insurance carrier, such transportation of coin would not be covered under his vehicle policy. Estimated expense is \$672. It was noted that the City is also looking at armored car services since the Bank of America has closed it branch in Derby. Mr. Moore noted that he did transport the coins once and found the bags to be very heavy. Also, the police provided coverage for the trip but have indicated that they would be unable to do so on a regular basis. The police have also indicated that they will not be offering coverage for the City's receipts being transported.

Motion was made by Anthony Szewczyk and second by Delphine Krezel. Move to enter into agreement with Dunbar Armored, Inc. to transport the Derby Municipal Parking garage collections to the bank at a cost of \$50 per trip plus fuel costs. Motion carried unanimously.

WORKERS COMPENSATION EXPENSE: The City is seeking reimbursement of the workers compensation claims paid by the City for Martha Hinkson and Leo Moscato citing the Derby Municipal Parking Authority as an independent entity. Mr. Moscato gathered usage information of the city hall employees. Since April, 2006 he estimates that 17-19 employee's park in the garage on a daily basis, five days a week. Averaging that usage, the lost revenue over the five-year period equates to \$45,630. Mr. Moore noted that the Parking Authority employees are covered under the City's policy and as such, presents them as city employees. It was decided that a letter be drafted to the Mayor and copied to Finance Director Henry Domurad, Treasurer Keith McLiverty, Corporation Counsel Joseph Coppola and Insurance agent John Rak citing the revenue lost over the five-year period as well as any other in-kind expenses that the Parking Authority has provided. Other expenses mentioned could include free parking on Derby Days, Memorial Day and Fourth of July; the recent request to bag meters, the Caroline Street parking lot use by the State, private snow plowing of the garage rather than being done by Public Works as well as others. Further, it was suggested that Mr. Domurad or a city representative be invited to the next meeting to further discuss the matter. Mr. Moore asked that the letter be distributed to the members prior to delivering it to the City.

Motion made by Delphine Krezel and second by Anthony Szewczyk. Move to generate a letter to Mayor Staffieri with copies to specified city staff regarding the workers compensation expenses being sought for reimbursement citing the various in-kind services that the Authority has been providing at no charge to the City. Motion carried unanimously.

OLD BUSINESS:

Nothing was presented.

NEW BUSINESS: (matters from the Director's reports)

Camera for Olivia Street stairwell. Mr. Moscato stated that since the installation of the push bar on the Olivia Street doorway there have been incidents where the door is found to be propped open. Concerned for safety, he is suggesting that a camera be added to the surveillance system so this area can be observed. Mr. Moscato noted that this matter should be tabled at this time until the issue of the insurance claim is determined being that this camera can only be added if the existing DVR is replaced with a new one.

Insurance claim for water damage related equipment failures. Mr. Moscato indicated that the main office has recently experienced major water infiltration through its ceiling. Water has effected a computer screen, a computer tower, a calculator and the security system monitoring unit (DVR). The computer tower and screen were replaced as was the calculator. The security system has yet to be addressed. When the computer was replaced there was the need to have a technician transfer data and AMANO McGann had to come and reinstall the access control system for the gates. As of today, the expense is totaling \$8,119.78.

Motion was made by Anthony Szewczyk and second by Delphine Krezel. Move to forward the expense report regarding the damages incurred by the water infiltration to the insurance carrier for review and action. Motion carried unanimously.

July 4th free parking in the garage. Out of pocket expenses include garage personnel and a police officer costing approximately \$ 375.00. Approximately 175 vehicles park for free. The matter was tabled until next month.

Caroline Street Lot usage: At the Board of Alderman meeting on March 24th the Aldermen authorized the use of the lower Caroline Street lot by the State for a construction project without communicating with the Authority. Mr. Moscato was taken aback by the fact that the City did not consider contacting the Authority as the Derby Parking Authority has historically had oversight of the lot. Upon an extended discussion with the Mayor and Mr. Robertson, their response was that it was simply an oversight. Members noted the potential lost revenue and felt this be added to the letter being sent to the Mayor.

Motion was made by Delphine Krezel and second by Anthony Szewczyk. Move that the meeting be adjourned at 8:12 p.m. Motion carried unanimously.

Respectfully prepared,

Karen Kemmesies, recording secretary

"These minutes are subject to the Authority's approval at their next scheduled meeting."