

DERBY MUNICIPAL PARKING AUTHORITY

Minutes

(meeting taped)

Special meeting: Wednesday, January 16, 2008 in the Derby Municipal Parking Garage Office.

Meeting was called to order at 6:00p.m.

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

Also present – Parking Authority Director Leo Moscato.

Review of minutes: Motion was made by Delphine Krezel and second by Anthony Szewczyk. Move to approve the minutes of October 17, 2007 and November 19, 2007, as written. Motion carried unanimously.

Public Portion: No one was present at this time.

Director's Report: Mr. Moscato reported meter collection from December 14th through January 9th totaled \$2,300. He noted that the number of parking tickets issued in December was down as the attendants were not ticketing the meters, only parking violations such as hydrants, crosswalks, handicapped, etc.

The hard drive on the accounting computer is seizing. The computer is more than ten years old and it was decided that the computer should be replaced. A new computer with the essential software has been ordered.

Appeals are being handled on a daily basis and approximately six appeals are received each week.

The electrician has changed the bulbs in the lower Olivia Street entrance as they were flickering. A fixture was installed in the top level of the elevator vestibule as the area was dark and additional lighting was needed. Sockets were installed in the outer office.

Building maintenance is done on a daily basis. All employees now wear ID cards for a more professional look and identification.

There is a need for a “jump kit” to assist customers who have a dead battery. Mr. Moscato is looking into the purchase.

All incidences are being logged in the log book with date and time. There has been no vandalism since installing the new camera equipment.

Mr. Moscato finalized the five year lease with the State Courthouse on December 10th. He noted that all of the leases are now up to date and monthly revenue totals \$9,154.26.

Motion was made by Anthony Szewczyk and second by Delphine Krezel. Move to accept the director's report. Motion carried unanimously.

The grant writer, Sheila O'Malley, will attend a later meeting when all members can be present.

Parking meters – discussion and approval: Mr. Moscato stated that the agent measured Elizabeth Street from Main to the Green and calculated that an additional 35 spaces could be metered. There is a request

to have three “fifteen minute” spaces on the Third Street side of the Cigar Store. Members questioned whether the meters could be set for the 15 minute cycle. Mr. Moscato indicated that the company could adjust three meters, if that is the intent of the Authority, at a cost of approximately \$150 but his intent is to have signage only for those three spaces.

Motion was made by Delphine Krezel and second by Anthony Szewczyk. Move to install signage on Third Street by United Cigar for three spaces to be defined as “Fifteen Minute Parking” for the purpose of accommodating all of the area businesses. Motion carried unanimously.

Mr. Moscato indicated that it will cost approximately \$9,900 to purchase the new meters with bases as discussed. Delivery could be by mid-February. Rather than leasing these meters like the others acquired last year, these meters would be purchased outright.

Motion was made by Delphine Krezel and second by Anthony Szewczyk. Move to approve the outright purchase of 15 double-headed meters and 5 single-headed meters for approximately \$10,000 to be placed on unmetered spaces on Elizabeth Street from Archie Moore’s to Connie’s and from At Best Chiropractor to the Parking Garage, the reason being that with the opening of the dental clinic by Team, the downtown area will be very busy and there are no further empty storefront buildings in the area. Motion carried unanimously.

Lynette Esposito, bookkeeper, arrived at this time.

Calendar for 2008

January 16, 2008	July 16, 2008
February 13, 2008	August 20, 2008
March 19, 2008	September 17, 2008
April 16, 2008	October 15, 2008
May 21, 2008	November 19, 2008
June 18, 2008	December 17, 2008

Motion was made by Anthony Szewczyk and second by Delphine Krezel. Move to accept the dates as submitted. Motion carried unanimously.

Financial Report: The monthly finance report was reviewed. Ms. Esposito presented the year in review to the members. The report shows in the positive by \$8,000 for the year. It was noted that the leases have now been finalized, that was started mid-year so the income should be greater in 2008. Also, there were a number of one time capital expenses and maintenance work in 2007 that will not be necessary in 2008 so the outcome should be more positive this year. Members commended Ms. Esposito for the information that she provides each month.

Motion was made by Anthony Szewczyk and second by Delphine Krezel. Move to accept the financial report. Motion carried unanimously.

New Business: Mr. Szewczyk pointed out that the work suggested by the URS report from 2003 has yet to be done. He felt that another drag test should be done as the report recommended that the specified work be done by 2006. There is visible evidence that the structure is deteriorating and the test would offer a clearer understanding of the level of deterioration. He proposed that the members seriously contemplate having a chain drag test done. Further, while the engineers are here, he felt that they should review the areas that members and Mr. Moscato have identified as possible problems. Mr. Moscato is photographing areas of concern as they arise. It was decided to place this discussion on next month’s meeting agenda.

Motion was made by Delphine Krezel and second by Anthony Szewczyk. Move to go into executive session. Motion carried unanimously.

Without objection, the meeting reconvened in regular session at 7:20 p.m.

Motion was made by Anthony Szewczyk and second by Delphine Krezel. Move to adjourn the meeting at 7:20 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."