

# DERBY MUNICIPAL PARKING AUTHORITY

## Minutes

(meeting taped)

Monthly meeting: Wednesday, February 13, 2008 in the Derby Municipal Parking Garage Office.

Meeting was called to order at 6:32 p.m.

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

Also present – Parking Authority Director Leo Moscato and Bookkeeper Lynette Esposito.

Review of minutes: Motion was made by Joseph Moore and second by Jack Moran. Move to approve the minutes of January 16, 2008 with it noted that the executive session was for the purpose of discussion of a personnel matter. Motion carried unanimously.

Public Portion: Dharmesh Patel of United Cigar expressed concern for the installation of meters on Elizabeth Street. He appreciated the spaces on the Third Street side but asked if additional spaces could be placed in front of his store behind the bus stop. Generally, his customers briefly stop to purchase a newspaper or lottery ticket, etc. which takes less than fifteen minutes. He also asked if signage could be placed indicating “United Cigar patrons only”. Chairman Dorosh indicated that would likely be a loading zone area and the request would have to be made to the Police Department.

Mr. Moscato explained that the purpose of the fifteen minute spaces on Third Street is to provide short-term parking for patrons of any of the businesses in this area so that if the patron is stopping for a brief errand he or she would not be encumbered by the meter. The choice of Third Street is that it is a central location. He noted that a meter could not be placed in a bus stop and parking in the bus stop is a violation, he will verify this with the State. The implementation of this change should benefit all patrons by providing movement of vehicles in timed fashion so that long-term parking does not clog those available spaces. He stated that he speaks with other parking authorities throughout the State to provide insight and expertise.

Chairman Dorosh indicated that the Authority continues to work with the businesses and they have an understanding of the manner of business in the area. They appreciated Mr. Patel coming this evening and they assured him that this change should effectively improve conditions. As more of the vacant buildings are being occupied, parking is becoming a premium in the City. They encouraged him to speak with the Authority if he discovers problems arising after the implementation.

Financial Report: The monthly finance report was reviewed. Ms. Esposito noted that the bad debt expense is the write off of the remaining balance on the A Best Chiropractor bill after the settlement of the debt was reached and paid. Chairman Dorosh asked about the electricity rate as there are now alternative providers available. He will research the most cost effective choice.

Motion was made by Anthony Szewczyk and second by Joseph Moore. Move to approve the Finance Report, as received. Motion carried unanimously.

Director’s Report: Mr. Moscato reported leases and tenant parking are all up to date. He expects to finalize the contract with Parent Child Resource Center shortly for approximately 16 spaces for the dental clinic. Meters are working properly. Appeals are executed daily. From January 1 through January 31, 429 tickets were issued.

Complus, the company handling the tickets, will generate billing for all the delinquent ticket holders going back to 1996. Complus will be compensated for the postage of this mailing and will collect their usual rate from payments received. The final billing (sample attached) specifies that this is a final billing prior to further action being taken on the balance. The Authority can then decide what action will be taken on any uncollected debt.

Collection on the meters was approximately \$2,000 on January 30<sup>th</sup>. This seems to be the average two to three week revenue.

Mr. Moscato noted that in speaking to the New Haven Parking Authority, he has been advised that someone issued a handicapped permit or a set of special license plates may park in a handicapped space as well as in any other space where it is legal to park and the person must fund the meter in said place. Meters will be installed in handicapped spaces.

The Adopt-A-Spot is working well. The building supervisor routinely collects rubbish and cleans the area around the garage and up towards the Court house.

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

Parking Garage signage: Mr. Moscato presented a proposal from Signs Unlimited in the amount of \$2,825 for traffic signs in the garage. The price includes installation. He explained that it is very confusing driving through the garage and these signs will provide direction of flow as well as exit signs. Members suggested signage directing the patrons to the access onto Elizabeth Street. Many currently walk to the main entrance on Thompson and then walk around.

Motion was made by Anthony Szewczyk and second by Delphine Krezel. Move to approval the proposal to install signage, as presented. Motion carried unanimously.

Chairman Dorosh noted that the neighborhood parking signs by the Green are worn. He asked Mr. Moscato to investigate and obtain costs for replacement. Mr. Moore noted that the Authority years ago did install these signs and also distributed the decals to the residents. It was noted that decals were issued upon presentation of a driver's license and two utility bills displaying the address.

Boy Scouts of America Troop 3 request: William V. McDonnell Jr., Assistant Scoutmaster Troop 3, in a letter dated January 22, 2008; requests permission to park the Troop utility trailer in the Derby Parking garage and as they are a non-profit organization, they ask that all fees be waived.

Motion was made by Joseph Moore and second by Jack Moran. Move to allow the Boy Scouts of America Troop 3 one space in the Derby Parking Garage at no charge. Motion carried unanimously.

URS Chain Drag test discussion: Mr. Moscato spoke with URS and the cost for this service was quoted at \$16,000. Mr. Szewczyk felt that, in addition to the drag test, the experts should review the photo documentation of problems and provide their comments. He noted cracks on the north face of the building. Members discussed the need for this inspection. As discussed at previous meetings, members wondered whether the timing was correct or should the test be postponed until a funding source to provide for major renovation of the structure is identified. As the previous study reported a timeframe for repair and said timeframe had expired it was felt that it would be prudent for the Authority to again assess the structural integrity of the structure. Members questioned whether the project needs to go out to bid because of its cost. Mr. Moscato will speak with Corporation Counsel to see if this is a

professional service and the bidding could be waived or if the project should go out to bid. If bidding is required then specifications will have to be created.

Motion was made by Joseph Moore and second by Jack Moran. Move to perform a chain drag test of the Derby Parking Garage subject to the bidding process or any other authorizing process if said process is deemed necessary by Corporation Counsel. Motion carried unanimously.

Motion was made by Jack Moran and second by Joseph Moore. Move to adjourn the meeting at 7:25 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."*