

DERBY MUNICIPAL PARKING AUTHORITY

Minutes

(meeting taped)

Special meeting: Tuesday, May 6, 2008 in the Derby Municipal Parking Garage Office.

Meeting was called to order at 6:30 p.m.

By roll call, members present: Joseph Moore, Jack Moran, Anthony Szewczyk and Delphine Krezel. John Dorosh was excused. In the absence of the chair, Mr. Moore presided over the meeting.

Also present – Parking Authority Director Leo Moscato.

Public Portion: No one was present and the public portion was closed.

Connecticut Main Street Workshop: Mr. Moscato and Mr. DeCarlo attended. The discussions reaffirmed that the Authority is on the right track. The accountability the Authority has in place is very important. The seminar pointed out that maintenance of a garage is very expensive.

Additional CCTV camera: Mr. Moscato explained that with the revenue and activity, an additional camera viewing the office door and walkway to the office is beneficial. It will cost approximately \$800.00 plus the cost of installing conduit.

Motion was made by Anthony Szewczyk and second by Jack Moran. Move to authorize the purchase of a CCTV camera to view the office door area. Motion carried unanimously.

Coin Counter purchase: Mr. Moscato stated that currently meter revenue is approximately \$2,500 every two weeks. The process is to bring the loose coin to the bank and have them count it. This is cumbersome as the Authority is dependent on the bank to take the time to process the coin and to give a total. Mr. Moscato proposed purchasing a coin counter so that the collection can be counted prior to bringing it to the bank. Members were in favor of accountability of the deposit and suggested that the counter provide a printed receipt. He noted that he may be able to find a used one but the cost of purchasing a new one would be around \$1,500.

Motion was made by Delphine Krezel and second by Anthony Szewczyk. Move to continue the discussion of the purchase of a coin counter to the next meeting. Motion carried unanimously.

Banking transfer: Mr. Moscato stated that Bank of America has insisted that coins not be brought in on certain days. They also have a charge for this service as the coins are sent out to be processed. For security, Mr. Moscato did not want to have a regular routine but he did not want to hold the coins in the office. He found that Naugatuck Valley Savings Bank were amicable to his schedule so he has moved the monies to that bank. The new accounts have been set up to require two signatures for withdrawals, providing accountability and oversight. This evening he sought approval for this move.

Motion was made by Jack Moran and second by Joseph Moore. Move to accept the transfer of funds from accounts in Bank of America to accounts in Naugatuck Savings Bank. Motion carried unanimously.

At 6:58 p.m. a brief recess was taken to have the members inspect the stairwell. The meeting reconvened at 7:14 p.m.

Elizabeth Street stairwell: As observed during the recess, the metal edge strips on the stairs have lifted and are a tripping hazard. Mr. Moscato has temporarily closed the stairwell until this matter can be addressed. There are 32 treads in the stairwell. He has obtained a proposal to replace the metal strips at a cost of \$150 per tread and the work would include replacement of the strip and spot welding the material to the tread, and then priming and painting the stair treads. A second proposal was received at a cost of \$165 per tread and it did not include the painting. It will take approximately two weeks to complete the work. Members noted that scrap metal has value and suggested that the removed strips be recycled by the Authority rather than giving the material to the contractor for removal.

Motion was made by Anthony Szewczyk and second by Delphine Krezel. Move to accept the proposal from GFW Welding to perform the service to replace the metal strips on the treads in the Elizabeth Street side stairwell and to prime and paint said treads at a cost of \$4,800 with it understood that the contractor shall provide a certificate of insurance and that the removed materials shall remain the property of the Parking Authority. Motion carried with Joseph Moore abstaining.

Roundtable for future discussion:

Mr. Moore noted that the streets in the vicinity of the Griffin Hospital are consistently filled with cars parking, many employees, from the early morning hours and throughout the day. He wondered if meters would benefit the area. As the new Cancer Center will be opening in the near future, should the Authority be considering the parking needs up in that area? Members questioned whether the Authority's jurisdiction extended beyond the downtown area. It was noted that years ago the Authority did take action to install resident parking signs in the area to address concerns of the property owners. As Division Street is the border with Ansonia, it was wondered if discussions with Ansonia were useful. It was decided to raise this discussion with the Mayor and obtain direction on how to move forward.

It was noted that lower Third Street is posted as "no parking"; the short road from Olivia to Roosevelt by the studio, but it is often congested. Mr. Moscato indicated that any parking violations are being ticketed.

Mr. Moscato noted that Fifth Street is primarily used by Board of Education employees. There is signage for "15 minute" parking and he questioned whether they should be removed.

Mr. Szewczyk indicated that the core sample test is expensive and he pondered whether that test is necessary at this time. He suggested that URS be asked the value of this test and the fee that they would charge.

Mr. Moscato indicated that he is running out of architectural drawing of the garage. To purchase more will cost approximately \$500. Members felt consideration should be given to charging a refundable fee as this is common practice when a firm is bidding on a project.

Recent newspaper editorials from residents were noted. The editorial speaks about the accountability of the Authority. It was noted that the Authority records are accessible at their office and that the Authority reports to the Board of Alderman on a regular basis. Mr. Moscato has received positive feedback from the Elizabeth Street merchants.

Motion was made by Anthony Szewczyk and second by Jack Moran. Move to adjourn the meeting at 7:35 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."