

# DERBY MUNICIPAL PARKING AUTHORITY

## Minutes

(meeting taped)

Monthly meeting: Tuesday, May 21, 2008 in the Derby Municipal Parking Garage Office.

Meeting was called to order at 6:36 p.m.

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

Also present – Parking Authority Director Leo Moscato.

Approval of minutes: motion was made by Jack Moran and second by Delphine Krezel. Move to approve the March 19, 2008 and May 6, 2008 minutes, as written. Motion carried unanimously.

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

Financial Statement: Members reviewed the report. Mr. Moran asked if the report could be produced in spreadsheet format displaying multiple months for easier review of the activity.

Directors Report: Mr. Moscato reported that the employees are doing fine. The garage is clean. The stairwell repair is done with one additional stair at the top added to the project. Complus has collected \$7,730 from the final notices sent out for the period of 1996 through 2003. Payments are still trickling in and he will tally the remaining outstanding fines. He will present them to the Authority to determine whether they should be written off. In the last month 444 tickets were issued. It was noted that the number of tickets has lessened as more people are using the meters. Meter revenue is averaging approximately \$2,100 every two weeks. Leases are all up to date. He is experiencing a very good relationship with Naugatuck Valley Savings and Loan. The CCTV camera approved last month should be installed in the next few weeks as the electrician will be installing the conduit shortly.

Motion was made by Anthony Szewczyk and second by Joseph Moore. Move to approve the Director's Report. Motion carried unanimously.

Coin Counter purchase: Mr. Moscato researched the purchase of the coin counter. He has found a product from Glory Model CCR-10 for \$2,100. It is compact and does 1800 coins per minute. It carries a 90 day warranty. An extended warranty is available for \$395. The manufacturer is used by many of the banks. It was decided to wait on the extended warranty to determine if it is essential, once the unit arrives.

Motion was made by Anthony Szewczyk and second by Delphine Krezel. Move to approve the purchase of the Glory Model #CCR-10, as per the recommendation of the director in the amount of \$2,100. Motion carried unanimously.

Review Engineering Report: Mr. Moscato indicated that he explored the cost of the structural survey with a number of companies. URS and Spiegel Zamecnik & Shah have submitted their proposals. Szeker Engineering of Shelton has submitted a proposal that is the lowest cost. Members asked if this firm provided any letters of recommendation or a list of projects that could be reviewed. It was noted that the core sample was not included in the proposal and there is a need for a mechanical lift that is not

included in the cost. Mr. Moscato stated that the area for the lift would be in the lower level and Public Works could provide equipment, if necessary.

Motion was made by Joseph Moore and second by Anthony Szewczyk. Move to continue the discussion of the engineering report to a special meeting with Szeker Engineering invited to attend. Motion carried unanimously.

Old Business: Nothing was presented.

New Business: The Cultural Commission is seeking use of the parking garage for Derby Days offering free parking on June 21<sup>st</sup> from 7am to 4pm.

Motion was made by Joseph Moore and second by Delphine Krezel. Move to approve the requested use of the parking garage on June 21<sup>st</sup> for the Derby Days Event. Motion carried unanimously.

The Police Department has requested that Elizabeth Street from Main Street to Fifth Street be closed for the Memorial Parade. Mr. Moscato indicated that he has covers for the meters that state “No Parking”.

Motion was made by Jack Moran and second by Anthony Szewczyk. Move to approve the request to post the “No Parking” covers on the meters for the Memorial Day parade. Motion carried unanimously.

Roundtable – Mr. Szewczyk was encouraged that the engineering study will be going forward in the near future. Ms. Krezel noted that the stairwell looks great. She noticed that the floor as you enter the stairwell looks worn compared to the fine work on the stairs and she suggested that possibly it could be painted. Mr. Moscato will look into the painting.

Motion was made by Delphine Krezel and second by Anthony Szewczyk. . Move to adjourn the meeting at 7:08 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.”*