

DERBY MUNICIPAL PARKING AUTHORITY

Minutes

(meeting taped)

Monthly meeting: Tuesday, June 18, 2008 in the Derby Municipal Parking Garage Office.

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

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

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

Approval of minutes: motion was made by Delphine Krezel and second by Jack Moran. Move to approve the May 21, 2008 and May 27, 2008 minutes, with a correction on page 2 of the May 27th minutes – URS quote being \$16,400. 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 a yearly review. It was noted that the parking ticket revenue was \$4,055 and the parking ticket expense was \$4,076.12. The expense includes the purchase of ticket forms at a cost of \$1,940.02 for 10,000 tickets (equal to approximately a 2-year supply) noting that a higher volume purchase was increasing more cost effective than purchasing a smaller quantity. Complus receives a percentage of the ticket revenue for their services and the \$2,136.10 includes the fee for some of the recovery of the older tickets, as per their contract. The Complus contract also included the monthly lease of the handheld unit, postage and handling for sending out notices, a 14% in-state or 20% out of state collections charge and their reporting of delinquent offenders to the DMV. The property maintenance expense includes the \$4,800 charged by Station Glo of New England. Anticipated expenses that will be reflected next month will include the purchase of the coin counter, stairwell work and electrical work.

Motion was made by Anthony Szewczyk and second by Delphine Krezel. Move to accept the financial statement, as presented. Motion carried unanimously.

Directors Report: Mr. Moscato reported that meter collection from May 29th and June 13th totaled \$4,616.88. He anticipates this to be the average collection moving forward. The issuance of parking tickets has decreased and more drivers are observing the parking regulations.

Mr. Moscato has been communicating with the State of CT Judicial Department regarding the lease of spaces in the garage. Their contract expired in 2005. He recently spoke with the State's agent and was told that communication was sent to the city seeking to extend the prior contract. Upon researching this communication he became aware of materials being filed at the City Hall and apparently this communication was in said file. If the State extends the previous contract, they anticipate continuing to pay the old rate which is nearly half what has been recently negotiated with other governmental agencies. Mr. Moscato will speak with Corporation Counsel on this matter and he has sent a certified letter to William Falletti of the State of Connecticut requesting that the State execute an amendment to the existing agreement which would raise the per-space charge into line with the most recent extensions. He is awaiting their response.

McDermott has installed conduit and Alert Alarms has installed the eighth camera in the system. This camera will provide observation of the attendant as he goes to the office from the booth.

Mr. Moscato went to the Board of Apportionment and Taxation seeking a bid waiver of the engineering testing. They did not have a quorum. The matter will be before the Board of Alderman on June 26th. Once the bid waiver is approved by both boards, then the engineering work proposed by Szeker Engineering Inc. can go forward.

Work on the stairwell is done. The stairs were grouted and the grinding and painting of the railings is complete.

The coin counter has worked well allowing for the tallying of the deposit of coin to the bank.

The custodian is keeping the garage clean with routine maintenance.

Mr. Moscato noted that photographing of violations has proven positive as a driver questioned a ticket for parking illegally and the picture displayed the violation in clear detail.

The Police Department asked that the resident permit stickers for winter parking be up to date. The Parking Authority is issuing permits on Monday, Wednesday and Friday from 9:00 a.m. to 1:00 p.m. and Tuesday and Thursday from 1:00 p.m. 5:00 p.m. If a resident can not make it during that time they are asked to call the Authority and arrangements will be made. The green window stickers will identify Minerva Street residents and allow them to park their vehicles across from the Green. It was stressed that the permit does not allow for free metered parking in any other areas of the downtown. These winter parking regulations run for the months of December and February when it is the even side of the street parking.

The matter of the Olivia Street gate has been reconciled. The owner of the vehicle has reimbursed the Authority for the repairs needed on the gate.

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

Old Business: Mr. Szewczyk confirmed that the dumpster issue on Olivia Street had been resolved.

New Business: Mr. Szewczyk noted that code requires a maximum distance between the rungs on the stairwell railing and this is satisfied with the mesh insert. He noticed that the top edge of the mesh was ragged and a possible risk of injury. He suggested that a top covering be placed to protect that top edge from someone running their hand over or catching onto said mesh.. Mr. Moscato will investigate this request.

Motion was made by Jack Moran and second by Anthony Szewczyk. . Move to adjourn the meeting at 7:05 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."