

DERBY MUNICIPAL PARKING AUTHORITY

Minutes

(meeting taped)

Monthly meeting: Wednesday January 14, 2009 in the Derby Municipal Parking Garage Office.

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

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

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

Approval of minutes: Motion was made by Jack Moran and second by Delphine Krezel. Move to accept the minutes of November 19, 2008, as written. Motion carried unanimously.

At this time, banking procedures was added to the agenda. Mr. Moscato explained to the members that the practice of having the bookkeeper and the director as co-signers on the accounts has been discontinued, as per the city's audit recommendation. A new co-signer needs to be placed on the accounts along with the director.

Motion was made by Anthony Szewczyk and second by Delphine Krezel. Move to authorize the chair and the director as co-signers on the banking accounts. Motion carried unanimously.

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

Financial Statement: Members reviewed the report. It was noted that the electricity reflected two months charges (electricity supply and loan repayment) and next month the credits should be applied from UI's previous billing error. The maintenance expenditures reflect the pothole repairs in the garage as well as repairs to meters that had been damaged. The Edible Arrangements expense was for bereavement for Martha Hinkson who had a death in the family.

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

Directors Report: Mr. Moscato read a thank you from Ms. Hinkson. He reported that meters and ticket revenues were lower due to December being free and due to weather related effects on the downtown parking. Meters knocked over will be repaired when the weather permits. The top floor of the garage is temporarily closed due to the snow and ice. There were two incidents of patrons falling in the last month, pictures were taken of the area at the time of the fall and the area was clean and dry.

The Board of Alderman has recommended that the Parking Authority draft policy for the booting process and present it to them. Until that time, the current policy will remain in force and it has a threshold of \$250. It was decided to hold a workshop to discuss this matter further.

Members questioned how the night time increase from \$2 to \$3 at night in the garage is working. Mr. Moscato indicated that he has received no questions or complaints.

The engineer that recently inspected the garage will be attending the Board of Alderman on January 22nd. The members were encouraged to attend.

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

Discussion Caroline Street lot: The Board of Alderman has suggested turning over the jurisdiction of the Caroline Street parking area to the Parking Authority. This lot is a fenced in area on Caroline Street up the street from the old Spooner House. Members recalled that the lot was under the Authority's jurisdiction until the Authority was disbanded and changed to the Parking Division under the previous Mayor. Members discussed the possible uses. It was suggested that the lot could be regulated by resident sticker rather than a gated lot that would be more costly. There could be daytime patrol with existing staff. The oversight would be similar to how the lower Caroline Street is being managed. As the area will require work to repair the current conditions, provide lighting and ongoing maintenance thereafter, it was felt that revenue should support these expenses. Members recommended that a monthly fee be charged with residents charged a lower fee than non-residents. The fee would be lower than that charged at the garage. It was noted that having this lot available in the downtown may prove useful for overflow during any renovations to the garage. It was decided that Mr. Moscato will prepare a presentation on these recommendations that will be presented to the Board of Alderman.

Chairman Dorosh asked that Mr. Moscato prepare a list of the current leases and the terms of the leases that will be presented to the Board of Alderman. It was noted that some leases signed by previous administrations have terms up to sixty years. It was noted that all current negotiations support five-year terms.

At 7:00 p.m. Mr. Szewczyk was excused.

Fine Collection: Currently, there are over a dozen offenders with fine accumulations over \$1,000. Mr. Moscato suggested pursuing reimbursement through the Small Claims court.

Motion was made by Delphine Krezel and second by Jack Moran. Move to authorize Director Moscato to pursue collection of fines in excess of \$1,000 through Small Claims Court. Motion carried unanimously.

Old Business:

2009 Calendar: The meeting schedule for 2009 is as follows:

January 14, 2009	August 12, 2009
February 18, 2009	September 16, 2009
March 18, 2009	October 14, 2009
April 15, 2009	November 18, 2009
May 13, 2009	December 16, 2009
June 17, 2009	
July 15, 2009	January 20, 2010

Meetings will be held in the Parking Authority office and will begin at 6:30 p.m.

The town clerk has requested that the January 2010 meeting be included in the schedule.

Motion was made by Delphine Krezel and second by Jack Moran. Move to amend the 2009 meeting schedule, to include January 20, 2010. Motion carried unanimously.

Mr. Moscato noted that the yearly payment of the note will be due soon. If the note was paid in full at that time, there would be a savings of \$1,705 in interest. Once paid, the Authority could explore obtaining another note to fund some of the repairs recommended in the recent report. Members decided

to wait and review the finances at the time the note is due. It was noted that the federal stimulus package is seeking shovel ready projects and the garage could be under consideration should the package be approved by the federal government. Members stressed the need to perform the necessary repairs and will continue to pursue all avenues to accomplish this need. Members encouraged Mr. Moscato to research with the Corporation Counsel the legalities and liabilities of obtaining a note.

New Business: Members discussed reviewing the rates yearly. Ms. Krezel suggested that the rates be reviewed in November for implementation at the beginning of each year. This would provide a consistency to the practice and provide the public with sufficient notice of any increases. Members noted that the modest nightly flat rate fee increase moved forward without exception thus raising the income that modest amount more. The needed repairs support the action of pursuing revenue increases in measured ways.

Mr. Moscato questioned whether signage on Olivia Street is needed. Members felt that the matter could be reviewed during the time when repairs are being done on the garage. Mr. Moscato noted that he will be adding "PUBLIC" to the signage so that anyone coming to the garage will understand that it is open for use to the general public rather than by lease or permit only.

It was noted that nothing further has been said, as of this date, in regards to the parking area by the train station. Mr. Dunne was at the October meeting to explore the option of patrolling the area.

Motion was made by Delphine Krezel and second by Jack Moran. Move that the meeting adjourn at 7:15 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."