

DERBY MUNICIPAL PARKING AUTHORITY

Minutes

(meeting taped)

Monthly meeting: Wednesday April 15, 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, Delphine Krezel and Anthony Szewczyk. Jack Moran and Joseph Moore were excused.

Also present – Parking Authority Director Leo Moscato and bookkeeper Lynnette Esposito.

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

Approval of minutes: Motion was made by Delphine Krezel and second by Anthony Szewczyk. Move to accept the minutes of March 18, 2009, as written. Motion carried unanimously.

Financial Statement: Members reviewed the report. Ms. Esposito confirmed that money is authorized to be moved from the money market account to checking for the upcoming annual lease payment. The water bill was questioned. It was explained that twice a year the water company bill has a second charge for the sprinkler system, this is reflected in the report. Ms. Esposito explained other questions on the report. The revenue is higher in March due to the quarterly payment from the State of Connecticut. She stated that revenue from the final notices sent to past due violators will be reflected in next month's revenue. The payroll account reflects a reimbursement to an employee for a discrepancy in previous pay periods. The electric bill includes usage as well as repayment on the lease. Mr. Dorosh suggested that the provider be reviewed to verify that the company is providing the best generation rate offered. Possibly, there may be a need to change the supplier to receive a better rate. Mr. Moscato noted that timers have been adjusted to comply with the longer daylight time thus providing additional savings.

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

Directors Report: Mr. Moscato stated that meter collections were \$2,130.93 on March 25th and \$2,758.71 on April 14th. From June '08 through April '09 \$47,001.01 has been collected. Reviewing parking activity, approximately six to seven thousand (7,000) vehicles have used the garage. That translates to more than three hundred (300) vehicles per day. With the adult probation program opening soon, it is anticipated that the usage will increase. Mr. Moscato indicated that leases are paid up to date and appeals are being handled in a timely fashion. Maintenance of the garage is on-going and the facility is clean. There are five meters that are loose in the concrete and they will be repaired. Damage to the overhead door rail has been repaired and the garage has been reimbursed for the expense from the person that caused the damage.

Motion was made by Anthony Szewczyk and second by Delphine Krezel. Move to accept the director's report, as presented. Motion carried unanimously.

Adopt a Spot: Mr. Moscato stated that the Authority previously adopted the area of the downtown around the garage up to the Sterling Opera House and the custodian has a regular schedule for cleaning this area. Mr. Moscato suggested adding from the garage to Caroline Street associating the Caroline

Street lot coverage. This would require additional hours for the custodian. Members discussed the suggestion. It was noted that the custodian has recently added the duty of cleaning the Caroline Street lot. It was decided to ascertain the impact of this duty on his schedule before adding more to his tasks. The members decided to table the discussion of the Adopt a Spot suggestion until the Authority has a better grasp of the scope of the work.

Caroline St lot: Members discussed the progress on getting the lot ready for use. UI will be replacing the existing lights with new ones. If additional lighting is desired, there would be an additional expense. Signs have been designed and are being fabricated. They will detail hours of operation, emergency contacts, residential parking areas and restriction on uses such as no loitering, no car repairs and the requirement to curb your dog. Public Works was thanked for their efforts to clean the lot and to remove brush and overhanging limbs. Mr. Szewczyk indicated that the realignment of the spaces may produce more spaces and he will explore the design. It was suggested that if the lot does perform well, that the Authority should then explore the scope of work for repairing the sinkhole. The fee schedule was discussed. It was decided that a monthly charge of \$25.00, including tax, was reasonable. Residents will be able to obtain residential parking stickers upon request. All illegal parking will be subject to ticketing and towing if not removed.

Motion was made by Delphine Krezel and second by Anthony Szewczyk. Move to set the flat rate for monthly parking at the Caroline Street lot to be \$23.58 plus \$1.42 sales tax for a total of \$25.00. Motion carried unanimously.

Motion was made by Delphine Krezel and second by Anthony Szewczyk. Move that the meeting adjourn 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."