

DERBY MUNICIPAL PARKING AUTHORITY

Minutes

(meeting taped)

Special meeting: Wednesday March 17, 2010 in the Derby Municipal Parking Garage Office.

Meeting was called to order at 6:04 p.m.

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

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

Approval of minutes: Motion was made by Anthony Szewczyk and second by Jack Moran. Move to accept the minutes of January 13, 2010, as written. Motion carried unanimously.

Public Portion: No one was present.

Directors Report: Mr. Moscato reviewed his report (attached). He stated that the State of Connecticut Department of Revenue Services audited the books for sales tax. No findings have been reported as of late. Ms. Krezel questioned whether the independent audit done yearly with the City's auditor would reveal any discrepancies. Mr. Moscato indicated that per the City Treasurer, the audit does not test for sales tax. Ms. Esposito indicated that the City of Derby was selected to be audited and the City directed the State auditors to the Parking Authority.

Police reviewed the video for possible evidence regarding an incident on Elizabeth Street.

Meter collection was reported, Jan 22 - \$3,049.95, Feb 9 - \$2,987.55, March 3 - \$2,977.13. Mr. Dorosh asked that the collections be done on a schedule of every ten days or so to allow for a fair comparison. The car counts report was submitted. (attached). Leases are paid to date with a few exceptions. Appeals are sent out in a timely manner. Tickets issued Jan – 160, Feb – 156.

The Caroline Street lot is clean. DWPCA will be parking trucks there for one month during a sewer repair project. The garage will be swept next month. A car, leaking liquids and stationary for quite some time, was towed out of the garage. There has been no action on a court case involving an injury on the premise.

Motion was made by Joseph Moore and second by Jack Moran. Move to accept the director's report, as presented. Motion carried unanimously.

Financial Statement: Members reviewed the reports for January and February (attached). It was noted that Parent/Child Resources is in the rears in their lease payments and validated tickets. The matter will be discussed further under new business.

The final lease payment for capital expenditures was paid in March.

Members questioned the bad debt expense. Ms. Esposito indicated that the Housatonic Lumber expense is a reversal of the posting of the monthly lease and the amount is divided to reflect the income amount and the sales tax amount. Speaking to the sales tax issue, Ms. Esposito indicated that payment of sales tax to the State is made when the revenue is received. Generally, the monthly lease is charged until the card is returned but sometimes a lessee will decide not to park there anymore and just stop paying the monthly

charge. In those cases, the outstanding amount is written off if it is determined that they have not used their card.

The increase in the electric bill was questioned. It was noted that the lighting timers have been set back as the days are getting longer. The supplier has not been changed as there is a question to whether the Authority has a contract with Direct Energy.

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

Old and New Business: Mr. Moscato explained that the Parent/Child Resource Center is in the rears for more than \$20,000. The last payment was in February but it was minimal compared to the balance. They make a payment when pursued and when they have received their income from the State. Members contemplated what action should be taken. The Chair will explore the matter with Corporation Counsel to determine what possible measures can be taken. Members requested information on their usage and their contract obligations. The matter was continued until next month.

Motion was made by Joseph Moore and second by Anthony Szewczyk. Move that the meeting be adjourned at 6:45 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."