

DERBY MUNICIPAL PARKING AUTHORITY

Minutes

(meeting taped)

Monthly meeting: Wednesday July 14, 2010 in the Derby Municipal Parking Garage Office.

Meeting was called to order at 6:45 p.m.

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

Also excused – Parking Authority Director Leo Moscato.

Public Portion: Daniel R. Waleski of 23 Elm Street, Derby, CT. asked if a decision had been made on the electricity supplier. He had been in attendance at the previous meeting when the matter was discussed. Mr. Dorosh stated that a contract was entered into prior to the current authority's appointment. The five year contract should be expiring towards the end of this year and at that time the rates will be explored to determine the most cost effective manner in which to proceed.

Mr. Waleski also stated that he appreciated the precise format of the agenda. Listing time, date and location on separate lines without additional verbiage is more effective than writing it in paragraph format. He asked that the authority member's names also be included on the agenda. The agendas posted by the Authority have the Parking Authority and City insignias in the corners at the top of the paper.

No one else came forward 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 May 12, 2010, as written. Motion carried unanimously.

Directors Report: Mr. Moscato's May and June reports were submitted (attached).

May report:

Caroline street lot has been rented for an indefinite period. Collection of \$1,200 has been secured for a six month period at \$200 per month to park a working trailer there for Rosa Construction Company for five spaces taken.

Tickets issued – 170.

First level of garage has corroded wiring that needs attention. Wiring for garage lighting and electricity and for camera system were deteriorated. Repairs completed.

Meter pole in front of Archie Moores replaced due to cracked side walk. Repairs completed and meter is in place.

Leases are paid up to date and payments from Parent Child Resource Center are reflected in financial statement.

Meter collection is steady.

At the request of the Chairman, the area around the garage and the Caroline Street upper lot have been trimmed and weeded.

At the request of the Chairman, Mr. DiCarlo is starting his shift at 9:00 a.m. On Friday and Saturday nights Mr. Izzo ends his shift at 10 p.m.

Appeals have risen with the extra hours put in by the enforcement officer. Appeals are promptly processed.

Meters were bagged to allow for no parking on Memorial Day.

The director put in an extra hour on Saturday, June 5th, to address security camera issues.

Policy regarding unregistered vehicle (in garage) with missing plates should be addressed.

Car counts (attached) – 9,153 vehicles.

June report:

Tickets issued – 188.

2010-2011 Budget presented for Authority vote

Meter pole in front of RJ's was found on the sidewalk apparently due to a car hitting it. Repairs scheduled.

Leases are paid up to date and payments from Parent Child Resource Center are reflected in financial statement.

Meter collection is steady.

Appeals are promptly processed.

Car counts (attached) – 8,887 vehicles.

Police officer scheduled for July 4th – Rate \$220.00

Staff vacations listed.

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

Financial Statement: Members reviewed the May and June reports (attached).

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

Old and New Business: Mr. Szewczyk questioned whether there is any movement on funding for the garage's major repairs. Mr. Dorosh indicated that nothing has been brought to his attention. There does not seem to be any funding sources available at this time.

The 2010 – 2011 budget (attached) was presented.

The budget is reduced as the equipment lease has been fulfilled. Members discussed possible ways to save on expenses. They suggested exploring whether some of the bookkeeping duties could be performed by City Hall or by the Director in an effort to reduce that expense.

Account number	2010	2011
260-270-0270 Social Security Taxes	\$9,180	\$9,180

6900-110-0110 Payroll Wages	\$120,000	\$120,000
6900-150-0150 Bookkeeping	\$5,400	\$5,000
6900-150-0151 Bad Debt Expense	\$800	\$800
6900-150-0152 Casual Labor	\$1,000	\$1,000
6900-150-0153 Equipment Lease	\$25,000	\$0
6900-150-0154 Alarm monitoring	\$300	\$300
6900-210-0210 Telephone	\$3,000	\$3,000
6900-220-0220 Gas & Electric	\$38,000	\$38,000
6900-270-0270 Postage & Delivery	\$600	\$500
6900-330-0330 Water	\$2,500	\$2,500
6900-390-0390 Office Supplies	\$2,000	\$2,000
6900-440-0440 Uniform Expense	\$1,500	\$1,000
6900-460-0460 Elevator Maintenance	\$2,500	\$3,600
6900-460-0461 Property Maintenance	\$18,000	\$15,000
6900-460-0462 Printing & Reproduction	\$500	\$500
6900-460-0463 Parking Ticket Expense	\$12,500	\$12,000
6900-470-0470 Repairs		
6900-480-0481 Equipment	\$1,000	\$1,000
6900-480-0482 Non Office Supplies	\$1,000	\$750
6900-480-0484 Sales Tax Return	\$3,900	\$5,000
Miscellaneous Expenses	\$1,000	\$1,000
TOTAL	\$249,680	\$222,130

Projected Income 2010-2011

Coins	\$48,000	\$60,000
Daily Receipts		\$30,000
Monthly Tenants		\$115,000
Parking Tickets		\$30,000
Validated Tickets		\$10,000
TOTAL	\$48,000	\$245,000

Motion was made by Anthony Szewczyk and second by Delphine Krezel. Move to accept the 2010-2011 Parking Authority budget, as presented. Motion carried unanimously.

Motion was made by Anthony Szewczyk and second by Delphine Krezel. Move that the meeting be adjourned at 6:55 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.”