

DERBY MUNICIPAL PARKING AUTHORITY

Minutes

(meeting taped)

Monthly meeting: Wednesday October 13, 2010 in the Derby Municipal Parking Garage Office.

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

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

Also present – Parking Authority Director Leo Moscato.

Approval of minutes: Motion was made by Delphine Krezel and second by Joseph Moore. Move to accept the minutes of September 8, 2010 and September 22, 2010, as written.

Discussion on the motion. Mr. Dorosh indicated that he received an agenda for the September 22nd meeting from the secretary that included only pothole repairs and workers compensation claim. Apparently there were other items acted upon that were not on the agenda. He questioned why the difference.

Ms. Krezel indicated that she received the agenda and then two items were added and the revised agenda was posted with the Town Clerk. Mr. Szewczyk indicated that the revised agenda, including the meters and the bookkeeper, was posted within the permitted time and thus was the actual agenda for the meeting. Mr. Dorosh questioned when it was revised as he did not receive notification. Mr. Moscato indicated that he posted the revised agenda on Friday, submitting it to Assistant Town Clerk Marcie McGuire. Mr. Dorosh confirmed that the original e-mailed agenda was sent by the recording secretary but said secretary did not receive the revised agenda. Mr. Dorosh indicated that he was upset that he was not notified of the revision and that significant expenditures were discussed and acted upon without the appropriate notification to all the members, most specifically, the Chair. Ms. Krezel indicated that she had received the revised agenda through e-mail. Mr. Szewczyk indicated that he was unaware that the Chair had not been notified. The recording secretary confirmed that she did not receive the revision until she arrived at the meeting.

Motion carried with John Dorosh opposed.

Public Portion:

No one came forward and the public portion was closed.

Financial Statement: Members reviewed the September report (attached). The bookkeeping services expense was questioned as there was no expenditure in August and \$400 in September. Members requested clarification on the expenses for this line item. The monthly elevator maintenance item was double over the previous month. Members questioned whether this was a double payment, it was noted that there was no charge posted in July and it was likely that the monthly postings overlapped. Members reviewed the monthly tenant parking fees and it was noted that the amount was increased as the State had made their quarterly payment.

Motion was made by Joseph Moore and second by Jack Moran. Move to accept the financial statements, as presented. Motion carried unanimously.

Directors Report: Mr. Moscato's September report was submitted (attached).

Meter collection was reported, \$2,882.58 and \$2,480.65. The car counts report for September – 10,534 vehicles. Tickets issued in August – 291. Appeals – 10 - all denied.

Payment was received from the company having the trailer on the upper Caroline Street lot for use of the space for the next six months.

A total of 167 pot holes were identified and repaired. Concrete visibly hanging from the ceiling was chipped away.

Meters with sleeves and bases, 9 single and 12 double, were ordered and the approximate ship date is November 2nd.

Ms. Hinkson remains out on workers compensation.

Walsh Fence set three meter poles in the new spaces created when Elizabeth Street was relined after the paving. Two damaged poles were replaced.

The bookkeeper search is continuing. The person hired last month has determined that the duties are more extensive than originally explained and as such, she will not be continuing in the position. She stated in the letter (attached) dated October 13, 2010 that with the explained duties it would require approximately 24 hours. Further, much of the duties are more clerical in nature and would not require the accountant services per se. The bookkeeper matter was continued to old business.

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

Additional pothole repair: Mr. Moscato stated that once the garage was cleared so as to repair the identified potholes, further investigation revealed double the amount originally expected. This raised the cost by an additional \$4,500, for a total of \$9,350. Included in that addition would be the chipping away of any loose cement from the ceiling and some minor sidewalk work outside the garage. Mr. Dorosh stated that he was not notified of this additional expense and he questioned whether the other members were made advised. Consensus was that they were told of the additional potholes but were not told the cost. Mr. Dorosh stressed that for accountability, this additional expense should have been approved by the board prior to commencing work. A special meeting should have been called. He did not question the quality of work or the necessity but rather that proper protocol should be adhered to when a significant expenditure is made. Past practice has been that a vote is taken at a meeting of the full board. This did not happen in this case and that is unacceptable. He did verify that there was sufficient funding to pay for the full expenditure. Members discussed the manner in which this work would be paid. The vendor had understood that payment would be received upon completion. Mr. Moscato indicated that a requisition has been sent to City Hall for the original work but to expedite the payment a check could be written from the checking account. Members were comfortable in paying the first invoice immediately and paying the second payment within 30 days.

Motion made by Delphine Krezel and second by Joseph Moore. Move to pay Frank Pepe LLC in two separate checks reflecting the invoice amounts of \$4,850 and \$4,500 for pothole repairs in the garage performed on September 30th and October 1st, 2010. Motion carried unanimously.

Discussion with Engineer: Herman L. Szeker, P.E. was present this evening to answer any questions the members may have regarding the parking garage. Mr. Moscato indicated that he did invite the Mayor to attend this evening advising him that the engineer would be available. The garage has serious decay,

addressing the potholes just speaks to the outer surfaces. The engineer has raised concerns previously in reports submitted to the Board and he was asked to offer his comments on the future of the garage.

Mr. Szeker indicated that there is minor corrosion to the clip angles on the top area. A fabricator could perform spot repairs by replacing or reinforcing the angles. This would require bringing in a crane to support the structure while the work around the perimeter was performed. There is the possibility of inspecting and possibly tightening some of the bolts but as they are corroded this may be difficult and over-tightening could result in shirring off said bolt. Additional galvanized "L" brackets could be placed on the structure that could be temporarily beneficial. He noted that the shoring work done last year looks in good condition. All the work that has been done and the suggested work presented are temporary band-aids to the problems that exist in the structure.

Mr. Szewczyk expressed his concerns for the structure, strongly feeling that the garage is at the end of life. He noted that the stairwells do not comply with current ADA requirements, he wondered if significant repairs would require them to be brought up to code. Mr. Szeker indicated that eventually the structure will be at a point where replacement is necessary being that the maintenance has failed to address the major structural needs. He suggested that the local building official should be consulted regarding code issues.

Ms. Krezel stated that at her first meeting in August 2007 members and city officials toured the facility. The 2003 report was reviewed and there was discussion on pursuing federal grant funding. It was a very positive meeting. In 2003 the cost to do the repairs was estimated at \$3.5 million. In 2007, the estimate increased to \$4 million. She is very disappointed that the City is taking no interest in the infrastructure deterioration. Understanding that grant filings are made at the beginning of the year, she felt the grant writer should be submitting the request for the 2011 timeframe.

Mr. Szewczyk indicated that there are grant finders in the industry that seek out funding. He questioned whether it would be advantageous to retain the services of a private finder. Generally, they are paid a finders fee. Members discussed this suggestion and were open to looking into it further. As the City has a grant writer it was also suggested that she be formally approached through a letter or e-mail from the Authority asking what information was needed for her to pursue federal and state funding.

New Business:

Mr. Dorosh noted that that is storage area downstairs. He questioned whether renting it out would be a good source of income. Certainly there is a demand for storage as witnessed by the number of self-storage facilities in the area. He suggested further exploration.

It came to Mr. Dorosh's attention that the director has been working morning hours only. (9am-1pm) He thought that the hours were to be three days in the morning and two in the afternoon and that the schedule was posted for the public to know when they may speak with the director. If there is a change in the hours then he felt the posting should reflect the correct hours. For accountability, Mr. Dorosh requested that the schedule of hours for all employees including the director be provided to the board members. The time card reports are to be included with the reports to the board. He insisted that the schedule of operation be posted reflecting the accurate information for the public. Changes in the schedule of hours are to be presented to the board.

Mr. Moscato indicated that the bulk of calls and issues present themselves in the morning and that was the purpose of the change in hours.

Old Business:

Mr. Dorosh explained to the Board the issue of the cell phone bill. He stated that it was agreed at the May meeting that the board would no longer pay for the phone. Options were discussed at the meeting but no

decision was made. Options were a monthly stipend or payment of the minutes used as long as the calls were logged in and each call could be shown to be related to City of Derby business. The June meeting, Mr. Moscato was excused. The following meeting it was not discussed. The reasons he did not pay the bill was a) the bill from the provider was not presented with the request and b) the board had made no decision on how to manage this expense. Then in September, the board voted to pay the bill. Mr. Dorosh explained that after Mrs. Williamson's passing, the protocol changed to having the chair sign the requisitions. When he was presented with the bill he set it aside because the board had not formalized the manner for reimbursement. Apparently, prior to her passing, the bills were submitted and paid. He sought to determine who authorized prior payment and intended to bring the matter to the board. He was unable to attend the September meeting and action was taken without hearing the reasoning behind the matter. The board voted to pay the bill without the associated call log, a matter of concern, in his opinion. For accountability the call logs should be provided.

Mr. Moscato indicated that he would stop using his personal phone for Parking Authority business.

Mr. Dorosh indicated that he researched cell phone plans being provided to city employees. They are offered cell phones, no texting and no internet. Ms. O'Malley desired the omitted features and she is paid a \$40 a month stipend for her personal cell phone usage. Mr. Dorosh suggested a monthly stipend of \$50 and any overages that involved city business could be presented to the board for consideration.

Mr. Moscato stated that he would just use the Authority's office phone and would not need a cell phone. The discussion continued as to how he could be reached when not in the office. He felt that his time beyond his regular office hours should be reimbursed if he was to be called. He felt that using his personal vehicle for errands should be reimbursed.

It was noted that much of the materials being purchased during the errands could be ordered over the phone and delivered without being cost prohibitive. Mileage reimbursement would be considered with the proper documentation. Ultimately, accountability for the expenditures must be maintained.

Mr. Dorosh proposed the \$50 stipend or purchasing a cell phone with basic service for Parking Authority business. Mr. Moscato indicated that he did not accept either option. He would rather not receive any calls or handle any business beyond his 9am to 1pm work schedule. He has been doing the extra work with no reimbursement previously but will choose not to continue.

Next, the bookkeeper. At this time there is no bookkeeper. Mr. Dorosh indicated that Ms. Esposito was called in to straighten out the accumulated work. He understood that billing was sent out inaccurately to a customer and this was straightened out. Mr. Szewczyk took issue with that representation. Mr. Dorosh stated that he has spoken to Ms. Esposito and she is willing to submit a proposal with a list of duties. Previously, she was doing payroll, requisitions, daily receipts, and deposits, picking up mail at City Hall, as well as the accounting. Under her proposal she is willing to do the monthly billing, checkbook reconciliation, prepare a monthly financial statement and prepare the sales and use tax reports. All her other previous duties could be done in-house and should only take approximately 2 to 3 hours a month. Ms. Esposito would be willing to instruct the director on these duties. Mr. Dorosh reiterated that in previous months there have been discussions on reducing the bookkeeper's hours. At no time was he inferring any opinion as to her work but rather he was seeking to reduce costs for the Authority as it appeared that some of her duties could be performed by the director. In speaking with her, Mr. Dorosh indicated that Ms. Esposito was satisfied with the reduction in hours and the clearer scope of her duties.

Mr. Szewczyk indicated that a bookkeeper, not an accountant is sufficient to perform the needed duties. Industry standards for bookkeeping are in the range of \$20/hour. The services of an accountant would only be needed on a yearly or biannual basis to perform the reconciliation of the books as per IRS standards.

Mr. Szewczyk suggested tabling further action on the bookkeeping position until such time that a written proposal is received from Ms. Esposito. He also requested clarification on the customer billing error as mentioned previously.

Next, the purchase of meters. Mr. Dorosh questioned whether the Parking Commission or the Police Commission were consulted. In the past the Board has authorized replacement of meters but the purchase is for placement of meters in a new section of the downtown. Mr. Moscato indicated that he did not feel that was necessary. The area is a CCD zone and he recalls previous discussions with the Board of Alderman and their approval. He recalls when he was chairman that there were discussions on placing meters on Minerva Street when funds became available for the purchase of said meters.

Again Mr. Dorosh raised the issue of accountability. He indicated that the other agencies should have been consulted. He indicated that the revised agenda should have been properly disseminated. At a time when the board is discussing the serious conditions of the garage, the escalated cost on the pothole repair and the workers compensation claim it seems poor business practice to be taking on further costs by making a decision on this significant of a purchase in a short two weeks time.

Motion was made by Joe Moore and second by Anthony Szewczyk. Move that the meeting be adjourned at 8:05 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."