

# DERBY MUNICIPAL PARKING AUTHORITY

## Minutes

(meeting taped)

Special meeting: Thursday, November 4, 2010 in the City Hall 2<sup>nd</sup> floor Conference Room.

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

By roll call, members present: Joseph Moore, John Dorosh, Delphine Krezel and Anthony Szewczyk. Jack Moran was excused. Without objection, Mr. Moore served as chair.

Parking Authority Director Leo Moscato was excused.

Public Portion: Due to an omission on the agenda, public portion was not included. Motion made by Delphine Krezel and second by John Dorosh. Move to allow the public portion at this time. Motion carried unanimously. No one came forward and the public portion was closed.

Executive Session: The Chair indicated that the job descriptions will not be discussed in executive session but rather will be discussed during item 4 on the agenda.

Motion was made by Delphine Krezel and second by Anthony Szewczyk. Move to enter into executive session at 6:35 p.m. to discuss the contract regarding the additional meters. Motion carried unanimously.

Motion was made by Delphine Krezel and second by Anthony Szewczyk. Move to return to regular session at 7:06 p.m. Motion carried unanimously.

Without objection the Authority tabled the matter of the meter contract so as to obtain additional information.

Employee Job Description: Mr. Moore distributed materials regarding the ordinances pertaining to the Parking Authority and the State Statutes regarding municipal parking authorities. He also distributed a job description prepared for the previous director noting that under that tenure it was a full time position and the director performed the duties of the accountant as well as the oversight of the operations.

Members discussed the bookkeeping position. Consensus is that the duties are generally clerical. It was felt that some of the duties performed previously by the bookkeeper could be done in-house resulting in a lowering of operating expenses. Feeling that they would like to consult with someone more familiar with the general bookkeeping duties they decided to approach City Treasurer Keith McLiverty to seek his input on how to proceed.

Motion was made by Delphine Krezel and second by Anthony Szewczyk. Move to contact the City Treasurer to set up a workshop to determine the duties of the bookkeeper. Motion carried unanimously.

Motion was made by Anthony Szewczyk and second by Delphine Krezel. Move that the meeting be adjourned 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.”*