

# DERBY MUNICIPAL PARKING AUTHORITY

## Minutes

(meeting taped)

Monthly meeting: Wednesday November 10, 2010 in the Derby Municipal Parking Garage Office.

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

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

Bookkeeper Angela Borrelli was present. Parking Authority Director Leo Moscato was excused.

Approval of minutes: Motion was made by Delphine Krezel and second by Anthony Szewczyk. Move to accept the minutes of October 13, 2010 and November 4, 2010, as written. Motion carried unanimously.

### Public Portion:

No one came forward and the public portion was closed.

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

Meter collection was reported, \$3,465.86 and \$2,052.50. The car counts report for September – 9,865 vehicles. Tickets issued in October – 248. Appeals – 8- 6 denied and 2 granted.

Thirteen malfunctioning meter heads were replaced with new heads and the malfunctioning ones were sent out for repair.

Martha Hinkson is still out on workers compensation. An interim bookkeeper is providing services.

The new meters ordered for Minerva Street have arrived. This issue will be discussed further under old business.

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

Financial Statement: Members reviewed the October report (attached). Ms. Borrelli was present to answer any questions. She asked what the board would be seeking and was told that the reports done previously were agreeable to the board. She indicated that she is now posting the requisitions that then go to City Hall for payment. Previously, the expense was not posted until the check had been sent. The aging summary reflects this information.

Members discussed her hours. She was uncertain how many hours will be required to complete the necessary services as she is orientating herself. Currently, she has been working all day on Friday and coming in a few more hours during the week.

Members reviewed the profit & loss report. They asked that details for each line item be provided in the future. The property maintenance expense includes the work done by Pepe Construction - \$4,500 and \$4,850; Amano - \$455.00 and Walsh Fence - \$687.50.

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

New Business:

Mr. Szewczyk stated that when he was asked to serve on the Authority more than four years ago, he was aware of the condition of the garage. As the time has past the condition and deterioration has weighed heavily on him. He understands the financial restraints but the garage is in really rough shape. He questioned whether there is a reason for the City to continue to keep the garage. While the garage is still in a saleable condition he wondered if the City should consider selling it to a private entity? Members will work together to draft a letter to the Mayor presenting options for the future of the garage. Possibly, the meters could remain under the Authority whereas the garage would be under private control. The terms of leases will be reviewed. The responsibilities of the Authority will be assessed and consideration will be given to the current staffing positions. Members unanimously agreed that the issue of maintenance has gone on too long and this could move it forward.

Motion made by Delphine Krezel and second by Anthony Szewczyk. Move to form a committee comprised of Joseph Moore, Delphine Krezel and Anthony Szewczyk for the purpose of formalizing correspondence directed to the Mayor proposing possible solutions to the parking structure and present it to the Mayor for further discussion. Motion carried unanimously.

Old Business:

Bookkeeper job description: At the special meeting held earlier this month it was suggested that the Authority speak with the City Treasurer in regards to the job description. A workshop is set for Friday, November 19<sup>th</sup> at 9:00 a.m.

Next, the purchase of meters. There was consideration to have the purchase financed but Mr. Moscato was not available this evening to offer findings on whether this was possible. Members agreed that the purchase was authorized and now the meters have been received. Returning them is not an option. The Authority is responsible for payment to the vendor and it is understood that the due date is November 19<sup>th</sup>. The placement of the meters would be determined later, possibly the equipment can be used to replace malfunctioning meters and/or be used for the spaces increased with the relining of Elizabeth Street.

Motion made by Delphine Krezel and second by Anthony Szewczyk. Move to authorize payment of the meter purchase form the Naugatuck Valley Savings and Loan Money Market account. Motion carried unanimously.

Motion was made by Delphine Krezel and second by Anthony Szewczyk. Move that the meeting be adjourned at 7:13 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."*