

DERBY MUNICIPAL PARKING AUTHORITY

Minutes

(meeting taped)

Monthly meeting: Wednesday February 9, 2011 in the Derby Municipal Parking Garage Office.

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

By roll call, members present: Jack Moran, Delphine Krezel and Anthony Szewczyk. John Dorosh and Joseph Moore 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 November 10, 2010, as written. Motion carried unanimously.

Public Portion:

No one came forward and the public portion was closed.

Financial Statement: Members reviewed the November, December and January reports (attached). Ms. Borrelli was present to answer any questions. She noted that she has implemented and is utilizing QuickBooks. Entries are made as the expenses are incurred. Reviewing the expenses, it was noted that the larger Bank of America expenses are for payroll taxes and POM Inc. is for the meters. It was noted that there are outstanding expenses for snow removal not yet entered in the accounting.

Motion was made by Anthony Szewczyk and second by Delphine Krezel. Move to accept the financial statements for November 30, 2010, as presented. Motion carried unanimously.

Motion was made by Delphine Krezel and second by Anthony Szewczyk. Move to accept the financial statements for December 31, 2010, as presented. Motion carried unanimously.

Motion was made by Delphine Krezel and second by Anthony Szewczyk. Move to accept the financial statements for January 31, 2011, as presented. Motion carried unanimously.

Directors Report: Mr. Moscato's November, December and January reports were submitted (attached).

Meter collection was reported - Nov - \$6,602.42; Dec - \$4,681.10; Jan - \$3,074.19. Yearly for meter collection totaled \$61,806.51 compared to last year's total of \$ 48,538.72.

The car counts reports for November – 10,278; December – 9,942; January – 10,884 vehicles.

Tickets issued in November – 210; December – 110; Jan – 83.

Appeals – November – 6; December – 6, January - - 2; all appeals were denied.

Thirteen malfunctioning meter heads were repaired and returned from the factory.

Martha Hinkson is still out on workers compensation.

Regarding maintenance and repairs – from Nov and Dec reports:

Malfunctioning entrance gate arm was repaired.

Push bar installed on Olivia Street stairwell door.

Specified meters around the green and in front of Team were reset in the concrete as they had become loose, bent or broken.

New flags were purchased and placed on the upper level flag poles. Electrician replaced corroded lighting fixture on pole.

Water damage in the office. Ceiling tiles and a computer monitor screen needed to be replaced.

Due to extreme amount of snow, private contractor hired to remove the accumulation of snow piles.

Camera 2 was replaced.

Numerous occasions where there is urine and vomit in the stairwells. Building supervisor has been keeping up with the cleanup.

Jan Report:

COMPLUS DATA now allows tickets to be paid on line via website for an extra charge. Proceeds will be forwarded to the office on a monthly basis.

Private contractor and Public Works doing good job in snow plowing and ice treatments. There have been 7 snowstorms to date.

5 meter poles bent and one snapped off at base.

Camera 3 malfunctioned and a temporary replacement is installed. New camera on order.

Derby Fire Department pumped out a 40 foot wide pond of water at the entrance of the garage.

Locksmith repaired handle to the storage room, replaced bathroom locks to fit master locks. Now, all doors are fitted with the same master key.

Still a problem with urination in the stairwells.

Director will be receiving a monthly stipend of \$50.00 for his cell phone usage as per the Oct 13 meeting discussion.

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

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

Old Business:

Review of the October minutes indicated a discussion but no formal motion on the matter of the director's cell phone.

Motion made by Delphine Krezel and second by Anthony Szewczyk. Move to authorize a monthly stipend of fifty dollars (\$50.00) to the director for the usage he incurs on his personal cell phone. Motion carried unanimously.

New Business:

The Park Parking Authority meeting schedule for the 2011 calendar year shall be the second Wednesday of each month:

January 12, 2011	August 10, 2011
February 09, 2011	September 14, 2011
March 09, 2011	October 12, 2011
April 13, 2011	November 9, 2011
May 11, 2011	December 14, 2011
June 8, 2011	
July 13, 2011	January 11, 2012

The meetings will be held at 6:30 P.M. at the Parking Garage, 1 Thompson Place.

Motion made by Delphine Krezel and second by Anthony Szewczyk. Move to approve the meeting calendar for the Derby Parking Authority for calendar year 2011, as presented. Motion carried unanimously.

Mr. Szewczyk stated that he continues informal conversations about selling the garage to a private concern. If the City did have an inclination to move forward on a sale, they will first have to determine the value of the parcel. New Haven is considering privatization of their garages and their actions will be observed.

Executive session:

For the record, it was noted that an attempt was made on February 8th to advise Martha Hinkson of this session. There was no answer upon calling.

Motion made by Delphine Krezel and second by Anthony Szewczyk. Move to enter into executive session at 6:55 p.m. for the purpose of discussion of a personnel matter regarding a workers compensation claim. Motion carried unanimously.

Motion made by Delphine Krezel and second by Anthony Szewczyk. Move to return to regular session at 7:12 p.m. Motion carried unanimously.

Members will ask the director to make further inquiries to the City and report back.

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."