

# DERBY MUNICIPAL PARKING AUTHORITY

## Minutes

(meeting taped)

Monthly meeting: Wednesday May 11, 2011 in the Derby Municipal Parking Garage Office.

Meeting was called to order at 6:35 p.m.

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

Parking Authority Director Leo Moscato and Bookkeeper Angela Borrelli were present.

APPROVAL OF MINUTES: Motion was made by Delphine Krezel and second by Jack Moran. Move to accept the minutes of April 13, 2011, as written. Motion carried unanimously.

### PUBLIC PORTION:

No one came forward and the public portion was closed.

FINANCIAL STATEMENT: Members reviewed the April report (attached). Members noted that the Profit and Loss Detail report includes the bookkeeper's hours now but they would also like to see the number of hours per week worked by all of the staff. Mr. Moscato will provide the payroll report to Ms. Borrelli. Looking at the tenant parking revenue, Mr. Moran confirmed that the Parent Child Resource has been paying regularly. The large water bill was questioned and Mr. Moscato explained that annually there is a bill for the fire alarm system. The charges under property maintenance detailed installation of meters but this expense is for repairing and resetting meters disturbed during the winter.

Motion was made by Delphine Krezel and second by Jack Moran. Move to accept the financial statements for April 2011, as presented. Motion carried unanimously.

DIRECTORS REPORT: Mr. Moscato's April report was submitted (attached).  
Meter collection - \$4,946.34

The car counts reports for Apr – 9,205 vehicles.

Tickets issued in Apr – 117.

Appeals – Apr - 4; all appeals were denied.

Five meters have been bagged by the courthouse, as requested by the City during their renovations. There is an expectation of 6 months of work with an estimated loss of \$5,400 in revenue.

Olivia Street parking lot is taken up by another construction company by the approval of the Board of Alderman. Mr. Moscato suggested that the company be charged for the use.

Coin transportation with Dunbar is going well.

ComPlus was asked to send out delinquent notices and the results were positive. ComPlus receives 14% of the collection as administration fees.

Mr. Moscato explained that the recent water damage resulted in equipment being replaced. The camera DVR was sounding odd but has since quieted down. The City's insurance carrier has a \$10,000 deductible so the damages will not be covered. There still is the issue of a camera in the stairwell. Mr. Moscato indicated that the existing equipment does not have room for any further cameras. Members discussed whether cameras were needed in both stairwells and on each level. They wondered if a separate DVR could be purchased for this coverage. It was decided that Mr. Moscato would seek recommendations and costs for the project and report next month.

Mr. Moscato reminded the members that the 2011-2012 budget needs to be approved. This will be added to next month's agenda.

Motion made by Delphine Krezel and second by Jack Moran. Move to accept the April director's reports, as presented. Motion carried unanimously.

WORKERS COMPENSATION EXPENSE:

In regards to the workers compensation expense, members asked Mr. Moscato to compile a list of in-kind services the Parking Authority provides the City. He tallied the following:

- \$2,500. - Memorial Day parade – labor and projected \$2.00 entrance fee for 175 cars.
- \$2,500 - Derby Day
- \$2,500 - Fourth of July
- \$18,000 - requests to bag meters for various projects
- \$6,750 - DOT use of the Caroline Street lot (45 spaces for 6 months)
- \$58,320 - City Hall employees garage usage since 2006

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\$90,570 - TOTAL

Mr. Moscato could not recall any other instances while he was director. This information will be helpful as the members discuss with the City the workers compensation expense.

Motion made by Joseph Moore and second by Delphine Krezel. Move to notify the Mayor of the request of a meeting to discuss the pending workers compensation expense. Motion carried unanimously.

OLD BUSINESS:

It was noted that the ticket challenge discussed last month did not have a hearing as the complainant did not appear.

NEW BUSINESS:

Holiday free parking in the garage. Customarily the garage is open for free for Memorial Day, Derby Days and Fourth of July. Out of pocket expenses include garage personnel and a police officer costing approximately \$ 375.00. Approximately 175 vehicles park for free at each event. Members anticipated that the same procedures would be followed as previous years but it was suggested that the Police Auxiliaries be asked to provide coverage, thus reducing the expenses.

Motion was made by Delphine Krezel and second by Jack Moran. Move that the meeting be adjourned at 7:28 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."*