

# DERBY MUNICIPAL PARKING AUTHORITY

## **Minutes**

(meeting taped)

Special meeting: Wednesday June 15, 2011 in the Derby Municipal Parking Garage Office.  
The monthly meeting for June 8, 2011 was cancelled due to a lack of quorum.

Meeting was called to order at 6:40 p.m.

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

Parking Authority Director Leo Moscato was present.

APPROVAL OF MINUTES: Motion was made by Delphine Krezel and second by Anthony Szewczyk. Move to accept the minutes of May 11, 2011, as written. Motion carried unanimously.

PUBLIC PORTION:

No one came forward and the public portion was closed.

FINANCIAL STATEMENT: Members reviewed the May report (attached). No questions were raised.

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

DIRECTORS REPORT: Mr. Moscato's April report was submitted (attached).  
Meter collection - \$6,876.66

The car counts reports for May – 9,701 vehicles.

Tickets issued in May – 131.

Appeals – May - 5; 4 appeals denied, 1 approved.

Five meters have been bagged by the courthouse, as requested by the City during their renovations. Collection is down approximately \$300 to \$400 per collection.

The grounds and the Caroline Street lot were landscaped by Maler Landscaping.

A fruit basket was sent to Frank Oliva who was in the hospital. He is doing better now.

There is a rumor that the post office may close. If this does happen there is a potential loss of \$15,000 a year in tenant parking fees.

There may be a demand for installing a credit card machine in the booth. Mr. Moscato will explore the costs associated with processing credit cards and report back to the Authority.

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

OLD BUSINESS:

It was noted that the Cultural Commission has requested that the garage be open for free during Derby Days. It has been past practice to allow the request and the Authority had no objections to continuing the practice.

Motion made by Delphine Krezel and second by Anthony Szewczyk. Motion to approve the 2011-2012 Parking Authority budget in the amount of \$253,800 as presented at the April 13, 2011 meeting. Motion carried unanimously.

Mr. Moore continues to work to resolve the Workers Compensation expenditure with the City. He noted the in-kind services reported last month in the amount of \$90,570 and also noted that the Authority spent more than \$85,000 in capital improvements to the garage for the shoring of the lower level and associated engineering costs. Members reviewed the capital work reported in the August 12, 2009 minutes that tallied work that has been done since April 2006 paid for with Parking Authority funds.

Deck Repair	\$98,000
Access Control and timing devices	\$64,334
Lighting Fixtures garage interior	\$29,800
Security cameras and alarm system	\$14,600
New roof replacement stair towers	\$5,700
Painting garage interior walls	\$7,200
Stairwell tread replacement	\$5,450
Exterior power wash	\$2,575
Interior flooring	\$1,995
Employee uniforms	\$1,898
Elevator flooring	\$450
Engineering Structural Study Oct 2008	\$15,000
<b>TOTAL</b>	<b>\$247,002</b>

Mr. Moore is still awaiting a meeting with the Mayor to discuss the expense and this information will be presented at that time. The matter was tabled until further action from the Mayor's office is finished.

NEW BUSINESS:

Discussion of parking violations. Mr. Moore presented a request from Attys Micci and Korolyshun, office located at 10 Elizabeth Street. Since 2004 they have accumulated 109 tickets between the attorneys and their staff. Tickets total \$1,090 and with accumulated late charges and fees the amount is now \$4,360. Atty. Micci is now paying his monthly tenant charges on a timely basis and would like to resolve this past debt. Members discussed what action the Authority might take in this matter. The members were willing to work with local businesses but indicated that due to the length of time referenced that this seemed a blatant disregard for the Authority. Without late charges and fees there would be no incentive to make payment on a timely fashion. It was noted that there has been past instances where the Authority has seen fit to reduce the fine. The purpose of having the meters is to encourage vehicular movement in a timed period so as to afford patrons a convenient place to park when they come downtown. It is encouraged to have business owners and their employees to be parking away from the business entrances so as to free up the spaces for the patrons. Members debated what amount would be reasonable to allow this longstanding debt to be cleared from the books.

Motion made by Joseph Moore and second by Anthony Szewczyk. Move to accept \$2,000 from Attys Micci and Korolyshun to resolve the parking violations from 2004 through June 2011 with it stipulated that Mr. Moscato will prepare a revised bill to be presented to the Attorneys. Motion carried unanimously.

The bookkeeper's job description was reviewed.

Bookkeeper Job Description

- All aspects of accounts payable/accounts receivable - billing/invoicing, requisitions, statements, receiving payments, creating & recording deposits, reconciling bank accounts, etc.
- Posting and reconciling all of the above to Quick Books.
- Manage Sales & Use Tax including filing return.
- Count all monies w/a second signature excluding coins from meters.
- Keep current logs of money transactions in/out.
- Post payroll weekly.
- Post requisitions paid weekly.
- Filing including emptying/packing files at the end of the year.
- Light collections on overdue accounts.
- Preparing/printing financial reports for monthly meeting.
- Attend monthly meeting to go over reports.
- Budget preparation once a year.
- Audit preparation and extensive work with auditor.
- Process/deposit COMPLUS ticket revenue.

Motion made by Delphine Krezel and second by Anthony Szewczyk. Move that the bookkeeper job description be kept on file for use with the current bookkeeper and at any point in the future should the Authority need to retain other bookkeeping services that this be the file copy of the job description. Motion carried unanimously.

Motion was made by Delphine Krezel and second by Anthony Szewczyk. Move that the meeting be adjourned at 7:30 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."*