

DERBY MUNICIPAL PARKING AUTHORITY

Minutes

(meeting taped)

Monthly meeting: Wednesday February 8, 2012 in the Derby Municipal Parking Garage Office.

Meeting was called to order at 6:31 p.m.

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

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

PUBLIC PORTION:

No one came forward and the public portion was closed.

APPROVAL OF MINUTES:

Ms. Krezel reviewed the minutes noting that the financial report was not approved due to outstanding questions regarding finance charges from Staples due to late payments. Mr. Moscato explained that the invoices are processed by him and the bookkeeper and delivered to City Hall. The City finance department then processes and mails out the checks. Apparent delays in processing have resulted in Staples charging late fees. To remedy this action, Mr. Moscato informed the members that future purchases at Staples will be paid through the Visa debit card account.

Motion made by Delphine Krezel and second by Anthony Szewczyk. Move to accept the Financial Report dated through December 31, 2011. Motion carried unanimously.

Motion was made by Delphine Krezel and second by Anthony Szewczyk. Move to accept the minutes of January 11, 2012, with the amendment of the acceptance of the Financial Report dated through December 31, 2011. Motion carried unanimously.

FINANCIAL STATEMENT: Members reviewed the January Profit & Loss detail, the Vendor Balance detail, the Naugatuck Savings & Loan reconciliation detail dated 12/31/2011 and the Bank of America reconciliation detail dated 1/31/2012 (all attached). Ms. Borrelli indicated that the banking details are not current as they were not received in time for the meeting. Mr. Moscato indicated that he is setting up on-line internet access to the bank accounts and will be able to provide current information at anytime in the future.

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

DIRECTORS REPORT: Mr. Moscato received a letter from Mary LaBranche, retired Senior Center director. "Dear Leo, I miss everyone in Derby, the guys in the garage were always so helpful and courteous. You were very fair and good to work with, thank you." (note retained by the director)

Mr. Moscato's January 2012 report was submitted (attached).

Meter collection – January - \$3,135.68 and \$1,926.49 for a total of \$5,062.17.

The car counts reports for January – 10,341 vehicles.

Tickets issued – January - 198.

Appeals – January – 2. All denied.

The electrician serviced light bulbs and ballasts in the garage. Also, he installed the heater in the bathroom. DiGiovani plowed for the January snow event. A new US flag has been ordered to replace the existing tattered one.

Mr. Szewczyk questioned if regular checks of the parking garage are being done and if anything has been observed. Mr. Moscato noted that a number of pot holes are appearing that will have to be addressed in the spring. Also, there is rust leaching out in some areas. Spalls are being addressed, as well as can be addressed, as they are identified.

Mr. Moscato read a letter from Rich DiCarlo dated 1/12/2012. “Just wanted to report that I slipped on the wet metal grates on the Olivia Street side of the garage and landed on my back. I hurt my neck somehow. I should be okay. If it gets worse I am going to have it checked out in the morning.” (note retained by the director) Mr. Moscato indicated that he encouraged Mr. DiCarlo to get it checked out at the hospital but Mr. DiCarlo chose not to do so at that time.

Ms. Krezel stressed the need to compel the employee to seek medical attention or obtain a release. Members agreed that when a fall or injury occurs that the director must insist that the person receive a medical evaluation. Mr. Moscato indicated that he did insist but was told no. He will check with the City’s insurance carrier to see what actions need to be taken when there is such an incident.

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:

Mr. Moore, Mr. Szewczyk, and Mr. Moscato met with Mayor Staffieri, Mr. Robertson, Corporation Counsel Coppola and Ms. O’Malley and the State elected officials – Ms. Gentile, Mr. Crisco and Ms. Klarides. It was a very good meeting and some possible funding sources were discussed. Another meeting is scheduled for February 16th.

Minerva Street meters: It had been previously suggested that the meters on the Minerva Street side of the Green may see more activity if they had a reduced hourly rate. Currently, they are rarely used. Mr. Moscato noted that the cost to reprogram the meters would be approximately \$300.00. Signage would have to be designed, manufactured and installed. There would have to be some means in which to notify the public of this change. All of this would be costly to the Commission without the benefit of any increase in revenue as there is no overcrowding of the existing parking spaces. Members agreed that there was no benefit to changing things at this time.

Motion made by Anthony Szewczyk and second by Delphine Krezel. Move to leave the meters on Minerva Street by the Green at their current rate. Motion carried unanimously.

NEW BUSINESS:

New parking spaces – Thompson Place: With the closing of Bank of America, the new owners have

abandoned the drive- thru exit and have fenced off the area to have a play area for the day care center that is to occupy the building. With that action there is space available to create two parking spaces.

Motion made by Delphine Krezel and second by Anthony Szewczyk. Move to install a double head meter on Thompson Place to serve the two newly created spaces that previously served as a driveway for the Bank of America. Motion carried unanimously.

EXECUTIVE SESSION:

Motion made by Delphine Krezel and second by Anthony Szewczyk. Move to enter into executive session at 7:00 p.m. for the purpose of discussing employee wages with Mr. Moscato invited to attend. Motion carried unanimously.

Motion made by Anthony Szewczyk and second by Delphine Krezel. Move to return to regular session at 7:24 p.m. Motion carried unanimously.

Motion made by Delphine Krezel and second by Anthony Szewczyk. Move to approve a one dollar per hour increase to wages of the director, the meter enforcement officers, the booth personnel, the building custodian and the bookkeeper effective with the next pay period. And further, move to establish starting salary rates for employee positions effective February 8, 2012 as follows:

Director -	\$20.00/per hour
Meter enforcement officer -	\$11.00/per hour
Booth personnel -	\$10.00/per hour
Building Custodian	\$10.00/per hour

Motion carried unanimously

Motion was made by Anthony Szewczyk and second by Delphine Krezel. Move that the meeting be adjourned at 7:26 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."