

DERBY MUNICIPAL PARKING AUTHORITY

Minutes

(meeting taped)

Monthly meeting: Wednesday March 14, 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, Jack Moran and Delphine Krezel. John Dorosh and Anthony Szewczyk were excused.

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

PUBLIC PORTION:

No one came forward and the public portion was closed.

APPROVAL OF MINUTES:

Motion was made by Delphine Krezel and second by Jack Moran. Move to accept the minutes of February 8, 2012, as written. Motion carried unanimously.

FINANCIAL STATEMENT: Members reviewed the February Profit & Loss detail, the Vendor Balance detail as of 2/29/2012, the Naugatuck Savings & Loan reconciliation detail dated 1/31/2012, Naugatuck Savings & Loan reconciliation detail dated 2/29/2012 and the Bank of America reconciliation detail dated 2/29/2012 (all attached). Members questioned if it would be possible to receive the reports prior to the meeting, possibly electronically. Mr. Moscato will speak with Ms. Borrelli.

Mr. Moore suggested that Mr. Moscato review the elevator contract as it has been in force for many years. Possibly a lower rate could be negotiated.

Motion made by Delphine Krezel and second by Jack Moran. Move to accept the February financial report, as presented. Motion carried unanimously.

DIRECTORS REPORT:

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

Meter collection – February - \$2,179.36 and \$1,977.75 for a total of \$4,157.11.

The car counts reports for February – 9,727 vehicles.

Tickets issued – February - 217

Appeals – February – none

The ENTER sign has been replaced. The expense was reimbursed by the vehicle owner's insurance carrier. A claim for a damaged meter has also been paid. The new flag is in place over the garage.

Meters had been installed on Thompson Place where the bank's driveway had been terminated. After the meters were installed, the contractor for the building advised Mr. Moscato that he was removing the

driveway and installing new sidewalk and curbing as per the stipulation from the Planning and Zoning Commission during their approval process. Mr. Moscato indicated that notification from the Planning and Zoning Commission would have been appreciated. He will be reinstalling the meters once the contractor is finished.

The Mayor questioned the three trailers that are parked in the lower Caroline Street lot. Mr. Moscato will try to locate the owner. He will check to see if they belong to any of the local businesses and if not, he will approach the Police Department to determine their origin.

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

OLD BUSINESS:

Mr. Moore continues to converse with the Mayor and the Grant Writer but had nothing to report.

Regarding employee injuries while on duty, Mr. Moscato indicated that he had a conversation with Mr. McLiverty. The outcome was that a person can not be forced to obtain medical attention. Ms. Krezel suggested developing a general form that would detail the time and date as well as a description of the incident so that there would be something in writing in the file. Also, it was questioned whether a waiver for medical attention form would be advisable. Mr. Moscato will research the information and present draft documents next month.

NEW BUSINESS:

Nothing further was presented.

Motion was made by Jack Moran and second by Delphine Krezel. Move that the meeting be adjourned at 6:50 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."