

# DERBY MUNICIPAL PARKING AUTHORITY

## Minutes

(meeting taped)

Monthly meeting: Wednesday May 9, 2012 in the Derby Municipal Parking Garage Office.

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

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

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

### PUBLIC PORTION:

No one came forward and the public portion was closed.

### APPROVAL OF MINUTES:

Motion was made by Jack Moran and second by Joseph Moore. Move to accept the minutes of March 14, 2012, as written. Motion carried unanimously.

### NEW BUSINESS:

a.) Discussion of funding for garage repairs: Sheila O'Malley reviewed her efforts to find sources of funding for the Parking Authority. In the current economy funding sources are sparse. She stated that there is a federal loan program from the USDA (US Department of Agriculture) for rural development. She explained that with recent changes in language and qualifications, Derby may satisfy the prerequisites for securing a loan through this program. The loan would be a 20 yr term with 3.75% interest. Derby would have to submit a pre-application and then an application and she would gladly help with the process. Members asked if anything was available in grants that could offset the amount of money that would have to be borrowed in the loan. She indicated that the discussions with the local representatives have been favorable but she was unaware of any commitments or available grants at this time. She suggested that the Authority develop the project costs and pursue the loan for the full amount, but this could be adjusted should funding become available. Members suggested that an amortization be calculated to determine the maximum amount the Authority could borrow. Members were appreciative of her efforts and will follow through with the application process.

b.) Assessment of pot holes: Per Mr. Moscato's report he has identified 232 pot holes. This number is greater than the last project that was undertaken. Cost estimates were not available. Without objection, this matter was tabled due to the absence of the director and the limited amount of information.

c.) Bill payment process: Members have expressed concern for the late fees that are being charged by some vendors. When a bill is received the director reviews it and submits it to the bookkeeper who then prepares a requisition. The requisition is sent to the City Finance Department where it is reviewed, signed and sent back to the Authority. The Director then signs the returned paperwork and returns it to the City for payment. It is a repetitive process that can take two to three weeks to process.

Motion was made by Anthony Szewczyk and second by Jack Moran. Move to empower Mr. Moore to explore options for the Authority to process payments to vendors directly through the Authority with it

understood that payroll would continue to be prepared and paid through the City Finance Department. Motion carried unanimously.

FINANCIAL STATEMENT: Members reviewed the March and April Profit & Loss detail, the Vendor Balance detail as of 3/31/2012 and 4/30/2012, the Naugatuck Savings & Loan reconciliation detail dated 3/31/2012, and the Bank of America reconciliation detail dated 3/31/2012 and 4/30/2012 (all attached). Members asked for a year end profit loss report for the next meeting. The sales & use charge of \$95.00 is for penalty and interest charges accrued reflecting the time prior to when Derby was advised to charge sales tax.

Motion made by Jack Moran and second by Anthony Szewczyk. Move to accept the March and April financial reports, as presented. Motion carried unanimously.

DIRECTORS REPORT:

Mr. Moscato's March and April 2012 report was submitted (attached).

Meter collection – March - \$2,720.60 and \$2,140.80 and April - \$2,447.30.

The car counts reports for March – 10,725 and April – 8,875 vehicles.

Tickets issued – March – 212 and April - 219

Appeals – March – none and February -2; both denied

Mr. Moscato has reviewed the elevator contract as requested last month and found Schindler to be less expensive than Otis. It was noted that Dunbar has increased their rate to offset rising costs of fuel and operating expenses.

The electrician has changed ballasts and bulbs throughout the garage and installed additional fixtures by the entrance area. The landscaper has completed work on Olivia Street and will also be servicing the Caroline Street lot. A new computer was purchased for the access control system and for office use as there was a failure of the hard drive and motherboard of the previous machine.

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

NEW BUSINESS (CONTINUED):

Motion made by Jack Moran and second by Anthony Szewczyk. Move to request at least two estimates for the pothole repairs, to be presented at next month's meeting. Motion carried unanimously.

Motion made by Jack Moran and second by Anthony Szewczyk. Move to request information on the computer back-up process for next month's meeting. Motion carried unanimously.

OLD BUSINESS:

a.) Injury Incident Report: Members reviewed the prepared form (attached). It was suggested that a line for witness of the signature of the form be added. The line "Employee refuses treatment" should be changed to "Employee declines treatment at this time". Members felt with these changes, the form should be reviewed by Corporation Counsel for his opinion.

Motion made by Jack Moran and second by Anthony Szewczyk. Move to empower Mr. Moore to review the Employee Incident Form with Corporation Counsel and continue this matter to next month's meeting. Motion carried unanimously.

Motion was made by Anthony Szewczyk and second by Jack Moran. Move that the meeting be adjourned at 7:34 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."*