

DERBY MUNICIPAL PARKING AUTHORITY

Minutes

(meeting taped)

Monthly meeting: Wednesday June 13, 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, Delphine Krezel and Anthony Szewczyk. John Dorosh was 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:

Motion was made by Delphine Krezel and second by Jack Moran. Move to accept the minutes of May 9, 2012, as written. Motion carried unanimously.

FINANCIAL STATEMENT: Members reviewed the May Profit & Loss detail, the Vendor Balance detail as of May 31, 2012, the Naugatuck Savings & Loan reconciliation detail dated 4/30/2012 and 5/31/2012, and the Bank of America reconciliation detail dated 5/31/2012 (all attached).

Mr. Moran asked for detail on the Amano expense as he recalled being billed in the previous months for similar work. Mr. Moscato explained that it was for services to reprogram the new computer with the software for the gate access, there is no warranty. Previous bills were likely for gate repairs and other maintenance. Mr. Moore asked that Mr. Moscato research whether a service/maintenance agreement with Amano would be beneficial. The expenses under uniform allowance were discussed. Madera Uniforms is the vendor being used and they are located in California. The expense for tailoring is for sewing on new patches and that was done by Carlino's on Elizabeth Street. The cleaner's expense was to press after the alterations. Mr. Moscato indicated that he generally cleans the uniforms seasonally. Members questioned the Walsh Fence expense for installing a meter in front of the old bank. Mr. Moscato explained the meter was installed on Thompson Place once the driveway was closed at the old Bank of Boston. Subsequent to the initial installation of the meter, the contractor for the new business at the bank building removed the existing driveway entrance and replaced it with concrete sidewalk as per the Planning and Zoning requirement of their application. In doing the sidewalk work, he had to remove the recently installed meter. Mr. Moscato was unaware that the sidewalk was to be replaced when he initially installed the meter. The expense this month was to re-install the meter now that the sidewalk has been finished. Members asked if the contractor should be charged for the expense. Mr. Moscato indicated that the miscommunication from Planning and Zoning resulted in the error of installing the meter prematurely. He did not feel that the contractor should be charged for the expense. Members questioned the electrical expenses. Mr. Moscato indicated that bulbs and ballasts were replaced. The custodian can change bulbs when needed but this work included the ballasts and many of the fixtures are higher up requiring ladders and lifts.

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

DIRECTORS REPORT:

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

Meter collection – \$2,510.82 and \$2,423.14 and \$1,371.51

The car counts reports for May – 11,021 vehicles.

Tickets issued – May - 226

Appeals – May - 3; all denied

Mr. Moscato indicated that landscape work on Olivia Street is complete. In July he will contact Mary Grasso from the USDA about the loan funding as presented by Sheila O'Malley. He noted a correction in the agenda. Item 9 (c) should be for transfer between line items property maintenance and payroll in the amount of \$12,000, not between savings and checking. The transfer is needed as the payroll deductions were not calculated into the budget last year.

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

OLD BUSINESS:

a.) Bill payment process: Mr. Moore was approached by Treasurer McLiverty about the agenda item and he explained to him about the delays in payments resulting in late fees and interest charges. Mr. McLiverty indicated that the matter would be something for the Finance Department, not the Treasurer's office. The timeliness of presenting the invoices to City Hall was discussed. Ms. Borrelli explained that QuickBooks dates the entries as they are made and she comes in weekly to process the bills. She felt the current system duplicates work thus slowing the process. Mr. Moscato noted that in speaking to the auditor, the auditor has indicated that it would be a very good idea to pay the bills within the Authority. Mr. Moore noted that while talking to Mr. McLiverty, the auditor was present but he did not state any opinion at that time. Mr. Moscato indicated that the Authority has the right under state statute to manage its own accounting. Changes will have to be made with the bank to provide for two signatures on the checks and then a weekly process will be set up where the bookkeeper will prepare the checks and have them available for signing. A check order costing \$230.00 was recently done for the checks processed by City Hall. It was uncertain whether those checks could be used or if new checks would have to be purchased.

Motion made by Anthony Szewczyk and second by Delphine Krezel. Move to add to the agenda under new business - Action on bill paying process. Motion carried unanimously.

b.) Injury Incident Report: Members reviewed the prepared form (attached). They verified that the employees were aware of this form and Mr. Moscato indicated that he has mentioned it to the employees. Members questioned what would happen if the employee refuses to sign. Mr. Moscato indicated that even if they refused one day they could still pursue the injury if symptoms developed, this form is for documentation of the incident.

Motion made by Anthony Szewczyk and second by Delphine Krezel. Move to add to the agenda under new business - Action on "Employee Injury Report" form. Motion carried unanimously.

c.) Assessment of pot holes: Specifications on materials and method of repair of the potholes were available for bidders. Only one quote was received. It was noted that the garage has many oil spots that have to be treated prior to the repairs and it was suggested that the repairs be delayed until said cleaning is done. Mr. Moscato explained the process for hot water cleaning and patch repair. Mr. Moscato

indicated that the garage will be swept by the City of Derby sidewalk sweeper. He has already spoken with Public Works Director Ron Culmo about performing this work. All drains will be cleaned to prevent backup during hot water washing. A company will have to be retained to perform this service. The power washing will be performed on a weekend and will require shutdowns of sections of the garage. Mr. Moscato did not anticipate having to have staff working during this time although he would likely check in at the start and Mr. Izzo would be in the booth on Saturday night. This process will expose any loose areas not seen by eye. Drains will be cleaned to remove sediment from washing. At that time the bids for pothole repair will be solicited. Additionally, once all is done there will be a need for striping and directional painting. He indicated that calls were made to a number of vendors for the washing. Only TransClean Corp., 45 Mayfair Place, Stratford, CT had the ability to perform the hot water power washing process. Members confirmed that the contractor's machines would fit in the garage and that their trucks would fit on Olivia Street. The Authority will provide the water and it was understood that the drains apparently go into oil separator basins. He will give advance notice to the parkers in the garage and on the day of the work any vehicles not removed will have to be towed.

Motion made by Delphine Krezel and second by Anthony Szewczyk. Move to add to the agenda under new business - Action on assessment of potholes and repairs. Motion carried unanimously.

NEW BUSINESS:

a.) Request from St James Church for reserved spaces on June 16, 2012: A letter from Louise Pitney dated March 22, 2012 (attached) was presented. The letter was sent to the Derby Board of Police Commissioners. The request is for parking spaces to be blocked on Minerva Street for a Memorial Service to be held on June 16, 2012 for Louis Pitney. The service was planned with no idea that it would fall on the same day as Derby Days. The service will be from 10:00 am to 12:00 pm. They expect 75 to 80 people and will need parking spaces to accommodate as many as possible. Mr. Moscato indicated that they have asked for ten spaces. No tickets are being issued due to Derby Days and additional spaces are available in the vicinity. The parking garage and the Caroline Street lot may be available at no charge.

Motion made by Jack Moran and second by Anthony Szewczyk. Move to reserve ten spaces on Minerva Street by covering the meters with bags and placing cones for the Pitney Memorial Service at St James Church from 10:00 am to 12:00 pm with it noted that additional space are to be offered in the parking garage and the Caroline Street lot. Motion carried unanimously.

b.) Parking Garage arrangements for Derby Days and Fireworks: No formal request has been received. Last year Police Auxiliaries were utilized at no cost for crowd management during the fireworks display.

Motion made by Anthony Szewczyk and second by Jack Moran. Move that a letter be sent to the City offering permission to use the parking garage for viewing of the fireworks display with it understood that the Police Auxiliaries will be patrolling the facility during the event at no charge to the Authority. Motion carried unanimously.

Members discussed the usage of the garage during the two events. Members agreed that Derby Days will be open for free. During the fireworks events more than 275 cars will come into the facility. While the people entering on foot could be allowed for free, it was felt that there should be a charge for the vehicles.

Motion made by Anthony Szewczyk and second by Jack Moran. Move to charge \$1.00 (one dollar) for each vehicle that uses the garage for the purpose of observing the fireworks display. Motion carried unanimously.

c.) Transfer of funds: As noted under the director's report, this is a transfer between line items in the budget.

Motion made by Anthony Szewczyk and second by Delphine Krezel. Move to transfer \$12,000 from the property maintenance line item to the payroll line item. Motion carried unanimously.

Mr. Moscato indicated that the 2012-2013 budget will be prepared and presented next month. He will be in contact with the members prior to the meeting.

d. added) Bill payment process:

Motion was made by Anthony Szewczyk and second by Delphine Krezel. Move that the Parking Authority pay their own bills and bypass City Hall to prevent delays in payment and to preserve the Authority's credit rating effective July 1, 2012 with it understood that payroll will continue to be managed and paid by City Hall.

Discussion - Mr. Moore indicated that the monthly Parking Authority report to the Board of Alderman should include the list of checks paid and the dates that they were paid. The recording secretary noted that the minutes and the financial reports are submitted to the Town Clerk who then in turn forwards them to the Board of Alderman. Mr. Szewczyk stated that the Water Pollution Authority does not submit a report to the Board of Alderman. Ms. Krezel questioned whether there were any charter requirements to providing a report. Mr. Moscato indicated that state statutes allow the Parking Authority to run its own business. The only thing required to be sent to the Board of Alderman is the monthly meter collection. Mr. Szewczyk wanted it expressed that we are voluntarily sending the reports. Mr. Moscato noted that last month the alderman indicated that they were very pleased with the reports that are being provided by the Parking Authority.

Motion carried unanimously.

Mr. Moscato stated that he will send a letter to the Finance Department advising them of this change in accounting effective July 1, 2012. He will also forward Mr. Szewczyk's comments regarding the Authority's submittal of Board of Alderman reports to Aldermanic President Ron Sill.

Ms. Borrelli noted, in response to a previous question about backing up data on the computer, that she backs up the data on a USB memory stick each time she performs work.

e. added) Employee injury form:

Motion made by Jack Moran and second by Anthony Szewczyk. Move to accept the Employee Injury Report and to initiate its use effective immediately with it understood that the reports will be filed in duplicate and in the case of a refusal by the employee, the supervisor will note said refusal and sign the form. Motion carried unanimously.

f. added) Pot Hole repairs:

Motion made by Delphine Krezel and second by Anthony Szewczyk. Move to award to TransClean Corp. of 45 Mayfair Place, Stratford, Ct the hot water pressure washing of level 1 of the parking garage as per job number MT 522130 in the amount of \$4,150.00. Motion carried unanimously.

Motion made by Anthony Szewczyk and second by Delphine Krezel. Move to award to TransClean Corp. of 45 Mayfair Place, Stratford, Ct the hot water pressure washing of level 2 of the parking garage as per job number MT 522131 in the amount of \$3,975.00. Motion carried unanimously.

Motion made by Jack Moran and second by Delphine Krezel. Move to award to TransClean Corp. of 45 Mayfair Place, Stratford, Ct the hot water pressure washing of level 3 of the parking garage as per job number MT 522132 in the amount of \$3,975.00. Motion carried unanimously.

Mr. Szewczyk noted that he was in Washington DC last month and he was surprised that the meters were operated electronically through a central office and payment was made through credit card. Further, you were allowed only two hours in the space. You had to move the vehicle in the 2 hr period rather than seeking to extend the time period. Mr. Moscato noted that the City's meters do allow for credit cards but the slots are inactive. He saw no need for use of credit cards at this time.

Motion was made by Anthony Szewczyk and second by Jack Moran. Move that the meeting be adjourned at 7:46 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."