

DERBY MUNICIPAL PARKING AUTHORITY

Minutes

(meeting taped)

Monthly meeting: Wednesday July 11, 2012 in the Derby Municipal Parking Garage Office.

Meeting was called to order at 6:30 p.m.

By roll call, members present: Joseph Moore, Jack Moran, Delphine Krezel, Anthony Szewczyk and Richard Bartholomew.

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 Jack Moran and second by Anthony Szewczyk. Move to table approval of the minutes of June 13, 2012. Motion carried unanimously.

FINANCIAL STATEMENT: Members reviewed the June Profit & Loss detail, the Vendor Balance detail as of June 30, 2012, the Naugatuck Savings & Loan reconciliation detail dated 6/30/2012, and the Bank of America reconciliation detail dated 6/30/2012 (all attached).

Members discussed the DiGiovanni & Sons Construction charge of \$400.00 for providing bid specifications for the pothole patching process. They questioned whether this was a customary practice and if it was appropriate to have the contractor provide the specifications and then later bid on same project. Last month they had asked for bids, not specifications. Mr. Szewczyk noted the benefits of having bid specifications as it eliminates or reduces the changes and escalating costs of a project and the bids would be for comparable processes. Mr. Moscato felt the fee was quite fair and that he needed a baseline for how the project will be done.

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

DIRECTORS REPORT:

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

Meter collection – \$3,486.42 and \$1,939.14

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

Tickets issued – 230

Appeals – 3; all denied

The audit of the meters was performed. The auditor physically reads each meter and provides a report of the collection at each meter. The grand total equaled \$26,598.20 with 1077 invalid coins. Coin deposits from February 1 through July 2, 2012 totaled \$28,290.75. Going forward audits will be performed annually at the end of the fiscal year, which runs from July 1 through June 30.

Trans Clean is scheduled to wash the garage the dates of July 21 and 22. Mr. Moscato has posted (attached) that all vehicles must be removed from the garage as of 6:00 p.m. on Friday July 20. The posting warns the vehicle owners that they will be towed, at the owner's expense, if not removed. The garage will be closed during the cleaning. Mark Anthony Izzo will be on-site on Saturday to direct patrons and to be available for the contractors. Patrons will be able to park in any legal parking space in the downtown free of charge. All stored vehicles in the lower level will be removed. Members questioned whether there would be concern for overspray coming from the sides of the building and Mr. Moscato did not feel it will be a problem but he would speak with the contractor. Mr. Moscato noted that the drains are being cleaned prior to this process and that he has confirmed with the building department that the drainage system has an oil separator in the system. The drains will be cleaned after the process is completed. Line striping and directional painting will have to be done after the process.

A checking account has been opened at Naugatuck Valley Savings and Loan for the payments of vendor expenditures. Mr. Moore and Mr. Moscato have placed their signatures on file for the account. Payroll will still be done by the City and Mr. Moscato indicated that funds will continue to be drawn from the Bank of America account for that purpose. A letter (attached) has been sent to the City advising of this change in accounting.

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

OLD BUSINESS:

Assessment of pot holes: The repairs to the potholes will be determined once the washing process is complete.

NEW BUSINESS:

Added) Ms Krezel noted that Mr. Moore has been serving as acting Chair for 18 months with the absence of the chair. With the change in membership and the addition of a new member, she felt it timely that the Authority vote for a new Chair. Further, she felt that the chair should be elected each year. Members agreed and suggested that the vote coincide with the fiscal year.

Motion made by Delphine Krezel and second by Jack Moran. Move to place election of Chairman to the next Derby Municipal Parking Authority meeting under Old Business with action to be taken. Motion carried unanimously.

a.) Review and adoption of the 2012-2013 DMPA budget:

Members reviewed the presented budget. Property maintenance and repairs have been merged. The bookkeeper expenditure has increased due to a raise and that in the previous year, the cost was not for 12 months as she came on during the year. Electrical budget is based on a change in generation rate and reflects the actual expenses from the previous year. The payroll taxes has dropped significantly and Mr. Moscato will verify the amount with the bookkeeper. Mr. Bartholomew asked if the members receive a monthly report detailing the month and year to date figures, similar to what can be received from the City. He also asked if there is a year-end fund balance report. He asked if the account numbers are the numbers used by the city and if they will change with the implementation of the QuickBooks. Mr. Moscato will speak with the bookkeeper.

The proposed budget reflects a net zero increase of the income and a reduction of \$945 in the expenditures compared to the 2011/2012 fiscal budget.

Account	Expense
Payroll Taxes – FICA & State	10,000.00
Payroll Wages	112,000.00
Bookkeeping	8,700.00
Bad Debt/Returned Checks	100.00
Casual Labor	2,500.00
Alarm Monitoring	\$239.40
Telephone (office and cell)	1,500.00
Electric	30,000.00
Postage & shipping	450.00
Water	2,000.00
Office & cleaning supplies	2,500.00
Uniform Expense	800.00
Elevator Maintenance	2,900.00
Property Maintenance/Repairs	36,100.00
Printing & Reproduction	400.00
Parking Ticket Expense	8,000.00
Equipment	500.00
Sales & Use Tax Return	5,000.00
Misc. Expense	5,000.00
TOTAL	228,689.40
Income	
Coins	60,000.00
Daily Receipts	30,000.00
Monthly Tenants	118,200.00
Parking Tickets	37,000.00
Validated Tickets	8,600.00
TOTAL	253,800.00

Motion made by Anthony Szewczyk and second by Delphine Krezel. Move to adopt the 2012-2013 Derby Municipal Parking Authority Budget, as presented. Motion carried unanimously.

Added) Members briefly discussed the USDA loan parameters. Mr. Moscato distributed a handbook to the members. As the application is quite detailed it was felt that the Authority should hold workshops to review the process. Members can develop a list of questions and the administrator of the loan will be invited to come and assist in the application preparation. Corporation Counsel will also be invited to participate in the process.

The first workshop will be scheduled for July 31, 2012 at 6:00 p.m.

Motion was made by Delphine Krezel and second by Jack Moran. Move that the meeting be adjourned at 7:36 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.”