

DERBY MUNICIPAL PARKING AUTHORITY

Minutes

(meeting taped)

Monthly meeting: Wednesday August 8, 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 and Anthony Szewczyk. Richard Bartholomew was excused.

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

ADDITIONS/DELETIONS TO AGENDA:

Without objection, under old business, the following were added:

- c.) Schedule and process for the election of the chair
- d.) Election of the Chair

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 approve the minutes of June 13, 2012, July 11, 2012 and July 31, 2012, as written. Motion carried unanimously.

FINANCIAL STATEMENT: Members reviewed the July Profit & Loss detail, the Vendor Balance detail as of July 31, 2012, the Naugatuck Savings & Loan – General account dated 7/01/2012 through 8/08/2012, Naugatuck Savings & Loan – Meter Coin account dated 7/01/2012 through 7/31/2012 and the Bank of America reconciliation detail dated 7/31/2012, Profit and Loss report July 2011 through June 2012 (all attached).

Mr. Moscato explained that the Maler Landscaping charge, (\$2,215.00) is for yearly landscaping around the garage which includes removal of weeds, placement of landscape cloth and mulch; and the cleanup of the upper and lower Caroline Street lots. Ms. Borrelli noted that statements from Naugatuck Savings & Loan are received after the 9th of the month and so she has included the registers from each of the accounts. In reviewing the payroll, there are weekend hours for Mr. Moscato on the week ending July 22, 2012 and July 29, 2012. Mr. Moscato explained that the hours were not processed on the week ending July 22 and were applied to the July 29th cycle. Regarding the fraud charges, the account credit card was apparently hacked and was being used fraudulently. The bank has been notified and they will be restoring the funds to the account and issuing new cards. The other bank charges include a check returned for NSF funds and a stopped check. The stopped check is due to a check issued by the City to the wrong vendor. When a tenant vehicle was being detailed, the payment was sent to the tenant rather than the business that did the work, but this was corrected. DiGiovanni & Sons was paid \$450.00 for the cleaning of grates and drains before and after the power washing of the garage. Trans-Clean Corp. completed the power washing of the 1st level (\$4,150.00), 2nd level (\$3,975.00) and the 3rd level (\$3,975.00).

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

DIRECTORS REPORT:

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

Meter collection – \$2,146.72 (note – due to rain, the 2nd collection was done 8/2 and will be on next month's report)

The car counts reports– 10,017 vehicles.

Tickets issued – 226

Appeals – none

Trans Clean Corp. completed the power washing and all went well. DiGiovanni cleaned the drains.

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

OLD BUSINESS:

a.) Workshop update: The members held a meeting on July 31st and drafted questions. A meeting with Mayor Anthony Staffieri, Corporation Counsel Joseph Coppola, Community Development Director Sheila O'Malley and Board of Alderman President Ronald Sill will be scheduled to clarify the City's position with regards to the loan's legalities and liabilities and whether further funding may be available.

Mr. Moscato indicated that he approached Naugatuck Savings and Loan in regards to a loan. They raised a number of questions regarding possible need for referendum, the defined collateral on the loan and the need for an up to date engineering study. They estimated that the revenues may support a loan in the range of \$600,000 for a ten year note.

b.) Pothole repairs: Members decided to wait until the loan information is clearer.

Motion made by Jack Moran and second by Anthony Szewczyk. Move to table the discussion until the September meeting. Motion carried unanimously.

c. added) Process for electing a chair

Motion made by Delphine Krezel and second by Jack Moran. Move that the election of the Chair of the Derby Municipal Parking Authority be held yearly with it coinciding with the fiscal year of July 1st through June 30th and that the election will be at the June meeting of the Authority. Motion carried unanimously.

d. added) Election of the Chair:

Motion made by Delphine Krezel and second by Jack Moran. Move to nominate Joseph Moore as Chair of the Derby Municipal Parking Authority effective from July 1, 2012 through June 30, 2013. Motion carried unanimously.

Motion made by Delphine Krezel and second by Jack Moran. Move to close the nominations. Motion carried unanimously.

Members thanked Mr. Moore for his service during the interim period and expressed their support.

NEW BUSINESS:

a.) Payroll processing: Mr. Moscato indicated that he spoke with the auditor and he strongly encouraged use of an independent bonded firm to provide payroll services. Mr. Moore noted that there is a special deduction done by the City for Martha Hinkson, and he questioned whether this would be a problem.

Mr. Moscato indicated that he would clarify the deduction and did not think it would be something that would hold up the process of changing from the City providing the service to the independent firm providing the service. Mr. Moran questioned why the change and Mr. Moscato replied that the treasurer had concerns and felt that the process should be under one roof. Mr. Moscato has researched firms that provide payroll services and their fees vary greatly. He presented a proposal from DataPay of 10 Forest Park Drive, Farmington, CT. (attached)

Move to accept the proposal from DataPay in the amount of \$29.29 per weekly pay period to process the Derby Municipal Parking Authority employee payroll and to provide all associated duties related to said payroll as detailed in their quote titled "City of Derby Quote with direct deposit" for the period of one year effective with the next payroll period or as soon as can be implemented. Motion carried unanimously.

Motion was made by Anthony Szewczyk and second by Jack Moran. Move that the meeting be adjourned at 7:14 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."