

# DERBY MUNICIPAL PARKING AUTHORITY

## Minutes

(meeting taped)

Monthly meeting: Wednesday June 12, 2013 in the Derby Parking Garage office.

Meeting was called to order at 6:33 p.m.

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

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

ELECTION OF A CHAIR: Mr. Moore stated that he did not wish to be reappointed.

Motion made by Anthony Szewczyk and second by Richard Bartholomew. Move to table the election of a chair until next month, as there are members excused this evening and further to temporarily appoint Joseph Moore as temporary chair for this meeting. Motion carried unanimously.

ADDITIONS/DELETIONS TO THE AGENDA: Without objection the agenda was accepted, as presented.

PUBLIC PORTION: No one came forward and the public portion was closed.

### APPROVAL OF MINUTES:

Motion was made Anthony Szewczyk and second by Richard Bartholomew. Move to approve the minutes of April 23, 2013 and May 8, 2013, as written. Motion carried unanimously.

FINANCIAL STATEMENT: It was noted that the February and March reports have yet to be accepted. Without objection, these reports were tabled as it was uncertain whether there were any outstanding questions at this time.

Members reviewed the May Profit & Loss detail, the Vendor Balance detail as of May 31, 2013, the Bank of America - Payroll reconciliation detail dated 05/31/2013, the Naugatuck Savings & Loan – General account Reconciliation Detail dated 05/31/2013, the Naugatuck Savings & Loan – Meter Coin account dated 05/31/2013. (all attached).

Members asked if there has been a decline in revenue. Mr. Moscato indicated that it was fairly steady with minor fluctuations dependent on court house activity and general activity downtown.

Motion made by Anthony Szewczyk and second by Richard Bartholomew. Move to accept the May Financial Report, as presented. Motion carried unanimously.

### DIRECTORS REPORT:

May 2013 report submitted (attached).

Meter collection – Mar through May \$14,549.53

The car counts reports–11,299 vehicles.

Tickets issued – 176. Appeals – none

A meter pole was damaged on Elizabeth Street and is scheduled for repair. There have been problems with incoming calls and the phone company has been contacted. Otherwise, everything is going well.

A question about credit card usage was raised last month. Mr. Moscato reported that the issue was explored previously and found to be cost prohibitive. There has been little interest expressed by the patrons. He did note that ComPlus does accept credit cards for payment on tickets.

Mr. Moscato stated that he will be preparing the 2013-2014 budget for presentation next month. Mr. Szewczyk questioned when salaries were last reviewed and Mr. Moscato replied that they were reviewed about a year ago.

Motion made by Anthony Szewczyk and second by Richard Bartholomew. Move to accept the chairman's report, as submitted. Motion carried unanimously.

OLD BUSINESS: Mr. Moore stated that the contract for the building report has moved forward and the team has done their inspection of the facility. He has spoken with Mr. Marnicki and expects the report shortly. Hopefully, the information provided in the report will be sufficient for the Bond Counsel to formulate a referendum question(s). A possible fall referendum is being discussed.

NEW BUSINESS:

Thank you notes were received for the get well arrangements that had been sent to members Anthony Szewczyk and Delphine Krezel. Mr. Moscato also expressed appreciation to the Authority for their expressions of concern.

Motion was made by Richard Bartholomew and second by Anthony Szewczyk. Move that the meeting be adjourned at 7:00 p.m. Motion carried unanimously.

Respectfully prepared,

*Karen Kemmesies*

Karen Kemmesies, secretary

*"These minutes are subject to the Authority's approval at their next scheduled meeting."*