

DERBY MUNICIPAL PARKING AUTHORITY

Minutes

(meeting taped)

Monthly meeting: Wednesday July 10, 2013 in the Derby Parking Garage office.

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

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

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

ELECTION OF A CHAIR: Members acknowledged Mr. Moore's desire not to be reappointed but suggested that he remain as chair for a few more months during the discussions for a referendum question on funding the renovation of the garage. The floor was opened for nominations.

Motion made by Anthony Szewczyk and second by Jack Moran. Move to nominate Joseph Moore as chair of the Parking Authority for a term through November, 2013. 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 made Anthony Szewczyk and second by Jack Moran. Move to approve the minutes of June 12, 2013, as written. Motion carried unanimously.

FINANCIAL STATEMENT: Ms. Krezel noted the year-end profit/loss report that was presented this evening proves the information that the Authority has been requesting. She asked that this report format be used on a monthly basis. The report shows a net profit of \$15,117.77 and overall expenses for the year were under the budgeted amount.

Members reviewed the June Profit & Loss detail, the Vendor Balance detail as of June 30, 2013, the Bank of America - Payroll reconciliation detail dated 06/30/2013, the Naugatuck Savings & Loan – General account Reconciliation Detail dated 06/30/2013, the Naugatuck Savings & Loan – Meter Coin account dated 06/30/2013. (all attached).

Motion made by Jack Moran and second by Delphine Krezel. Move to accept the June Financial Report, as presented. Motion carried unanimously.

BUDGET -2013-2014:

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

The budget reflects no increases over last year. Snow removal is listed under property maintenance and repairs.

Motion made by Anthony Szewczyk and second by Jack Moran. Move to adopt the 2013-2014 Derby Municipal Parking Authority Budget, as presented. Motion carried unanimously

DIRECTORS REPORT:

June 2013 report submitted (attached).

Meter collection – June \$3,272.21

The car counts reports–10,570 vehicles.

Tickets issued – 183. Appeals – 1 – approved.

The office phone system was having incoming call trouble and the phone company visited to repair. A new phone system with answering machine was purchased and installed. Otherwise, everything is going well.

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

OLD BUSINESS: Mr. Moore stated that Mr. Marnicki has been updating him on the progress of the report and expects its completion shortly. He indicated that the elevator would need replacement. Structurally, the report will detail all the needed renovations to the slabs and steel frame. The architect is looking at pedestrian traffic flow as well as handicapped accessibility. He has suggested that handicapped spaces be provided on the street by an entrance. Mr. Moscato stated that the City has looked at handicapped spaces on the street previously and they were not acceptable to the Police Department. He suggested that the lower level be looked at for possible handicapped van parking and drop-off. He noted that a number of community organizations as well as the city sweeper in the winter, occupy spaces in the lower level free of charge at this time. Local businesses also lease space for their trucks. The area is accessed through the gated entrance on Olivia Street.

NEW BUSINESS:

Mr. Moore indicated that he observed many cars parking on Minerva Street, between Fourth Street and Fifth Street on the opposite side of the green, in an area reserved for residential parking. The metered spaces adjacent to the green in this area were empty. He would like to explore meters on the residential side with the residents provided stickers to allow them to park for free. Mr. Moscato indicated that he has meters that could be installed and with the residential sticker system already in place, he did not think it would be a problem for the local residents. Currently, the police department oversees the area but does not enforce the residential parking restrictions defined for that area. Additionally, he noted that the churches on the green apprise him when they are having an event (wedding, funeral, baptism, etc.) and the parking enforcement is curtailed during said time. Mr. Moore will approach the Police Chief on this matter and report back next month. Ms. Krezel requested that the area be reviewed to determine how many meters would be needed and suggested a site map drawing be presented as well.

Motion was made by Delphine Krezel and second by Anthony Szewczyk. Move that the meeting be adjourned at 7:12 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."