

DERBY MUNICIPAL PARKING AUTHORITY

Minutes

(meeting taped)

Monthly meeting: Wednesday October 9, 2013 in the Derby Parking Garage office.

Meeting was called to order at 6:30 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 were present.

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 September 11, 2013, as written. Motion carried unanimously.

FINANCIAL STATEMENT: It was noted the report format has changed detailing the yearly accumulative figures as well as the monthly amounts.

Members reviewed the Profit & Loss Budget vs. Actual as of Aug 22, 2013, the Bank of America - Payroll reconciliation detail dated 07/31/2013, the Naugatuck Savings & Loan – General account Reconciliation Detail dated 07/31/2013, the Naugatuck Savings & Loan – Meter Coin account dated 07/31/2013, the Profit & Loss Detail for July 2013, the Profit & Loss Budget vs. Actual as of Sep 5, 2013, the Bank of America - Payroll reconciliation detail dated 08/31/2013, the Naugatuck Savings & Loan – General account Reconciliation Detail dated 08/31/2013, the Naugatuck Savings & Loan – Meter Coin account dated 08/31/2013, the Profit & Loss Detail for August 2013, the Profit & Loss Budget vs. Actual as of Oct 3, 2013, the Bank of America - Payroll reconciliation detail dated 09/30/2013, the Naugatuck Savings & Loan – General account Reconciliation Detail dated 09/30/2013, the Naugatuck Savings & Loan – Meter Coin account dated 09/30/2013, the Profit & Loss Detail for September 2013. (all attached).

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

DIRECTORS REPORT:

September 2013 report submitted (attached).

Meter collection – September \$3,230.45

The car counts reports–11,054 vehicles.

Tickets issued – 240. Appeals – none

A meter pole that is loose is scheduled for repair. Everything is going well.

Mr. Moscato presented a proposal for adding meters on Minerva between Fifth and Fourth Streets. He figured that 17 meters and there are sufficient meters in storage so none will have to be purchased. Installation would be approximately \$2,565.00 and a crosswalk in front of St. James Church will have to be stripped by Public Works.

Mr. Moscato indicated that DiGiovanni has agreed to hold the snow plowing and snow removal prices from last year. He indicated that he would like to remove the ceiling tiles in the office as they have become stained from ongoing water infiltration and he has concern as to mold as the office does smell musty. The drain pipe in the office also is deteriorating and is leaking. He will continue to contain the water damage as much as is possible.

Mr. Moscato indicated that the letter was sent to the Senior Center but he has received neither response nor payment on the account. Generally, there are about 12 vehicles parked each day and when there is a bus trip more than two dozen vehicles may be parked. Additionally, if the trip falls on a Sunday, then Mr. Izzo is called in on overtime to work. Mr. Moore indicated that he would schedule an appointment with the Senior Center director.

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

OLD BUSINESS: Mr. Moore and Mr. Szewczyk walked the garage and reviewed the engineer's report. He encouraged the members to review the report and present any comments or questions. Mr. Marnicki has offered to come to a meeting to go answer the comments.

Motion made by Anthony Szewczyk and second by Richard Bartholomew. Move to add new business to the agenda. Motion carried unanimously.

NEW BUSINESS:

Mr. Moore received digital files of the architect's drawings and went to Kinko's to have them printed. He presented the receipt for the paperwork. Members agreed that Mr. Moore should be reimbursed for the prints in the amount of \$153.14.

Mr. Moore presented a draft ordinance for "Limited Residential Parking Permits in Minerva Street Area" prepared by the Police Department and presented to the Board of Alderman sub-committee. He asked that the members review the draft and submit any questions or comments to the chair.

Motion was made by Richard Bartholomew and second by Anthony Szewczyk. Move that the meeting be adjourned at 7:05 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."