

# DERBY MUNICIPAL PARKING AUTHORITY

## Minutes

(meeting taped)

Monthly meeting: Wednesday January 8, 2014 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 and Richard Bartholomew. Jack Moran and Anthony Szewczyk were excused.

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

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

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

### APPROVAL OF MINUTES:

Motion was made Delphine Krezel and second by Richard Bartholomew. Move to approve the minutes of October 9, 2013, with a clarification on page 3, first line in Old Business should read “the outstanding debt **of the Derby Senior Center...**” Motion carried unanimously.

FINANCIAL STATEMENT: Members reviewed the Profit & Loss Budget vs. Actual as of 1/06/14, the Bank of America - Payroll reconciliation detail dated 11/30/2013 and 12/31/2013, the Naugatuck Savings & Loan – General account Reconciliation Detail dated 12/31/2013, the Naugatuck Savings & Loan – Meter Coin account dated 11/30/2013 and 12/31/2013, the Profit & Loss Detail for November 2013 and December 2013. (all attached). Members again asked if the reports could be sent to them prior to the meeting. Mr. Moscato will check with Ms. Borrelli to see if the material could be emailed to the members or otherwise distributed prior to the meeting.

Motion made by Delphine Krezel and second by Richard Bartholomew. Move to accept the November and December Financial Reports, as presented. Motion carried unanimously.

### DIRECTORS REPORT:

November and December 2013 report submitted (attached).

Meter collection – November \$4,265.59 and December \$5884.88

The car counts reports–November -10,313 vehicles and December -10,176 vehicles.

Tickets issued – November 147 and December 164. Appeals – November - 1 and December - 3. All denied.

The electrician has evaluated the booth and restroom heaters and the booth unit was replaced.

A meter head was stolen on December 2<sup>nd</sup> and reported to the Police Department.

There were many snow events in December and the bill from DiGiovanni will be in next month’s report.

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

OLD BUSINESS:

Mr. Moore distributed the professional design services proposal from Mr. Marnicki. He suggested that the members review the material for further discussion next month.

Regarding the Senior Center overdue balance, Mr. Moore and Mr. Moscato met with Mayor Dugatto to explain how much was owed to the Parking Authority. The Senior Center is charged \$300 per month as per a previous agreement. The Mayor was told that a payment from the Center was received on August 16, 2012 with no further payments until August 30, 2013 when the Center paid for new passes that were issued. The City Finance office has made two payments in December totaling \$900. Mr. Moore stated that no explanation has been given why the Center stopped making payments nor have they returned any calls made to them regarding the outstanding debt. Their balance as of 1/2/14 totals \$4,500. The Mayor indicated that she would speak with the Senior Center and then schedule another meeting with Mr. Moore.

Regarding the Minerva Street addition of parking meters, Mr. Moore indicated that the Board of Alderman does not support the addition of meters in the area. An alternative would be to install signage on the east side of Minerva Street between Fourth and Fifth Street that would define the area as residential parking only. The residents in the area have already been issued permits by the Parking Authority that allows them to park on the alternate side of the street during the winter parking season. Mr. Moore and the Police Chief will continue to discuss this matter and present a request to the Board of Alderman.

NEW BUSINESS:

Mr. Moore indicated that he has had conversations with Mayor Dugatto regarding the garage renovations. At this time she does not seem to support the need for a referendum to seek the funding necessary to rebuild the structure. Members felt that the conditions in the garage were greatly underestimated by elected officials and the public and they suggested that a walk-thru of the facility be done pointing out the serious deterioration. Mr. Moscato will prepare letters to be sent to the Mayor, Board of Alderman, and other key officials requesting that they attend a walk thru. Members expressed serious concerns about liability and indicated that a formal request should be made to the Building Official and Fire Marshall to have an inspection made of the structure. Mr. Moscato will forward the request.

Motion was made by Richard Bartholomew and second by Delphine Krezel. Move that the meeting be adjourned at 7:02 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."*