

# DERBY MUNICIPAL PARKING AUTHORITY

## **Minutes**

(meeting taped)

Monthly meeting: Wednesday May 14, 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, Anthony Szewczyk and Jack Moran. Richard Bartholomew was excused.

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

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

PUBLIC PORTION: No one was present.

### NEW BUSINESS:

Corporation Counsel request for documents: A certified letter was received dated April 23, 2014 from Kevin M. Blake, Corporation Counsel for the City of Derby (attached) to Director Leo P. Moscato, Jr. requesting, pursuant to the Freedom of Information Act, a list of documents for the last five (5) years. Ms. Borrelli indicated that she will have to go through the archived documents but foresaw no issues at this point beyond the time that it will take to collect the materials. Mr. Moscato noted that a number of documents are already on file at the City Hall and he has brought this request to the attention of the Town Clerk. The annual reports, the audits, the budgets, the agendas and the minutes are already on file. Ms. Borrelli indicated that the remaining materials will be delivered as they are assembled. It was suggested that the originals be copied and then the copies be duplicated for reference purposes with the originals remaining in the files. Ms. Borrelli suggested that Parking Authority documents be scanned and stored on an external hard drive for easy retrieval. Mr. Szewczyk stressed that we as members of the Parking Authority are getting no personal gain for serving but rather give of their time because they care for the city and he saw this request a type of harassment from the administration that would likely make it difficult for anyone to consider serving the city and it gives a bad example. Further, there are financial costs to accumulate the material and he wondered if the City intended to reimburse that cost. It was noted that any similar requests to a city are handled by charging a per page rate.

### APPROVAL OF MINUTES:

Motion was made Anthony Szewczyk and second by Delphine Krezel. Move to approve the minutes of April 9, 2014, as written. Motion carried unanimously.

FINANCIAL STATEMENT: Members reviewed the Profit & Loss Budget vs. Actual as of 5/12/14, the Bank of America - Payroll reconciliation detail dated 4/30/2014, the Naugatuck Savings & Loan – General account Reconciliation Detail dated 4/30/2014, the Naugatuck Savings & Loan – Meter Coin account dated 4/30/2014, the Profit & Loss Detail for April 2014. (all attached).

It was noted that the Senior Center has been paying the current monthly charges but the past due remains outstanding. Mr. Moore noted that as a taxpayer he would question where the funding for the parking expense was spent within their budget and as a taxpayer he felt there should be more accountability from the Center. The charge was paid for many years previously without problems. It was understood that the expense was budgeted for in the Senior Center yearly allocation.

It was noted that the Derby Manor did request and receive a two week discount of their monthly fee due to the closure.

Motion made by Anthony Szewczyk and second by Delphine Krezel. Move to accept the April Financial Reports, as presented. Motion carried unanimously.

DIRECTORS REPORT:

April 2014 report submitted (attached).

Meter collection – April \$2,927.80

The car counts reports–April -8,773 vehicles.

Tickets issued – April 144. Appeals – April- none.

The netting has been installed. An additional roll of netting is ordered.

Mr. Moscato noted that the meters will be evaluated for replacement and repair. They are physically inspected to insure they are functioning properly and securely mounted on the concrete set poles.

There are potholes in the garage that need to be addressed while awaiting a decision on the timeframe for a referendum. Mr. Moore asked that Mr. Moscato assess the most critical locations and obtain a cost estimate for the repair, noting that the method of repair must be sufficient so that the material does not fail or dislodge in a very short time as seen with the previous repairs. The most serious areas have been identified and cordoned off.

Mr. Moscato stated that currently the check processing is done by having two signatures, Mr. Moore and himself. He suggested that rubber stamps be made so that should one or the other not be available, the processing of the checks would not be delayed. Mr. Moran questioned whether a third alternate signer would be a better solution. This would require additional paperwork at the bank. It was noted that the payroll is processed by an independent company. Ms. Borrelli stated that the rubber stamps would be kept in her safe, for which she is the only one with access. If the stamp was to be used, the second signer would oversee the use of the stamp and at no time would both stamps be used. Members agreed to go forward with the stamps.

OLD BUSINESS:

Mr. Moore approached the City's insurance provider to determine the cost of an independent workers compensation policy. The cost would be approximately \$1,000 per year.

NEW BUSINESS:

Motion made by Jack Moran and second by Anthony Szewczyk. Move to add to the agenda – Purchase of Workers Compensation policy, to open public portion to speak on this matter and further to authorize the chair to approach the insurance carrier for the purchase of said Workers Compensation insurance for the Derby Municipal Parking Authority employees. Motion carried unanimously.

OLD BUSINESS:

Mr. Szewczyk anticipated that the referendum will be finalized within a year with the decision being to renovate or shut down the garage. He questioned whether there will be further engineering costs to provide for accurate accounting of the scope of the project. Mr. Moore felt that the engineering materials currently available would be sufficient for the referendum and he understood that within the scope of the project is funding for preparation of specifications and drawings sufficient for the actual construction. It

was noted that during the recent closure, the City's engineering firm did cite the fact that any temporary measures being done could not be guaranteed beyond a year.

Mr. Moore noted that there is a meeting scheduled on Friday, May 16<sup>th</sup> at the Mayor's office and Mr. Marnicki has been invited to attend. Certainly, that question can be clarified.

Motion was made by Delphine Krezel and second by Jack Moran. Move that the meeting be adjourned at 7:10 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."*