

DERBY MUNICIPAL PARKING AUTHORITY

Minutes

(meeting taped)

Monthly meeting: Wednesday December 10, 2014 in the Derby Parking Garage office.

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

By roll call, members present: Anthony Dulla, William Boland, Richard Bartholomew and Cheryl Pereiras. Susan Baum was excused.

Parking Authority Director Leo Moscato was present. Bookkeeper Angela Borrelli arrived later in the meeting.

ADDITIONS/DELETIONS TO THE AGENDA:

Motion made by Cheryl Pereiras and second by Richard Bartholomew. Move to add to the agenda the following – overview of the garage function, overview of the finance report, overview of the director’s job description and executive session for a personnel matter and to accept the agenda as amended. Motion carried unanimously.

PUBLIC PORTION: No one was present.

APPROVAL OF MINUTES:

Motion was made Cheryl Pereiras and second by William Boland. Move to approve the minutes of November 12, 2014, as written. Motion carried unanimously.

DIRECTORS REPORT:

November 2014 report submitted.

Reviewing the Activity report:

<u>Hourly</u>	<u>Flat Rate</u>	<u>Validated</u>	<u>Prepaid</u>	<u>TOTAL</u>
317	161	1,614	5,701	7,793

Monthly meter collection - \$4,892.91. There were 157 tickets issued by Mr. DiCarlo in November. There were 5 appeals, one was denied, four were approved due to identified battery issues with the meters. Ms. Hinkson is still out of work as per her request.

Mr. Moscato noted that the gate reports requested last month were printed but they do not provide as detailed a report as requested. The software would have to be greatly upgraded to accomplish said report and the cost seemed prohibitive. Members indicated that they were seeking to determine a peak amount of vehicles in the garage at any given day so as to determine the needed capacity. Mr. Moscato estimated that the peak capacity generally would be in the range of 230 cars per any given day. That number rises during special events such as when seniors take trips or when there is greater activity at the court house.

Reviewing the leases, Mr. Moscato indicated that the leases were reviewed a number of years ago. On a monthly basis, a tenant is charged \$50.00 (including tax). Derby Manor has a much lower rate which expires in 2017. They average approximately 45 cars per month at \$29.54 (plus tax) with the lease specifying a limit of 60 vehicles at said rate. The Senior Center is charged a flat monthly rate of \$300.00.

They have been provided with 200 stickers and their usage varies. This rate was not being paid for a number of months during the past administration but the current monthly payments have been received. The State of CT has a flat quarterly rate of \$5,400 with said lease expiration of 2025. Hill Health, Parent Children's Resource Center and Team have monthly rates of \$42.45 (plus tax) paid on a month to month basis. The post office pays a monthly flat rate of \$1,210 for 25 vehicles and that lease expires in August 2015. It is likely they will not renew as the building is up for sale.

Next, members reviewed the Director's Job Description.

1. Supervising Staff
 - a. Ensuring all staff if performing duties assigned
 - b. Replacing vacant shifts due to illness, personal time and vacations.
 - c. Ensuring a positive moral work place.
2. Adjudication of appeal process.
3. Administration of daily complaints from patrons to a satisfactory outcome.
4. Monitoring security cameras
 - a. Reviewing and documenting all actions vandalism, accidents of any kind and assist police department in any investigation.
5. Supervising contractors and provide final inspection of necessary work.
6. Prepare annual budget
7. Collect coins in meters. Collection will be done by 2 persons. Counting coins will be done by 2 persons of which one will be different that persons counting. Coins will be counted in coin counter and tally entered in excel. will be done by 2 persons. Counting coins will be done by 2 persons of which one will be different that persons counting. Coins will be counted in coin counter and tally entered in excel. Dunbar Armored Car transports coins to NVSL.
8. Monitoring garage and parking lots for cleanliness and provide arrangements for service.
9. Monitor parking meters for proper function and send out meter heads for repair.
10. Supervise special events for garage usage. July 4, Derby Day etc.
11. Negotiate contracts with state, private and business entities.
12. Retrieve mail from post office.
13. Enter tickets into COMPLUS computer.
14. Prepare bid specifications for major projects.
15. Provide Board of Alderman with meter revenue.
16. Process payroll. Send time sheets to Datapay.
17. Purchase cleaning supplies as needed.
18. Bring deposits to bank.
19. On call via cell phone 24/7

The revenue operational procedures were detailed to the members explaining the safety precautions that are taken regularly.

Mr. Moscato stated that he contacted Richard Marnicki about cost inflations of the reconstruction of the garage since the submitted reports. Mr. Marnicki indicated that they are dependent on oil prices which are fluctuating but a reasonable figure would be 5 to 6% increase. Mr. Boland asked whether a structural engineer should be contacted to assess the integrity of the garage. The question being whether the building needed to be closed as per the actions of last year. Mr. Dulla stated that he has spoken with Mr. Marnicki and is seeking updated cost estimates as well as an estimate to level the existing structure. It was explained that removing the upper portions of the garage was not possible as it would effect the structural integrity of any remaining structure. If the decision is to tear down the garage and make a street level parking area, then the entire structure would have to be removed and the lot would have to be filled in properly and graded and shored to conform to the sloped area. Mr. Dulla noted that Prime AE were retained by the Mayor during the prior closure and their professional opinions should also be sought. Mr. Dulla noted that at the time of the closure last year it appeared that the Board of Alderman had taken over the oversight. Then too, the Mayor took action on remedying the ensuing issue. He questioned the protocol of who is in charge of the garage. Mr. Moscato indicated that prior Corporation Counsel have verbally stated that the initial responsibility falls upon the Parking Authority.

Mr. Moscato presented an email dated 4/01/14 from Kiran B. Patel, Senior Structural Designer from Prime AE. The email states "As you are aware, the City of Derby Parking Garage has been fitted with protective measures to prevent falling concrete from causing injury to persons or damage to vehicles. These protective measures included aluminum cladding and debris netting installed in areas where the ceiling of the garage was cracked or otherwise appeared as though concrete could come loose and fall.

Based upon our review of the specifications of the materials and the methods used to install these protective measures, it is our opinion that these measures will be effective in preventing concrete from falling in the areas where they have been installed. However, these measures should only be considered temporary and should not be relied upon to perform for more than 1 year from the time of installation."

Members discussed concerns of liabilities noting that there is no report that can give an absolute resolve to the question as to the integrity and life span of the existing garage. The Authority must determine the options and create a report on the conclusions. At this time there appears to be three options – 1.) rebuild the garage at an estimated cost of \$7 million with the need for a referendum to determine the funding, 2.) level the garage and create an open lot – cost to be determined or 3.) close the structure and barricade its use. Mr. Dulla indicated that the Parking Authority does not have the funding to make the final decision. Going forward, the Authority should pull together the options and present to them to the City. At that point the Board of Alderman and/or the Mayor will have to determine the next step.

FINANCIAL STATEMENT: As the meeting has extended due to lengthy discussions, it was decided, without objection to table the review of the financial statement.

NEW BUSINESS:

Motion made by Richard Bartholomew and second by William Boland. Move that The Parking Authority meeting schedule for the 2015 calendar year shall be the second Wednesday of each month:

January 14, 2015
February 11, 2015
March 11, 2015

August 12, 2015
September 09, 2015
October 14, 2015

April 08, 2015
May 13, 2015
June 10, 2015
July 08, 2015

November 15, 2015
December 08, 2015
January 13, 2016

The meetings will be held at 6:30 P.M. at the Parking Garage, 1 Thompson Place.
Motion carried unanimously.

EXECUTIVE SESSION:

Motion made by Richard Bartholomew and second by Cheryl Pereiras. Move to enter into executive session at 8:10 pm with Mr. Moscato invited to attend for the purpose of discussion of a personnel matter. Motion carried unanimously.

Motion made by Richard Bartholomew and second by Cheryl Pereiras. Move to return to regular session at 8:15 pm and adjourn the meeting with no further action being taken. Motion carried unanimously.

Respectfully prepared,

Karen Kemmesies

Karen Kemmesies, secretary

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

Directors Report NOVEMBER 2014

11/3/2014	9:35	\$2,421.16	Rich Mark Leo
11/17/2014	10:30	\$2,471.75	Rich Charlie Leo

Activity report November – Hourly 317, Flat Rate 161, Stores validated
1614

Pre-Paid 5701 total 7793

Tickets issued month of November by Rich DiCarlo 157

There were 5 appeals in November 1 declined 4 approved

Attached are payroll sheets.

Martha is currently out of work.

Employees are doing well

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RE: derby parking

From: **Kiran Patel** (kiran.patel@uiceng.com)
Sent: Tue 4/01/14 2:35 PM
To: **leo moscato** (leomoscato@yahoo.com); **Peter Georgetti** (pgeorgetti@uiceng.com)
Cc: **jmoore@derbyct.gov** (jmoore@derbyct.gov); **jmorbmor@aol.com** (jmorbmor@aol.com); **delphybaby@sbcglobal.net** (delphybaby@sbcglobal.net); **tonyszc46@gmail.com** (tonyszc46@gmail.com); **Rick Bartholemew** (rbfm@snet.net); **Angela Borrelli** (a.borrelli@sbcglobal.net)

Leo,

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We hope this will help. Please let us know if you have any question.

Thanks

Kiran B. Patel

Senior Structural Designer



55 Capital Boulevard | Second Floor

[New Outlook Mail does not display Outlook Print Messages? mkt@outlook.com](#)