

DERBY MUNICIPAL PARKING AUTHORITY

Minutes

(meeting taped)

Monthly meeting: Wednesday, October 18, 2006 in the Derby Municipal Parking Garage Office.

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

By roll call, members present: Leo Moscato, Anthony Szewczyk, Joseph Moore and Jack Moran. John Dorosh was excused.

Additions or deletions to the agenda:

A motion was made by Joseph Moore and second by Anthony Szewczyk. Move to add
Housatonic Security Service payment,
discussion of validation rates for businesses
review of financial report.

Motion carried unanimously.

Public Portion: No one was present.

Approval of minutes: A motion was made by Joseph Moore and second by Jack Moran. Move to table the approval of the minutes for September 20, 2006. Motion carried unanimously.

Discussion and approval of fixed sign to structure: Mr. Moscato received three proposals for a fixed illuminated 8ft x 2ft parking sign to be mounted on Elizabeth Street. They were from Signs Unlimited of Derby, Signs Maintenance Service Company of Bridgeport and Bursco Signs of Danbury. Members reviewed the proposals.

A motion was made by Jack Moran and second by Joseph Moore. Move to accept the proposal from Signs Unlimited in the amount of \$4,975.00 for the assembly and installation of a parking sign on Elizabeth Street. Motion carried unanimously.

Discussion on improvements: The agreement for lighting with United Illuminating is being finalized once the final inspection is done. The arrangement is to pay a monthly fee for the next three years to cover the finance with no interest incurred.

The booth from PortaKing will have a transaction window in the door added at an additional cost of \$198.00. It is scheduled to be installed in four weeks. Electrical work has been coordinated and the equipment for the collection software will be transferred.

Housatonic Security Service payment: Invoice #7098 dated 10/1/06 was submitted for services provided. Members felt that once the booth is installed, the security of the facility will be better monitored and this service expense may be reduced.

A motion was made by Joseph Moore and second by Anthony Szewczyk. Move to approve payment of \$2,985.38 to Housatonic Security Services for invoice #7098 dated 10/1/06. Motion carried unanimously.

Discussion of validation rates for businesses: Presently, local businesses are validating for their customers. The Parking Authority should be tallying the validations and charging the businesses. The process is not in place to insure that all charges are being properly charged. With the new booth, the

timing would be advantageous to getting the process in place. Members felt that effected businesses should be advised of the discussion on validation so as to express their feelings on whether validation should continue, what fees would be determined and the manner in which payment would be made. The question also arises whether employees of these businesses are parking using the validation or if not, what fee should be charged. Mr. Moscato noted that he spoke with Sunflower Dental and the owner expressed the intent to pay only for herself, not her employees. Mr. Moscato will send notice to the businesses. Members decided to hold a workshop to discuss the rate schedule, whether validation is a viable service, as well as the progress of the improvements.

Review of financial report: Members reviewed the report for September 2006. They questioned where the security services are reflected. It was noted that the payroll expenses are for employees only; the security services expense is taken directly from the income accounts. They noted that parking ticket income and the parking ticket expense (the company that pursues the fines) is nearly equal and when you factor in the salary for the employee, the ticketing is actually costing the Authority. It was verified that the ticket expense reflects two month's charges resulting in a better result for the Authority. Property maintenance reflects the painting and the power washing as well as other daily responsibilities. Equipment repairs are for work on the meters. It was noted that a meter was damaged and needs to be reset. The contractor will be contacted to do the work as soon as possible. Members also questioned the bank charge. Mr. Moscato will contact the bank to question the charge.

A motion was made by Joseph Moore and second by Anthony Szewczyk. Move to accept the September profit & loss report, as submitted. Motion carried unanimously.

Other Business: Mr. Szewczyk noted that many people are enjoying the Greenway and many would like to ride their bikes but transporting to and from the Greenway is cumbersome. He questioned whether the Parking Authority could provide a storage area. He indicated that there could be a monthly charge and possibly a concession stand for selling items could be a consideration. Members questioned the liability as well as the access issues and it was decided that the matter would be given further consideration next month.

It was noted that lumber remains on the Caroline Street parking lot. Members were uncertain whether the materials were in the lot or on the public road. This will be further investigated. The Public Works will be contacted to have the area cleaned.

The Authority reviewed the duties of the new recording secretary. As well as taking the minutes, the Chairman will provide the agenda to her and she will file it with the Town Clerk. Also, the secretary will prepare and mail packets to the members for the monthly meeting. The Chairman will provide any materials to be included in the packets a week before the meeting.

Members asked that the bookkeeper attend the next meeting to be available to answer any questions. It was noted that the tickets income and expenses are fluctuating monthly and clarification is needed. Members also asked for a report from the company managing the tickets so as to ascertain the number of outstanding tickets, their collection processes and their effectiveness.

A motion was made by Anthony Szewczyk and second by Jack Moran. Move to adjourn the meeting at 7:36 p.m.

Respectfully prepared,
Karen Kemmesies, secretary