

DERBY MUNICIPAL PARKING AUTHORITY

Minutes

(meeting taped)

Monthly meeting: Wednesday, June 20, 2007 in the Derby Municipal Parking Garage Office.

Meeting was called to order at 6:08 p.m.

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

Public Portion: No one was present to speak.

Approval of Minutes: Motion was made by Anthony Szewczyk and second by John Dorosh. Move to approve the minutes of May 16, 2007. Motion carried unanimously.

Review of financial report: Members reviewed the report. Fines for the parking tickets were increased from \$5.00 to \$10.00 and the delinquent fine increased from \$10.00 to \$20.00 at the end of April. The report includes deposits from the end of April and May and the parking ticket revenue of \$4,364 is partially reflecting an increase due to this change. March showed the ticket revenue at \$1,700.

Collections from the meters totaled \$3,324 (the deposit was made June 2nd and not in report) and it was estimated that monthly revenues should be in that range. The bookkeeper is working diligently to assure that the tenants are paying their monthly fees. With the purchase of the new computer, it is expected that the accountability will increase as the new system provides for better data management with the software installed.

Motion was made by Joseph Moore and second by Anthony Szewczyk. Move to accept the financial report as submitted. Motion carried unanimously.

Discussion on operations: Mr. Moscato indicated that there were two instances recently where he had to review the camera recordings to try to ascertain what had happened.

Kurt Kemmesies from Alert Alarms Inc. was present to summarize the existing CCTV and offer possible improvements that would enhance the video output and storage capacity. The current system has four cameras and increasing the number of cameras was discussed. It was noted that the current cameras are black & white with lens that do not compensate as well for differing lighting conditions. Newer cameras are color and have functions to compensate for bright contrasts as well as low light conditions. For instance, the current cameras experience a whiteout condition because of the contrast of shade in the garage and sunshine outside the gates. The existing monitors used for viewing the recordings are not high resolution so the video is poorer quality. Technology is advancing quickly in the CCTV field. Digital recorders have greater storage capacity and with an internet connection they can be programmed to allow for access from remote locations with the proper software and security passcodes. Alternate camera placement could provide viewing of license plates or other critical views. Also, enhanced security for the attendant in the booth could be achieved. He distributed literature on a variety of components to the members. Members will review the information and discuss the matter further at a later meeting.

Mr. Moscato noted that he was traveling in Denver and entered a parking garage. There was an automated announcement that is motion activated that advised that the area is monitored by surveillance cameras. He thought this was a substantial deterrent.

In other operations, Mr. Moscato noted an incident on May 4th where an elderly couple with one in a wheelchair had difficulties because there are no curb cuts on the corners for handicapped accessibility. He will contact Public Works to explore modifications to the existing sidewalks.

Mr. Moscato indicated that Rich DeCarlo has requested working in the morning if the time becomes available rather than his afternoon shift. Currently, ticketing is being done from 9:00 a.m. to 5:00 p.m. and he has been working both shifts to cover in the absence of the other employee who is out on personal leave. The busiest time is in the morning. Members felt that Mr. DeCarlo has been performing well and felt the request was reasonable. Further, it was understood that Labor law allows for the employee to return and resume the duties but not necessarily the exact position as previously scheduled.

Mr. Moscato reviewed the General Policy for employees. It is as follows:

“Any person employed at the Derby Municipal Parking Authority is entitled to a twenty minute break during each four hour shift. If employee is required to work a double shift– two four hour shifts -, an addition twenty minute break is mandatory with pay. Booth personnel will coordinate with meter agent for relief.

There is no paid lunch hour given to employee and if necessary during a double four hour shift employee is to punch out for this time period of up to one hour.

While on duty, the employee shall not operate POV (privately owned vehicle) under any circumstance.”

Motion was made by Joseph Moore and second by Anthony Szewczyk. Move to reaffirm the General Policy for employees, as stated. Motion carried unanimously.

Motion was made by John Dorosh and second by Anthony Szewczyk. Move that if and when the meter maid returns to work that the employee be assigned to the afternoon shift. Motion carried unanimously.

Mr. Moscato noted that Corporation Counsel has advised that prior to returning to work, the employee will have to submit a letter from her doctor citing no restrictive duties required.

Mr. Moscato presented an ongoing claim of damage to a vehicle. A tenant claims a rust stain has occurred on the vehicle while parked in the garage. The previous administration allowed said tenant to park free of charge in lieu of this claim. A settlement has been presented where the tenant would be reimbursed \$500 (five hundred) to close the matter. Upon this settlement Global Express will begin paying monthly fees to park their five cars in the facility. It was noted that the insurance policy has a deductible that this amount falls under. It was suggested that it be clearly posted that the Parking Authority is not responsible for damages while parking in the Municipal Parking Garage.

Motion was made by Joseph Moore and second by John Dorosh. Move to finalize the matter of the rust stain on the vehicle owned by Marie DiRienzo in the amount of \$500 (five hundred). Motion carried unanimously.

Members discussed the need for a part-time director. It was decided that a committee be set to define the duties of the part-time director and determine the scope of the position.

Members discussed neighborhood stickers. It was noted that it had been done previously but abandoned by the previous administration because of the level of work required to manage the program. It was noted that the need for a part-time director would be justified if this program was to be restarted. Currently, the Parking Authority covers a limited area of the downtown roughly from Olivia Street to Fifth Street to Minerva Street and back around to Olivia Street but certainly when redevelopment occurs the area will be expanded. Members briefly discussed the documentation that would allow for a permit to be issued. A driver’s license; utility bills with the name and address were used previously. It was decided to hold off on this matter until the part-time director is decided.

Motion was made by John Dorosh and second by Anthony Szewczyk. Move to adjourn the meeting at 7:16 p.m. Motion carried unanimously.

Respectfully prepared,
Karen Kemmesies, recording secretary

“These minutes are subject to the Authority’s approval at their next scheduled meeting.”