

# DERBY MUNICIPAL PARKING AUTHORITY

## Minutes

(meeting taped)

Special meeting: Monday, July 2, 2007 in the Derby Municipal Parking Garage Office.

Meeting was called to order at 6:04 p.m.

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

Public Portion: No one was present to speak.

Approval of director job description: The job description was presented as follows:

### *Job Description – Garage Manager*

1. *Schedule employee hours*
  - a. *Create and cover shifts*
  - b. *Cover vacation requests, sick time and days off*
2. *Oversee maintenance*
  - a. *Supervise custodian duties which are: sweep & clean stairwells daily, clean and stock restrooms as required, landscape & weed perimeter of garage as necessary, keep booth clean, clean air filters on HVAC units*
  - b. *Schedule elevator maintenance as required*
  - c. *Notify Parking Authority of any building failures (such as leaking roof, loose steel connections, loose handrails, broken fixtures, etc.)*
3. *Supervise garage operations*
  - a. *Parking enforcement agent activity*
  - b. *Operation of booth and collection of parking fees*
  - c. *Collection of meter revenue every two weeks*
  - d. *Administer appeals*
  - e. *Issue DMV release*
4. *Perform garage operations*
  - a. *Schedule collection partner for collection of meter revenue (3c)*
  - b. *Keep track of swipe card ownership*
5. *Prepare detailed monthly reports that include:*
  - a. *Employee activity*
  - b. *Maintenance performed*
  - c. *Building failures*
  - d. *Parking enforcement agency activity*
  - e. *Booth operation and parking fee collection*
  - f. *Swipe card ownership*
  - g. *Bidding process, grants*
6. *Attend all monthly Parking Authority meetings where you will present and discuss monthly reports*

It was noted that the General Policy states that employees will not operate their personal vehicles during working hours. It was discussed that the manager should be exempt from this part of the policy. The members decided to contact Corporation Counsel regarding this exemption prior to making any changes. Amendments could be made at a later date.

Motion was made by Joseph Moore and second by Jack Moran. Move to approve the Job Description for Garage Manager, as presented. Motion carried unanimously.

Part-Time director position:

Motion was made by Joseph Moore and second by Jack Moran. Move to appoint Leo Moscato as the part-time director for the Derby Municipal Parking Authority, noting the outstanding job being done as chair, with a salary of \$22.50 per hour for a four hour shift weekdays 9:00 a.m. to 1:00 p.m. Motion carried unanimously.

At this time Leo Moscato submitted his resignation from the Derby Municipal Parking Authority so as to assume the director position.

New Business:

Motion was made by Jack Moran and second by John Dorosh. Move to include under new business, the election of a chair for the Derby Municipal Parking Authority. Motion carried unanimously.

Motion was made by Joseph Moore and second by Jack Moran. Move to nominate John Dorosh as chair of the Derby Municipal Parking Authority effective as the close of the nomination. Motion carried unanimously.

With no other nominations, the floor was closed and Mr. Dorosh was congratulated.

Motion was made by Joseph Moore and second by Jack Moran. Move to adjourn the meeting at 6:09 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.”*