

# DERBY MUNICIPAL PARKING AUTHORITY

## Minutes

(meeting taped)

Special meeting: Wednesday, September 26, 2007 in the Derby Municipal Parking Garage Office.

Meeting was called to order at 6:00 p.m.

By roll call, members present: John Dorosh, Jack Moran, Joseph Moore, Anthony Szewczyk and Delphine Krezel. Also present – Parking Authority Director Leo Moscato and Lynette Esposito.

Review of minutes: Members reviewed the minutes of June 20, 2007, July 2, 2007, August 15, 2007 and August 22, 2007. In the June 20<sup>th</sup> minutes, page 2 paragraph 8 “Mr. Moscato presented an ongoing claim ...” the sentence referencing the previous administration was incorrect and will be deleted.

Motion was made by Joseph Moore and second by Anthony Szewczyk. Move to approve the minutes of June 20, 2007, July 2, 2007, August 15, 2007 and August 22, 2007, as corrected. Motion carried unanimously.

Public Portion: No one was present to speak.

Financial Report: The monthly tenant parking reflects fees being paid per the leases. After a thorough review of the leases, as of July 1<sup>st</sup>, the charges are accurate as to what is owed to the Authority on said monthly basis. Derby Manor, per the lease executed many years ago, receives reimbursement if they do not use sixty spaces in the course of the month and this is reflected with the credit on the report. The maintenance charges of \$2,878.57 were repairs due to vehicular damages to fencing and meters and the costs were recouped from insurance claim payments received last month. Mr. Moscato estimates that the meter revenue is approximately \$1,300 bi-weekly.

Motion was made by Delphine Krezel and second by Anthony Szewczyk. Move to accept the financial report. Motion carried unanimously.

Director’s Report: As reported in the Financial Report, the leases are current with the exception of the State Courthouse. Mr. Moscato is speaking with the State to finalize the terms.

TEAM is requesting 18 additional spaces that will be needed for the new dental clinic. The lease is being finalized.

Tickets have been issued and disputed by employees of the Derby Courthouse and the Derby Board of Education. The tickets were issued because the vehicles were parked in violation to State regulations (i.e. crosswalks, corner violations, fire hydrants, etc.) Mr. Moscato issued letters (attached) advising them of the proper practices. Jurors are instructed to park in the garage and Board of Education employees are instructed to park where their blue parking permits allow.

Mr. Moscato reported that all meters have been repaired and he now has 2 additional mechanisms that can be installed should a meter need to be repaired. It was noted that the meters are electronic and have to be sent back to the company when repairs are needed. Mr. Moscato noted that he has spoken with New Britain who have similar meters and they have had very little maintenance issues with their equipment.

Members discussed whether to install additional meters along Elizabeth Street. They were there previously. The decision is to speak with the businesses in the area to ascertain their sentiments and

discuss this at a future meeting. This would allow time to accumulate revenue to purchase rather than lease the equipment.

Appeals are being executed daily allowing for a quick resolve with the patron.

Mr. Moscato has purchased coin safe bags for transporting the coins from the meters to the bank that have proven very secure and efficient. Coin collection is being done every two weeks.

All the exit signs have been replaced with energy efficient low maintenance LED fixtures.

Employees have been issued long sleeve shirts and light coats.

Woodwork has been painted bright white by the Thompson Street entrance providing a clean and bright appearance.

Meters agents continue to issue tickets for violations with the morning shift having the heavier activity.

Mr. Moscato noted that the maintenance person has been maintaining the sidewalks around the garage as well as the sidewalks up towards the courthouse. He noted that the Board of Alderman are proposing an Adopt a Spot program. He would like the Authority to adopt this section that is being cleaned. Members were agreeable to this suggestion as the work has been ongoing for the past six months.

Mr. Moscato noted that the employees have been performing outstandingly, being timely and professional.

Motion was made by Delphine Krezel and second by Anthony Szewczyk. Move to accept the director's report. Motion carried unanimously.

Mr. Moscato received estimates for the replacement of the flooring in the elevators. Both estimates would be for the installation of VCT tile with Chiaro's Carpet preparing the floor whereas The Rug Mart would tear out the old floor and install the new tile. The Rug Mart estimate also included the installation of the same material in the office. Mr. Moscato felt the removal of the old was preferred. Members advised Mr. Moscato to go forward with the elevator flooring replacement.

Mr. Moscato received estimates for painting in the garage. Total Quality Painting & Home Improvement LLC of Seymour proposed scraping and sanding eight (8) doors including casings both sides and two double doors – outside only as well as the office area with two coats of industrial oil base paint. Ivan Painting of Derby proposed painting doors including elevator doors, as discussed, painting the office, as discussed and painting the southern 1<sup>st</sup> floor wall with latex paint. Mr. Moscato indicated that the oil paint would be more durable but Ivan's agreed to return if the latex paint did peel. Members discussed the disparity in the prices. It was felt that the lesser proposal did not meet the qualifications for the project. Members felt it important to maintain the aesthetic appearance and cleanliness of the facility.

Motion was made by Delphine Krezel and second by Joseph Moore. Move to accept the proposal from Total Quality Painting & Home Improvement LLC of Seymour in the amount of \$2,615.32. Motion carried unanimously.

Mr. Moscato received communication (attached) from URS dated September 18, 2007 regarding the proposal to provide structural engineering services. They detailed their proposed scope of services. Members reviewed the information noting that the services included:

- Physically inspect garage's existing structural improvements to define physical condition deterioration/deficiencies, including any recent modifications made since the physical improvements made since 2006.
- Inspect structural systems including primary framing system and precast concrete spandrels. Perform spot check of exposed steel framing members to determine material property loss due to corrosion.
- Check exposed framing connections for deficiencies due to corrosion.
- Perform a chain drag of all supported structural slabs to verify extent of slab delamination. Visually inspect underside of existing slabs for major changes in visible corrosion and other defects.
- Prepare sketch floor plans of each parking level depicting observed deficiencies and cracks.
- Review physical condition of stair tower wall construction.
- Inspect and assess traffic membrane condition for moisture intrusion.
- Prepare budgetary construction cost estimates of observed deficiencies.
- Prepare written report of findings.
- Present findings to Parking Authority.

URS anticipates that the work would take approximately thirty days to complete.

Motion was made by Joseph Moore and second by Jack Moran. Move to table discussion on the URS proposal to allow Mr. Szewczyk time to review the scope of work and to confer with the company. Motion carried unanimously.

New Business: Mr. Moscato stated that there is a question as to ticketing vehicles with handicapped stickers. He explained that there are instances where the vehicle with handicapped designation is parking all day in front of a business. Mr. Moscato polled other towns and was advised that if the space is not a designated handicap space, then the vehicle falls under the parking provisions of the City. Members discussed the matter of parking in a metered space all day without paying the meter. It was noted that the handicapped spaces do not have a meter. Members varied between leniency and uniform enforcement of parking laws but felt chronic offenders were abusing the parking privileges. It was decided that all vehicles should conform to parking rules and owners do have the appeal process should they desire to oppose the issuance of the ticket.

Next, Mr. Moscato presented a proposal to replace the existing CCTV cameras. He explained that the existing ones are not clear under certain lighting conditions such as when sunlight bleaches out the picture during the day. Also, the vehicle license plates can not be observed and Mr. Moscato noted that if damage occurs and we can identify the vehicle, then reimbursement could be pursued from the vehicles owner. Additionally, the existing monitors are black/white old style whereas he was advised that color flat screen monitors would offer a better picture. He is seeking to have a monitor in the booth and replace the monitor in the office. He indicated that the current system supports four cameras, if the license plate camera is added then the recording device would have to be upgraded to an eight camera system costly approximately \$2,200. Mr. Moscato noted that with a DSL connection the video would be able to be viewed remotely.

Motion was made by Joseph Moore and second by Jack Moran. Move to approve the purchase of an upgraded camera system that will include an eight camera digital recorder, four replacement cameras, one license plate camera and two flat screen color monitors. Motion carried unanimously.

At 7:15 p.m. Joseph Moore was excused.

Mr. Moscato noted the chain link fence up by the entrance that constantly stays open, he proposed removing the gate. Members were agreeable to removing the structure as the gates are not being closed but wanted to view the area prior to making a decision.

Motion was made by Delphine Krezel and second by Jack Moran. Move to enter into executive session at 7:16 pm. for the purpose of discussing a client default. Motion carried unanimously.

Without objection, the meeting reconvened at 7:18 p.m.

Motion was made by Anthony Szewczyk and second by Jack Moran. Move to accept the settlement of past due fees owed by At Best Chiropractic in the amount of \$518.34 as final payment of outstanding debt. Motion carried unanimously.

Without objection the meeting adjourned at 7:19 p.m.

Respectfully prepared,  
Karen Kemmesies, recording secretary

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