

DERBY MUNICIPAL PARKING AUTHORITY

Minutes

(meeting taped)

Special meeting: Monday, November 19, 2007 in the Derby Municipal Parking Garage Office.

Meeting was called to order at 6:10p.m.

By roll call, members present: John Dorosh, Joseph Moore, Anthony Szewczyk and Delphine Krezel. Jack Moran arrived at 6:25 pm.

Also present – Parking Authority Director Leo Moscato.

Public Portion: No one was present at this time.

Review of minutes: Motion was made by Joseph Moore and second by Delphine Krezel. Move to table the approval of the minutes. Motion carried unanimously.

Financial Report: The monthly finance report was reviewed. The report reflects a profit of \$2,487.50 for the month of October. Meters brought in approximately \$2,900 and it was noted that the Authority will be making the first annual payment on the three-year lease in May. The meter revenue will certainly cover that annual expense.

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

Director's Report: Mr. Moscato reported that he has had difficulties in reaching the agent for the State Courthouse. He will continue to pursue the finalization of the lease. In the interim they are being billed for actual monthly usage which has averaged between \$4,500 and \$5,200.

The meter with the LED malfunction has been repaired and returned from the manufacturer. He now has three (3) heads on hand for back-up and there were no further problems in the past month.

Mr. Moscato presented the new Parking Ticket Appeal Form that is given out and he noted that it states that "Parking meters are calibrated on a daily basis. There will be no exceptions for fire hydrant, twenty five feet from the corner, crosswalk or handicap with no international symbol of access." Appeals are executed daily.

The meter agents continue as a presence on the streets issuing 348 tickets from the morning agent and 148 tickets from the afternoon agent for the period from September 10th through October 10th.

Two proposals for painting the front office were presented. The matter will be discussed under new business.

The camera equipment has been installed.

The maintenance person is performing well. Mr. Moscato noted that on occasion there is a vehicular fluid leak which the maintenance person has addressed. Mr. Moscato suggested that there be a fee charged when such leakage occurs. Also, if there is a need to remove the vehicle from the garage, then the owner will have to pay for the towing and storage fees. This suggestion will be considered at a future meeting.

Mr. Moran arrived at this time.

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

Old Business: Mr. Moscato stated that he reviewed the estimate for the flooring in the office. The tile floor accepted last month will require yearly stripping and waxing, an annual expense of approximately \$500. He presented a new proposal for Tarkett laminate flooring at a cost of \$1,995, \$870 more than the original proposal. He explained that the laminate has a 20 year warranty and only requires frequent mopping. The difference certainly would be saved in the elimination of the yearly maintenance.

Motion was made by Joseph Moore and second by Delphine Krezel. Move to accept the proposal from The Rug Mart, LLC in the amount of \$1,995 for the installation of laminate flooring in the office to supersede the previously approved proposal for flooring in the office. Motion carried unanimously.

A USPS employee has accumulated more than \$4,000 in parking tickets that has yet to be paid. It was questioned what action can be taken. This employee has re-registered her vehicle with a new plate transferring ownership of the vehicle. Mr. Moscato will investigate how to pursue these fines and whether the vehicle can be booted until the fines are paid.

Mr. Moscato has spoken with Corporation Counsel about the members' liabilities. He expects to receive a written opinion in the near future.

Mr. Moscato spoke with the grant writer, Sheila O'Malley. She indicated that the existing study from 2003 should be sufficient at this time. Members suggested inviting her in January.

Mr. Moscato has yet to find a masonry contractor interested in doing the stairwell repairs. He will continue to pursue the matter.

New Business: The two proposals for painting the front street office were reviewed. There was a vast difference in the estimates. The higher estimate seemed excessive and Mr. Moscato felt confident that the lower vendor would do a satisfactory job.

Motion was made by Joseph Moore and second by Anthony Szewczyk. Move to accept the estimate from John's Home Improvement in the amount of \$742.00 for specified work in the main entrance office. Motion carried unanimously.

Members were in favor of having the annual Christmas party. Mr. Moscato indicated that he could make all the arrangements and send out the invitations to the local dignitaries and others involved with the garage throughout the year. It will be an open house to be held in the late afternoon so those working can attend. The date will be determined.

Motion was made by Joseph Moose and second by Delphine Krezel. Move to hold the annual Christmas party. Motion carried unanimously.

Mr. Szewczyk expressed apprehension on waiting to do testing of the structure. While certainly every avenue is being explored to obtain funding to perform the needed repairs, it is likely that it will be an extended time before funding is secured and testing may be required prior to obtaining said funding. Money needed for testing may better be spent on actual repairs. He and the members agreed that this is a complex decision. It was decided to wait until the meeting with the grant writer in January and at that time the members may be able to ascertain the timeline and how to move forward.

Motion was made by Joseph Moore and second by Anthony Szewczyk. Move to adjourn the meeting at 6:45 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."