

DERBY MUNICIPAL PARKING AUTHORITY

Minutes

(meeting taped)

Monthly meeting: Wednesday February 11, 2015 in the Derby Parking Garage office.

Meeting was called to order at 6:35 p.m.

By roll call, members present: Richard Bartholomew, Cheryl Pereiras and William Boland. Anthony Dulla and Susan Baum were excused.

Parking Authority Director Leo Moscato was excused. Bookkeeper Angela Borrelli was present. Mayor Anita Dugatto was also present.

PUBLIC PORTION: No one was present. Motion made by Cheryl Pereiras and second by William Boland. Move to close the public portion. Motion carried unanimously.

APPROVAL OF MINUTES:

Motion was made Cheryl Pereiras and second by William Boland. Move to accept the minutes of December 10, 2014, as written. Motion carried unanimously.

DIRECTORS REPORT:

December 2014 report submitted.

Reviewing the Activity report:

<u>Hourly</u>	<u>Flat Rate</u>	<u>Validated</u>	<u>Prepaid</u>	<u>TOTAL</u>
297	179	1,659	5,498	7,633

Monthly meter collection - \$2,448.52. There were 146 tickets issued by Mr. DiCarlo in December. There were no appeals in December. New heaters in the booth and bathrooms were installed by McDermott Electrical Contractors. No unusual activity in December. Employees are doing well.

January 2015 report submitted.

Reviewing the Activity report:

<u>Hourly</u>	<u>Flat Rate</u>	<u>Validated</u>	<u>Prepaid</u>	<u>TOTAL</u>
301	197	1,777	5,558	7,833

Monthly meter collection - \$2679.29 and \$2,403.10. There were 139 tickets issued by Mr. DiCarlo in December. There were one appeal in January and it was approved as a low battery was found in the meter. Snow events in January – 2 meter poles taken down by plow. Will repair in the spring. No unusual activity in January. Employees are doing well.

Members requested that an update on Martha Hinkson be sent to them via e-mail.

Motion made by Cheryl Pereiras and second by William Boland. Move to accept the director's report, as presented. Motion carried unanimously.

FINANCIAL STATEMENT:

The following reports were reviewed. Naugatuck Valley Savings & Loan – Meter Coin Reconciliation Detail period ending 10/31/2014 with balance of \$2,625.34 and period ending 12/31/2014 with balance of \$6,267.66. Naugatuck Valley Savings & Loan – General Reconciliation Detail period ending

10/31/2014 with balance of \$27,326.30, period ending 11/30/2014 with balance of \$28,296.17 and period ending 12/31/2014 with balance of \$24,145.73. Bank of America - Reconciliation Detail period ending 10/31/2014 with balance of \$479.13, period ending 11/30/2014 with balance of \$479.13 and period ending 12/31/2014 with balance of \$479.13. The Profit & Loss Budget vs Actual reporting Jul 14 through Dec 14 dated 1/29/15.

Mr. Boland noted the net income as of 12/31/14 is reported on the Profit & Loss as a deficit of \$12,478.34. The income received was noted to be below estimated income projections. While daily receipts do fluctuate each month often dependent on weather, if this projection continues, the receipts could possibly be down by \$25,000 or more. It was noted that the expenditures include engineering services, installation of netting, pothole work and replacement of failing equipment; all items unanticipated at the start of the budget. It was noted that the office/cleaning supplies line item was well over budget. Upon review, Ms. Borrelli noted that a reconditioning of the ticket machine in December was reported in that line item. She adjusted that amount to be reflected in property maintenance and repairs. Additionally, the office line item reflects the purchase of ticket books which are purchased in quantity. While at the half year point, both line items are significantly expended.

Motion made by Cheryl Pereiras and second by William Boland. Move to accept the financial report with the corrected line item expenditures as reported by the bookkeeper. Motion carried unanimously.

OLD BUSINESS:

Mr. Boland indicated that the intention of the Authority is to go to the Board of Alderman to report on what to do with the structure. He felt there to be two options. 1.) To communicate with Richard Marnicki P.E. to report his assessments or 2.) Speak with Prime AE Group, the engineers that reviewed the structure last year at the time of the temporary closing. He felt that Prime AE Group should come in and inspect to determine the status of the temporary repairs and to also inspect for any new concerns. He strongly felt that a current status report of the structure was warranted. Mr. Boland indicated that in December he did take the time to observe vehicular use and noted that more than 100 vehicles were observed each day. He felt this did show a need for the garage. During his observations he noted that the upper roof deck appeared to be closed with visible potholes roped off. He indicated that the redevelopment and planning of the downtown is moving slowing and he did not feel their actions would be forthcoming in the near future. Inviting Mr. Marnicki to review the structure could prove costly and he felt the better option would be to have Prime AE Group, the city's engineering firm, to do an inspection and further he was hopeful that the City could absorb any associated costs.

Members concurred that the best course of action would be to approach the city engineer to provide a current status report of the structure.

Motion was made by William Boland and second by Cheryl Pereiras. Move that the meeting be adjourned at 7:15 p.m. Motion carried unanimously.

Respectfully prepared,

Karen Kemmesies

Karen Kemmesies, secretary

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