



Approved Minutes
Tuesday, December 17, 2019 - 5:00 p.m.
Regular Board Meeting of the Board- Hartford Parking Authority
11 Asylum Street, Hartford, CT 06103

Commissioners Present

Adam Bercowetz, Commissioner

Christian Sager, Chair

Cal Torres, Commissioner

Also Present for HPA:

Armando Gomes, CEO

Ted Sheiber, Director of On Street Operations

Guests:

James Del Visco-Counsel

1. **Call to Order** – Mr. Sager called the December 17, 2019 Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:08 p.m.
2. **Roll Call of Commissioners** –Mr. Sager conducted roll call and announced there was a quorum present.
3. **Commissioner’s Comments** – Mr. Sager had no comments, except to note the Board Secretary Ms. Smith is absent so he would like to have a temporary person to record the meeting. Mr. Sager pointed out that certain items had to be added to the agenda and, in response, the Board voted unanimously to add to the agenda the following items, each item being voted on separately, and as more particularly described below: the elections of Board officers; and the election of the Chair of the Personnel Committee.

VOTED: To Elect Mr. Gomes as the temporary acting secretary to record the meeting minutes
(Ayes –Bercowetz, Sager and Torres)

VOTED: To amend the agenda for the current meeting adding the election of Officers for 2020
(Ayes –Bercowetz, Sager and Torres)

4. **PUBLIC COMMENT** – NONE

NOTICE: HPA WILL PROMPTLY PROVIDE A COMPLETE COPY OF ANY REPORT OR OTHER DOCUMENT IDENTIFIED IN THESE MINUTES TO ANY PERSON WHO WISHES TO REVIEW THE FULL TEXT OF THE DOCUMENTATION.

5. **Approval to the Minutes of the Regular Meeting on November 26, 2019** – Mr. Sager polled Commissioners for corrections to the minutes. There were none.

VOTED: Approval of November 26, 2019 meeting minutes.
(Ayes –Bercowetz, Sager and Torres)

6. **Election of Board Chair for 2020**– Mr. Del Visco stated that officers were to be elected. He turned the meeting over to Mr. Bercowetz to conduct the nomination/election of the HPA’s Chair for calendar year 2020. Mr. Bercowetz opened the floor to nominations. Mr. Bercowetz nominated Mr. Sager, seconded by Mr. Torres. Mr. Bercowetz polled the Commissioners for additional nominations and hearing none, called the vote, which passed unanimously that -

VOTED: Elected Mr. Sager as Chair of the Hartford Parking Authority for calendar year 2020.
(Ayes –Bercowetz, Sager and Torres)

7. **Election of Board Vice Chair for 2020** –Mr. Sager opened the floor to nominations for the Vice Chair of the HPA. Mr. Sager nominated Mr. Torres, seconded by Mr. Bercowetz. Mr. Sager polled the Commissioners for additional nominations and hearing none, called the vote, which passed unanimously that -

VOTED: Elected Mr. Torres as Vice Chair of the Hartford Parking Authority for calendar year 2020.
(Ayes –Bercowetz, Sager and Torres)

8. **Election of Board Treasurer for 2020** – Mr. Sager opened the floor to nominations for the Treasurer of the HPA. Mr. Sager nominated Mr. Bercowetz, seconded by Mr. Torres. Mr. Sager polled the Commissioners for additional nominations and hearing none, called the vote, which passed unanimously that -

VOTED: Elected Mr. Bercowetz as Treasurer of the Hartford Parking Authority for calendar year 2020.
(Ayes –Bercowetz, Sager and Torres)

REPORTS AND ACTION ITEMS

1. Personnel Committee – Election

Mr. Sager would like to have a commissioner to actively help Mingo with the handbook and to oversee the search for the new Finance Manager.

VOTED: To amend the agenda for the current meeting to add the election of the Personnel Committee Chair.

(Ayes – Bercowetz, Sager and Torres)

Election of Personnel Committee Chair for 2019 – Mr. Sager opened the floor to nominations for the Personnel Chair of HPA. Mr. Sager nominated Mr. Torres, seconded by Mr. Bercowetz. Mr. Sager polled the Commissioners for additional nominations and hearing none, called the vote, which passed unanimously that -

VOTED: Elected Mr. Torres as Personnel Chair of the HPA for calendar year 2020.

(Ayes – Bercowetz, Sager and Torres)

2. Finance Committee - Mr. Bercowetz

Mr. Bercowetz discussed the monthly report. He stated that there were concerns with how Mrs. Tanguay reported transfers to the city/expenses and reporting revenue, going forward in January HPA and the new finance manager will be reporting differently. All of the numbers are trending favorably. Mr. Gomes and the Commissioner's discussed how the selling of the DONO lots will affect the budget of HPA going forward. *(See Finance Monthly Report for details)*

VOTED: Acceptance of November 2019 Monthly Finance Report.

(Ayes – Bercowetz, Sager and Torres)

3. Property Management Committee- Mr. Sager *(See Property Management Report for details)*

Mr. Sager discussed an overview of the property management report. Mr. Sager expressed the metric for collection and issuance numbers for citations were good pertaining to tickets issued. He reminded the commissioner's that upon the first snow 1212 has closed.

Mr. Torres mentioned that he had concerns pertaining to complete streets/bike lanes and parking spaces. Mr. Gomes spoke to Mr. Torres point and stated that there was a process and that parking would not be lost.

4. **Bylaws and Revisions Committee** – None

5. **Marketing Committee**-None

6. **CEO Update**- Mr. Gomes

Mr. Gomes mentioned that he will be updating all parking items in which the new parking tax law applies.

ADJOURNMENT- Mr. Sager polled Commissioners for further comments/questions, and hearing none, then called for a motion, a motion was made by Mr. Sager, seconded by Mr. Bercowetz, passing unanimously to -

VOTED: Adjourn the December 17, 2019 Regular Board Meeting at 5:41 P.M.
(Ayes – Bercowetz, Sager and Torres)

Respectfully submitted,

Kenya Smith

Ms. Kenya Smith, CCMC
Secretary to the Board