CITY OF SHELTON
BOARD OF APPORTIONMENT AND TAXATION
MINUTES

January 22, 2015 6:00 PM

1) Call to Order
The meeting was called to order by Chairman Charlotte Madar at 6:02PM.

Members Present:
Charlotte Madar, Chairman
Joe Knapik
Joe Palmucci
John Belden
Louis J. Dagostine III

Also Present:
Joseph Ballaro
Paul Hiller

2) Pledge of Allegiance
Chairman Madar led those assembled in the Pledge of Allegiance.

3) Approval of Minutes
a) Regular Meeting of December 18, 2014
Louis Dagostine motioned that the December 2014 minutes be approved as written. The motion was seconded by John Knapik. All were in favor.

4) Reports
a) Chairman’s Report
We will be starting the March budget hearings. They will be 2-3 nights per week. Please keep your calendar clear.

b) Contingency Account Report - enclosed

c) Transfer Report - enclosed

5) Old Business
Mr. Knapik told the Board that electronic communications stated that a copy of the Financial Audit would be available. He stated that he didn’t receive it until tonight’s meeting. Chairman Madar commented that it was emailed.
Mr. Knapik stated that it was rather long. It should have been mailed as a usable form.

Chairman Madar told Mr. Knapik that he can stop and pick it up. Mr. Knapik felt that it should be mailed because it’s their job. Chairman Madar commented that it was an economic issue that helped to keep costs down.

Mr. Knapik felt that mailing the document is a cost of running the City. The Board of A & T should be easily informed. He stated that he was told that the budget sheets would be mailed and that he has yet to receive them.

Mr. Dagostine stated that she did mail them and that his came in the mail today.

Mr. Knapik felt that the process could be started earlier, if mailed, that would have been better.

Chairman Madar stated that the Board should be getting it at least the Monday before.

Mr. Palmucci noted that this was something that they should be able to use the tablet for.

Mr. Knapik stated that we should be informed on time.

6) New Business

a) Intra-Departmental Transfers

1) Request from Building to Transfer $33,452.18 from Regular Payroll (001-3100-713.10-01) to Part-Time Payroll (001-3100-713.10-02).

Chairman Madar asked Mr. Ballaro why they needed to transfer the funds.

Mr. Ballaro replied that they have a vacancy of a full time assistant. They currently have a part time assistant.

Chairman Madar wanted to know if the amount of funds requested was going to be enough. Mr. Ballaro thought that it would be.
Mr. Knapik commented, “What we see here is a transfer of funds to part time to full time employment. It’s a recurring theme in Shelton. Should it have been planned for in the budget?”

Mr. Ballaro replied that they are shy a clerk and there is a full time vacancy: Assistant Building Official. This vacancy hasn’t been filled.

Mr. Knapik replied, “This situation couldn’t have been predicted?”

Mr. Ballaro, “No.”

Mr. Palmucci made a motion to approve the request. Mr. Belden seconded the motion. All were in favor.

2) Request from Management Inform Systems to Transfer $20,000 from Comp Hardware/Software (001-5200-412.65-16) to Comp Data Proc-Police (001-5200-412.30-39).

Chairman Madar requested that Mr. Hiller explain the reason he was requesting the transfer of funds.

Mr. Hiller explained that it was really an account that was underfunded in the budget. Two to three years ago it used to be $50,000.00. The software, equipment, and contracts are expensive. $35,000.00 isn’t enough. He also told the Board that he couldn’t guarantee that this transfer of funds would get them to June 30th.

Chairman Madar noted that there would only be $1254.00 left and that Computer Data Processing is also overdrawn.

Mr. Hiller explained that they are in the process of negotiating with their software vendor on that. He told the Board that he didn’t want to ask for additional monies until the contract was decided on.

Mr. Knapik wanted to know who Management Information Systems were.

Mr. Hiller explained that he is part time and reports to him.

Mr. Knapik felt that full or part time he should be here at the board meeting. Mr. Knapik further stated that a department shouldn’t be able to hold the Board of A & T hostage for transfers. If you could do things in a timely manner so the Board of A & T could have time to consider, in the best interests of the people of Shelton, the requests.
A motion was made by Mr. Palmucci to approve the transfer of funds as requested. The motion was seconded by Mr. Dagostine. All were in favor.

7) Adjournment
A motion was made by Mr. Palmucci to adjourn at 6:21PM. The motion was seconded by Mr. Dagostine. All were in favor.

Respectfully submitted by K. Anglace, clerk