Call to Order / Pledge of Allegiance

Christopher Besescheck, Chairman, called the Regular Full Board of Apportionment & Taxation meeting to order at approximately 7:05 p.m. All those present recited the Pledge of Allegiance

Roll Call
Christopher Besescheck, Chairman- Present
Judson Crawford- Present
Wayne Bragg- Present
Jim Tickey, Vice Chairman- excused
John Belden- Present
Charlotte Madar- Present

Administration
Chris Potucek, Building Maintenance
George Stachowicz, Highways and Bridges

Public
None.

AGENDA ITEMS

1. APPROVAL OF MINUTES FROM JANUARY 26, 2012 MEETING.

John Belden moved to approve the Full Board of A&T January 26, 2012 meeting minutes; seconded by Wayne Bragg. A voice vote was taken and motion passed 5-0.

Wayne Bragg moved to add budget hearing discussion to the end of the meeting; seconded by Charlotte Madar. A voice vote was taken and motion passed 5-0.
Judson Crawford stated, the only question that I have is when were the packets mailed out? I received this at 5:25 this afternoon. Normally we get these in the mail Saturday the week before the meeting. There is no time and date on the envelope.

Wayne Bragg added, I didn’t receive mine.

Judson Crawford explained, this is not good. We have to make these transfers and no one has had a chance to review and look at it.

1. **REPORTS- CONTINGENCY REPORT**- None.

2. **REPORTS- TRANSFER REPORT**- None.

3. **REPORTS- CHAIRMAN’S REPORT**- None.

4. **OLD BUSINESS- REQUEST FROM HIGHWAYS TO TRANSFER $29,000 FROM DISPOSAL FEES TO PART TIME PAYROLL**

Christopher Besescheck stated, last meeting this item was tabled. Now we have George Stachowicz from the Highways Department. The main concern was with the payroll accounts transfers we are asking that the Department Heads come before us. Just to verify that you don’t foresee any large problems in the payroll account by transferring this money.

George Stachowicz stated, if you approve the adjustment we would have a 4% buffer.

Christopher Besescheck asked, and it wouldn’t affect your payroll for the rest of the year?

George Stachowicz replied, no.

Wayne Bragg asked, why do we have such a large surplus balance?

George Stachowicz replied, there are 4 full time positions not fulfilled.

Wayne Bragg asked, why are they not fulfilled? Why were they in the budget?

George Stachowicz answered, Bill Mooney retired and another driver’s position wasn’t filled.

Wayne Bragg questioned, so you’re not going to hire between now and the end of the fiscal year?
George Stachowicz replied, no we have been dealing with part time people and for now that’s working.

Wayne Bragg added, currently you are spending about $130,000-$135,000 per month. So it roughly comes out to another $780,000 between now and the end of the year which will leave you some sort of a balance after you make this adjustment.

George Stachowicz stated, we did figure to have at least 4% left over.

Wayne Bragg asked, do you do a month by month estimate of what your run rate is going to be and what your salaries between now and the end of the year?

George Stachowicz replied, yes.

Wayne Bragg asked, how about the part time are you going to have enough in that? It looks like your run rate on that is almost $16,000 per month. That’s almost another $100,000 if you continue to spend the same level you spend in the last month.

George Stachowicz answered, this is to balance it. We save about $30,000 from not having the full timers there.

Charlotte Madar asked, I think I saw in there that your –($31,000) your overdrawn on the part timers? So with the transfer of $98,000 and to pay out the $31,000…

Christopher Besescheck added, there is also another transfer for part time on here. So there are two part time transfers.

Charlotte Madar replied, ok.

Judson Crawford asked, will $89,238.00 cover part time for the balance of the year?

George Stachowicz replied, we are flexible on that because as it comes here at the end of the year if we are seeing that it’s going to be over we can just lay off the part timers.

Judson Crawford stated, well at the moment you are overdrawn by $37,762.00. Now if we make the transfers we add that it will be a $127,000 in transfers. So minus out the $37,762.00 leaves you a balance of $89,238.00 in that one line item part time.

Charlotte Madar replied, this is really two different accounts one is under Sanitation. Its two different accounts you can’t add them up.

Judson Crawford stated, just a thought for in the future, I believe under Paul DiMauro he is responsible for the Highways and Bridges and even under Sanitation. When we got the information last month it said Highways and Bridges under 3900
which is Sanitation. So if it just said Sanitation we would have been able to make the transfer.

Christopher Besescheck stated, well actually Sharon Scanlon sent out an email about this saying that seeing Paul DiMauro is the public works director and he oversees all these departments and therefore, the transfer was legal.

Judson Crawford stated, yes once we got the email we could go ahead and do it.

Christopher Besescheck asked, any other questions?

Charlotte Madar moved to approve the transfer of $29,000 from Disposal Fees account number 001-3900-714.50-09 to Part Time Payroll 001-3900-714.10.02 as requested; seconded by Wayne Bragg. A voice vote was taken and motion passed 5-0.

5. OLD BUSINESS- REQUEST FROM HIGHWAYS TO TRANSFER $98,000 FROM REGULAR PR TO PART TIME PAYROLL

Charlotte Madar moved to approve the transfer of $98,000 from Regular Payroll 001-3200-712.10-01 to Part Time Employee’s 001-3200-712.10-02 as requested; seconded by Wayne Bragg. A voice vote was taken and motion passed 5-0.

6. NEW BUSINESS- REQUEST FROM HIGHWAYS TO TRANSFER $1,600 FROM CLEANING SUPPLIES TO UNIFORM SERVICES

Charlotte Madar moved to approve the transfer of $1,600 from Highways Cleaning Supplies 001-3200-712.40-08 to Uniform Service 001-3200-712.30-10 as requested; seconded by John Belden. A voice vote was taken and motion passed 5-0.

7. NEW BUSINESS- REQUEST FROM HIGHWAYS TO TRANSFER $10,500 FROM FUEL TO OIL, GREASE, AND LUBE

Charlotte Madar moved to approve the transfer of $10,500 from Fuel 001-3200-712.40-01 to Oil, Grease and Lube 001-3200-712.40-22 as requested; seconded by John Belden. A voice vote was taken and motion passed 5-0.

8. NEW BUSINESS- REQUEST FROM HIGHWAYS TO TRANSFER $15,000 FROM REGULAR PR TO PARTS H&B

Charlotte Madar moved to approve the transfer of $15,000 from Regular Payroll 001-3200-712.10-01 to Parts H&B 001-3200-712.40-36 as requested; seconded by John Belden. A voice vote was taken and motion passed 5-0.

Wayne Bragg asked, so you have three adjustments to the payroll accounts are you going to be ok? Will you have enough?
George Stachowicz replied, yes we should be ok.

Wayne Bragg asked, how do you budget for part time in hours? Or by FTE’s?

George Stachowicz replied, by hour I believe. It varies depending on the weather.

9. REQUEST FROM BUILDING MAINTENANCE TO TRANSFER $28,000 FROM REGULAR PR TO HEATING FUEL

Christopher Potucek was present.

Charlotte Madar moved to approve the transfer for $28,000 from Regular Payroll 001-4800-716-10.01 to Heating Fuel 001-4800-716-40.16 as requested; second by John Belden.

Judson Crawford asked, have all the Buildings been topped off?

Christopher Potucek replied, at the beginning of the year we do. After that we stick the tanks every week.

Judson Crawford stated, what I’m saying is now until the new budget is rectified. Are there enough funds to cover any outstanding bills you might have?

Christopher Potucek replied, right now there is none. What we did was we figured out how many gallons we use in a year and then this year we had Lafayette school so we weren’t planning on using as much oil as we did. So that’s why we are running over otherwise we would have been fine.

Wayne Bragg asked, didn’t you do a transfer last month out of the same account?

Christopher Potucek replied, yes we did.

A voice vote was taken and motion passed 5-0.

10. HEARING DISCUSSION

Christopher Besescheck stated, the Finance Committee had a busy meeting we opened 6 bids and we also awarded 4 bids as well.

Judson Crawford added, the Recycling bid was important because what is in the budget figures right now if that is changed will put a new light on the budget. We have to keep an eye when that figure is rectified.

Christopher Besescheck stated, that is a good point to bring up.
Judson Crawford asked, has anyone had a chance to look over the Mayor’s proposed budget yet?

Christopher Besescheck stated, I just want to cover quickly the upcoming weeks I wish Jimmy was here but I’ll send him an email. I’ll be sending the schedule out to you guys tentatively with all the scheduling conflicts worked out. We will be starting on Wednesday, February 29th I know that’s a conflict with Wayne Bragg. The big thing is I can excuse people from these meetings but it’s a combined meeting with the Board of Aldermen and Board of A&T. So it’s tough with the meeting schedules because I already got meetings from a few Alderman that have changed dates that conflict dates with the A&T meetings. So at this point this will be the set schedule. If you can’t make a meeting just notify me. Basically how it works is it will be the Board of A&T and the Board of Aldermen with the Departments. They come and sit before us they may have questions that they want to ask. The more prepared we are the quicker we can make it. Also we allow them 5 minutes opening speech and not all of them take that and not all departments show up. During the process itself we have ton in the past tasks. I felt that they worked out well so I was going to send out an e-mail with a list of tasks and what it includes. If there is any particular item that the department head might have an issue with automatically flag it right there and take notes on the issue and revisit it during the budget workshops. The budget workshops are a lot different it’s just the Full Board of A&T. We go over department by department what our findings are in the budget hearing meetings. It is a long process and very tiresome. The main thing is just make sure you’re prepared for next Wednesday. The majority of the meetings start at 7:00pm and I know some people wanted to start them earlier. We can change the times in the Budget workshops as we get into them. The Budget workshops are important meetings because that’s where vote are taken.

Charlotte Madar asked, can you double check that the miscellaneous people get notified of the time they are scheduled for.

More discussion on budget planning can be found on tape.

11. ADJOURNMENT

Charlotte Madar moved to adjourn the Regular Full Board of Apportionment and Taxation; seconded by John Belden. A voice vote was taken and the motion passed 5-0.

The meeting adjourned approximately 7:50pm.

Respectfully submitted,

Melissa Anglace
Clerk, Board of Apportionment and Taxation