Roll Call

Chairman, Mark Holden
Judson Crawford
Faith Hack
Charlotte Madar
John Zikaras

Other Persons Present

Chief Joel Hurliman, Shelton Police Dept.
Major Michael Madden, Shelton Police Dept

Call to Order/Pledge of Allegiance

The meeting was called to order at 7:32 p.m. on April 22, 2010 in Room 104 by Chairperson Mark Holden. All those present rose and recited the Pledge of Allegiance to the flag.

Chairman Holden clarified for the record that although the agendas that the Board members received indicate that this is a “special” meeting, it is a typographical error. He verified with the Town Clerk’s Office and this is a “regular.” Therefore, they do have the option of adding items to the agenda.

Agenda Add Ons

JUDSON CRAWFORD MOTIONS TO ADD-ON UNDER NEW BUSINESS AS THE FIRST ITEM (BEFORE OLD BUSINESS) A REQUEST FROM THE POLICE DEPT. TO TRANSFER FUNDS FROM REGULAR PAY NON-SWORN ACCT. TO PART-TIME EMPLOYEES ACCOUNT IN THE AMOUNT $45,700. CHARLOTTE MADAR SECONDS. A VOICE VOTE IS TAKEN. MOTION PASSES (5-0).

Approval of the Minutes
CHARTERED MADAR MOTIONS TO ACCEPT THE MINUTES FROM THE REGULAR MEETING OF MARCH 25, 2010. FAITH HACK SECONDS. A VOICE VOTE IS TAKEN. MOTION PASSES (5-0).

Reports
Chairman’s Report

Chairman Holden dispensed with the Chairman’s Report in the interest of time.

Contingency Account Report

Chairman Holden indicated that they are showing an unspent balance of $52,815.00 which he commented was good this far into the year and the account has not been used that much yet.

Transfer Report

Chairman Holden stated that they received the Transfer Report and the transfer that had been in question previously for Building Maintenance has been added into the budget runs.

New Business
Intra-Departmental Transfers

1. Request from Police Department to transfer $45,700 from Regular Pay Non-Sworn to Part-Time Employees.

Chairman Holden stated that the reason for this request is because in the absence of full time dispatchers the Police Department has needed to use part time employees.

Chief Hurliman explained that they have used a significant amount of hours for the Part-Time Account to fill in. This is, of course, much more beneficial to the City because the top paid Part-Time Dispatcher makes $16/hour with most other part timers making $12/hour, $14/hour or $15/hour as opposed to time and a half for a Full-Time Dispatcher. Therefore, it is very cost-effective.

Chairman Holden asked if this transfer would leave the Non-Sworn Regular Payroll Account short for the year.

Chief Hurliman responded no, it would not.

Judson Crawford asked Chief Hurliman if he had submitted this request or had it been brought to his attention.

Chief Hurliman responded that he submitted it.

Judson thanked the Chief because he was planning to recommend that all the Department’s start cleaning up their budgets.
JUDSON CRAWFORD MOTIONS TO APPROVE THE TRANSFER $45,700 FROM REGULAR PAY NON-SWORN ACCOUNT #001-2500-511.10-16 TO PART TIME EMPLOYEES ACCOUNT #001-2500-511.10-02 PER THE RECOMMENDATION OF THE CHIEF OF POLICE. CHARLOTTE MADAR SECONDS. A VOICE VOTE IS TAKEN. MOTIONS PASSES (5-0).

Old Business

1. Request from Building Maintenance to Transfer $8,400 from Other Outside Service Account to Part-Time Account.

Chairman Holden commented that this came up at the last meeting and members were concerned because the budget run did not show the previous transfer they had made into this line item. However, it does now show it. While the account still shows that they have a reasonable amount of money they are looking to hire an HVAC employee who is licensed for 13 weeks for seasonal start-up of City buildings. Also a new hire, a Roofer for 4 weeks to install a new roof on the Nike Site Building, the White Street Building and the Ballfield Concession Stand at the Community Center. The funds do exist and it was signed off by Sharon Scanlon.

CHARLOTTE MADAR MOTIONS TO APPROVE THE BUILDING MAINTENANCE DEPARTMENT REQUEST TO TRANSFER FROM OTHER OUTSIDE SERVICES ACCOUNT #001-4800-716-3023 TO PART TIME ACCOUNT #001-4800-716-1002 IN THE AMOUNT OF $8,400.00. FAITH HACK SECONDS. A VOICE VOTE IS TAKEN. MOTION PASSES (2-0).

New Business

2. Request from Accounting to Transfer $7,500 from Regular Payroll to Other Outside Services.

Chairman Holden indicates that the explanation from Sharon Scanlon is that there are insufficient funds to cover ADP which is payroll firm that they use. And, basically, there is a shortfall because they did not hire someone to serve as Payroll Coordinator until March 1st. So, instead of having Payroll in that area, they had the expense of having the work performed by someone else.

FAITH HACK MOTIONS TO APPROVE THE REQUEST FROM ACCOUNTING TO TRANSFER $7,500 FROM THE REGULAR PAYROLL ACCOUNT #001-5700-412.10-01 TO OTHER OUTSIDE SERVICES ACOUNT #001-5700-412.30-23. CHARLOTTE MADAR SECONDS. A VOICE VOTE IS TAKEN. MOTION PASSES (5-0).
3. Request from EMS Commission to Transfer funds to Bundle Billing from Various Accounts.

Chairman Holden indicates that the reason for the request is to fund Bundle Billing to keep the program active. The Senior Citizens of Shelton will be severely impacted without the additional funding to Bundle Billing.

Judson Crawford indicated that they are looking to transfer a total of $10,248 from those three separate line items. He added that the transfer would deplete the Personnel Training account, the Communication Maintenance and the Communication Equipment accounts.

This goes right back to the discussions during the budget meetings, Bundle Billing has to be increased to where the recommendation was for $80,000 but that is out of their hands right now.

Faith Hack asked that if they transfer and deplete all those accounts, where does that leave them.

Chairman Holden responded that he thinks they are probably looking at the fact that they are getting to the end of the year and the priority of those items is a lower priority than the Bundled Billing. If they are comfortable with it then he is as well.

Jay Zikaras added that generally those accounts have historically returned money to the City at the end of the fiscal year. Because of his involvement with EMS, he is aware that they have an obligation to FEMA that they can’t raise that account, they have to pay for that. Other than that, the only thing they are leaving themselves with is the steno fees to cover their clerical expenses.

JUDSON CRAWFORD MOTIONS TO APPROVE THE REQUEST FROM THE EMS COMMISSION TO TRANSFER $10,248.00 TO BUNDLE BILLING ACCOUNT #001-2100-513.30-32 FROM PERSONNEL TRAINING ACCOUNT #001-2100-513.01-03 IN THE AMOUNT OF $4,748.00; FROM COMMUNICATION MAINTENANCE ACCOUNT #001-2100-513.30-11 IN THE AMOUNT OF $3,500.00; FROM COMMUNICATION EQUIPMENT ACCOUNT #001-2100-513.60-05 IN THE AMOUNT OF $2,000.00.

CHARLOTTE MADAR SECONDS. A VOICE VOTE IS TAKEN. MOTION PASSES (5-0).

There was a discussion regarding the funds required by the EMS Commission for Bundle Billing for the upcoming year.

Adjournment

Chairperson Mark Holden stated to adjourn the meeting due to no further business on the agenda at 8:07 p.m.
Respectfully submitted,

Karin C. Tuke
Clerk, Board of Apportionment and Taxation
Tape (1) on File with the City Town Clerk’s Office