The regular meeting of the Board of Apportionment and Taxation was called to order at 7:00 pm. with the Pledge of Allegiance.

ROLL CALL:
Chairman Karen Battistelli - present
Steven Guralnick present
Joseph Knapik present
Michelle Laubin present

John A. Belden Jr. excused
Michael Gaydos excused

ALSO IN ATTENDANCE:
LT Robert Kozlowski – Lieutenant - Police Department
Doreen Laucella – Director - Senior Center
Brian Roach – Assistant Superintendent - Highway and Bridges Department
Joan Stokes – Director - Library System
Chief Francis Jones – Chief - Fire Department

APPROVAL OF MINUTES
Michelle Laubin moved to approve and accept the minutes from the April 26, 2018 regular meeting, seconded by Joseph Knapik with the correct that her name is spelled with two “LL”. A voice vote was taken and the motion passed unanimously.

Ms. Laubin asked if the recommendations discussed in the workshop were presented to the Board of Alderman. Ms. Battistelli indicated that it was her recollection that the final discussion was that the Mayor’s budget proposal would stand. Ms. Laubin had hoped that all the members would be in attendance this evening so that the recollection of the meeting could be discussed. She felt strongly that the recommendations should be presented and considered by the Board of Alderman.

Joseph Knapik moved that the recommendations made by the members at the April 26th workshop be presented to the Board of Alderman for consideration; seconded by Steven Guralnick. A voice vote was taken and the motion passed with Karen Battistelli abstaining.

REPORTS
Contingency Account reflects an unspent balance is $21,711.00.

The Intra-Departmental transfers show activities from 1/25/18 through 4/26/18 by the Board of Apportionment and Taxation.

NEW BUSINESS
Karen Battistelli moved to approve the request from the Police Department to transfer from Regular Payroll (001 2500 511 10.01) to Regular Pay Non-Sworn (001 2500 511 10-16) in the amount of $45,000.00; seconded by Steven Guralnick. A voice vote was taken and the motion passed unanimously.

Discussion: The request is to cover part-time payroll costs through the last payroll of the fiscal year. One full-time dispatcher was added.
Joseph Knapik moved to approve the request from the Police Department to transfer from Regular Payroll (001 2500 511 10-01) to Part-Time Employees (001 2500 511 10-02) in the amount of $35,000.00; seconded by Steven Guralnick. A voice vote was taken and the motion passed unanimously.

Discussion: The request is to cover part-time payroll costs through the last payroll of the fiscal year. One part-time employee was added; merit raises were given post-budget finalization.

Joseph Knapik moved to approve the request from the Senior Center to transfer from Regular Payroll (001 1600-623.10-01) to Part-Time Employees (001 1600-623.10-02) in the amount of $10,000.00; seconded by Steven Guralnick. A voice vote was taken and the motion passed unanimously.

Discussion: The request is to cover cost of remaining fiscal year for part-time payroll. Ms. Laucella indicated that there is no full time staff at this time although she is seeking to increase staff when it is possible to do so. Every day hundreds of residents are served. Additional staffing would be greatly appreciated and the existing staff members have expressed willingness for additional hours.

Mr. Knapi felt the Senior Center's need for additional staffing should be expressed to the Board of Alderman as the Senior Center provides a great service to the City. Ms. Laubin and Mr. Guralnick concurred.

Michelle Laubin moved to approve the request from the Highways & Bridges Department to transfer from Regular Payroll (001 3200 712.10-01) to Part-Time Payroll (001 3200 712.10-02) in the amount of $60,000.00; seconded by Joseph Knapik. A voice vote was taken and the motion passed unanimously.

Discussion: The request is to cover cost of remaining fiscal year for part-time payroll. The initial approved budget was $119,572 less than what was requested. Mr. Roach explained that during storms part-time employees are called out to address the increased need for service. During snow they help with the snow removal, during bad storms they have helped with clearing the streets. Now the part-time employees will be helping with seasonal duties.

Michelle Laubin moved to approve the request from Library to transfer from Electronic Databases (001 4400 621.40-54) to Meeting, travel conferences (001 4400 621.11-05) in the amount of $600.00; seconded by Steven Guralnick. A voice vote was taken and the motion passed unanimously.

Discussion: Ms. Stokes explained that she and Ann Marie Julian attended the Book Expo conference in New York City. They had the opportunity to attend lectures and meet many upcoming authors. This is for travel, hotel and food for the three day conference.

Joseph Knapik moved to approve the request from the Fire Department to transfer from Over-time Pay (001 2400 512.10-08) to Part-time Payroll (001 2400 512.10-02) in the amount of $4,500.00; seconded by Michelle Laubin. A voice vote was taken and the motion passed unanimously.

Joseph Knapik moved to approve the request from the Fire Department to transfer from Professional Services (001 2400 512.30-01) to Part-time Payroll (001 2400 512.10-02) in the amount of $6,000.00; seconded by Michelle Laubin. A voice vote was taken and the motion passed unanimously.

Michelle Laubin moved to deny the request from the Fire Department to transfer from Training Account (001 2400 512.20-03) to Recruitment (001 2400 512.11-03) in the amount of $322.00;
seconded by Joseph Knapik. A voice vote was taken and the motion passed unanimously and the reason being that it was determined that the request was unnecessary as the latest financial report reflects sufficient funds in the line item.

Discussion: Chief Jones explained that the requests are to address unexpected shortfalls in the line items for the remainder of the year. He noted that upon review of the latest department financial report, there appears to be funding in the recruitment account and the transfer was not needed at this time.

Chairman Battistelli indicated that the next monthly meeting would be June 28th. In speaking with Paul Hiller, the suggestion was made to hold the meeting on June 21st so as to address anticipated end of year transfer requests. Members in attendance were agreeable to this date change.

Adjournment
Michelle Laubin moved to adjourn, seconded by Karen Battistelli. A voice vote was taken and the motion passed unanimously.

The meeting adjourned at 7:58 p.m.

Respectfully submitted,
Karen Kemmesies
Recording secretary