The special 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. present
Michael Gaydos present

ALSO IN ATTENDANCE:
Paul Hiller – Finance Department

APPROVAL OF MINUTES
Michelle Laubin moved to approve and accept the minutes from the May 24, 2018 regular meeting, seconded by Joseph Knapik. A voice vote was taken and the motion passed with John Belden Jr. and Michael Gaydos abstaining.

Ms. Laubin asked if the recommendations made in the workshop were presented to the Board of Alderman as per the motion last month. Ms. Battistelli indicated Mr. Gaydos did forward recommendations to the Board of Alderman after the workshop. Mr. Gaydos indicated that his recollection of the workshop was that at the end of the workshop there was no clear consensus on the entire budget. He recalled the members agreed on recommendations for the Senior Center, Animal Control and the Historical Society as well as a general plea for the Board of Education. On May 1st, he sent communication to the Board of Alderman regarding the recommendations.

Ms. Laubin indicated that she was under the belief at the close of the workshop that the entire list of recommendations would be presented to the Board of Alderman, not simply the list that was agreed upon by all the members. She would have pursued it individually had she understood that they were not going to be presented. At the May 24th meeting the motion was made that the recommendations from the workshop would be presented to the Board of Alderman. She asked if that motion had been accomplished and what was the Board of Alderman response.

Ms. Battistelli researched the recommendations as per the motion. Upon realizing that Mr. Gaydos had presented recommendations to the Board of Alderman, she felt that the request had been satisfied.

Members discussed their recollections of the workshop, all noting that it was a long evening. Mr. Gaydos prepared the email and in retrospect indicated that he should have copied it to the members. Ms. Laubin stood by the understanding that there were a number of recommendations discussed and she left the meeting thinking that they would be presented to the Board of Alderman. Ms. Battistelli recalled at the end of the meeting the consensus was that the mayor’s budget stands.

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

The Intra-Departmental transfers show activities from 1/25/18 through 5/24/18 by the Board of Apportionment and Taxation.
NEW BUSINESS

Joseph Knapik moved to table the request from the Elections Department to transfer from Poll Workers (001 0500 413 10 04) to Part Time Employees (001 0500 413 10 02) in the amount of $6,000.00; seconded by Michelle Laubin. A voice vote was taken with Karen Battistelli, John Belden Jr., Michael Gaydos and Steven Guralnick opposed. MOTION FAILED.

Discussion: Reason for the Request: NCOA canvass was brought in-house rather than sent to vendor and the anticipated extra expense to verify the state-wide primary petition forms for both the democratic and republican candidates.

No one from the department was present to answer questions. Members were unclear what NCOA stood for and why it was sent to a vendor. Mr. Hiller indicated that a deficit is anticipated being that both parties have petitioned candidates seeking office and there will be a primary. Mr. Knapik asked if Mr. Hiller was authorized to speak for the department and Mr. Hiller indicated that he was just advising the Board why the request was made. Members reviewed the remaining funds in the accounts. It was noted that there is no requirement for the department head or his/her representative to be present although some members did feel it appropriate if there was a request being made that they be available to answer any questions.

Michael Gaydos moved to approve the request from the Elections Department to transfer from Poll Workers (001 0500 413 10 04) to Part Time Employees (001 0500 413 10 02) in the amount of $6,000.00; seconded by John Belden Jr. A voice vote was taken with Joseph Knapik and Michelle Laubin opposed. MOTION CARRIED.

Michael Gaydos moved to approve the request from the Police Department to transfer from Regular Payroll (001 2500 511 10 01) to Investigative Overtime (001 2500 511 10 10) in the amount of $27,000.00; seconded by John Belden Jr. A voice vote was taken and the motion passed unanimously.

Discussion: Reason for the request: To cover Detectives’ Overtime payroll costs through the last payroll of the fiscal year.

Mr. Knapik asked if Mr. Hiller was speaking for the department as there was no one present from the Police Department. Mr. Hiller stated that the Chief was on vacation and the Lieutenant was attending the High School graduation so he was speaking on the Chief’s behalf. Mr. Knapik asked if the overtime was due to an increase in incidents as the request is for investigative overtime. Mr. Hiller noted that the department is in the process of hiring four officers but it is dependant on getting the candidates into the police academy for training. Promotions are also possible within the department. Retirements are also anticipated. Members discussed the staffing levels within the department and how it reflects within the payroll accounts. Currently it appears the regular payroll account will end with a surplus that will then be returned to the general fund. It appears that even with the hiring, there will remain a shortage of police officers within the department.

Michael Gaydos moved to approve the request from the Police Department to transfer from Regular Payroll (001 2500 511 10 01) to Patrol Overtime (001 2500 511 10 07) in the amount of $130,000.00; seconded by Michelle Laubin. A voice vote was taken and the motion passed unanimously. Mr. Knapik indicated yes with reservations.

Discussion: Reason for the request: To cover Police Overtime through the end of the fiscal year.
Steven Guralnick moved to table the request from the Police Department to transfer from Sign Replacement (001 2500 511 80-16) to Gasoline (001 2500 511 40-01) in the amount of $15,000.00 due to the absence of a signature; seconded by Joseph Knapik. A voice vote was taken and the motion passed unanimously.

Discussion: Reason for the request: Invoice 12425000 for $5,992 is short by $1,950.44 and a delivery was received today and one more delivery is expected at the end of June with each invoice between $5,500 and $6,000.

Mr. Hiller noted that he brought this to the attention of the Police Department after receiving a requisition and noting the shortfall. Members questioned why the sign replacement line item was in the police department and why it was so high. No answer was available. It was also noted that the 2018-2019 gas purchase budget request was increased in anticipation of additional costs. Ms. Laubin raised a point of order as to the lack of signature. Members decided it best to table.

Michael Gaydos moved to approve the request from Accounting and Control to transfer from Regular Payroll (001 5700 412 10 01) to Part-Time Payroll (001 5700 412 10 02) in the amount of $15,000.00; seconded by Michelle Laubin. A voice vote was taken and the motion passed unanimously.

Discussion: Reason for Request: Full time vacancy exists, being currently filled by part time employees.

Mr. Hiller indicated that the assistant finance position remained open for five years and was filled last fall. A full time position remains open and is being filled with part time staff. Mr. Hiller indicated that the full time position has recently been posted. Members discussed the practice of vacancies and the use of part time employees filling full time positions.

Michael Gaydos moved to approve the request from Accounting and Control to transfer from Meeting Travel Conference (001 5700 412 11 05) to Mileage (001 5700 412 11 01) in the amount of $100.00; seconded by John Belden Jr. A voice vote was taken and the motion passed unanimously.

Adjournment
Michael Gaydos moved to adjourn, seconded by John Belden Jr. A voice vote was taken and the motion passed unanimously.

The meeting adjourned at 7:58 p.m.

Respectfully submitted,
Karen Kemmesies
Recording secretary