



## **BOARD OF ALDERMEN**

# **FINANCE COMMITTEE MINUTES**

**Tuesday, April 24, 2007 8:40 pm**

### **Call to Order / Pledge of Allegiance**

Alderman Olin called the Street Committee meeting to order at 7:00 p.m. All those present rose and pledged allegiance to the flag.

### **ROLL CALL**

Alderman Stan Kudej, Chairman – present  
Alderman John Anglace – present  
Alderman Chris Panek – present

Also Present: Alderman Jack Finn

### **PUBLIC PORTION**

Richard Widomski, 49 Christine Drive.

Alderman Anglace moved to add to the agenda item 11 – non-collusion bidding; seconded by Alderman Panek. A voice vote was taken and the motion passed 3-0.

### **MINUTES FOR APPROVAL**

#### **1. Approval of Minutes - Regular Meeting – March 27, 2007**

Alderman Anglace moved to recommend to the Full Board to waive the reading and accept the minutes of the March 27, 2007 Finance Committee Meeting; Seconded by Alderman Panek. A voice vote was taken and the motion passed 3-0.

#### **2. April Statutory Refunds**

Alderman Anglace moved to recommend to the full board that the report of the tax collector relative to the refund of taxes for a total amount of \$824.29 be approved and that the Finance Director be directed to make payments in accordance with the certified list received from the tax collector with funds to

come from the statutory refunds account #001-0000-311.13-00; seconded by Alderman Panek. A voice vote was taken and the motion passed 3-0.

### **3. Amendment to Ordinance #790 – Salary review – Office of the Mayor**

Alderman Anglace stated, there are two issues that we need to discuss – that the ordinance reflects what we want, and 10/10/96 resolution that Alderman Panek has called our attention to. There is a restriction in there that restricts travel with the car in-state. If he gives us notice that he is going out of state, it should be okay providing it's for City business.

Alderman Panek stated that #6 of the ordinance allows the Mayor to use the City gasoline if the Mayor doesn't receive a City vehicle. The resolution doesn't require any tracking of the Mayor's vehicle for personal use anyway.

Alderman Anglace stated, if he goes onto the Gasboy system, he'll be tracked like everybody else.

Alderman Finn was concerned about awarding the bid for a vehicle for the Mayor.

Alderman Anglace explained to him that the bid can be awarded, but the vehicle is not going to be purchased. If it is purchased and it's going to somebody else, we have to know about it because that's not how it was proposed. The Mayor will take the City gasoline for his car in lieu of taking a new City vehicle. The purchase of the new car will not be made.

Alderman Finn also asked which of the Mayor's personal vehicles will be the one that receives the City gasoline.

Alderman Anglace stated that "the Mayor's personal vehicle to be designated" can be added to the motion, so that only one of the Mayor's vehicles will be the one that receives the City gasoline.

Alderman Anglace stated, this arrangement has to be available for any Mayor. If a new Mayor comes in and says "I want a car," then we have to buy him a car. The new Mayor should indicate his choice at the beginning of each term – as Item #7 states.

Alderman Anglace stated, we will forward this to the full Board with the two new changes.

Alderman Anglace moved to recommend to the full board to amend ordinance #790, Mayors Salary as follows:

6. Notwithstanding Ordinance #314, if the Mayor has not received a City vehicle, the Mayor shall be permitted to use the City gasoline supply for the Mayor's personal vehicle *to be designated*.
7. *At the beginning of each term of office the Mayor shall make the decision to take a City car or use his personal vehicle.*

seconded by Alderman Panek. A voice vote was taken and the motion passed 3-0.

#### **4. Amendment to Ordinance #723 – Salaries Fire Department**

Note for the record that Commissioners Kosowsky, Sekelsky and Sabatino were present.

Alderman Kosowsky explained that he requested that the ordinance be withdrawn from the Board of Aldermen because he saw the part about the Fire Marshals – the hourly part. The Commissioners didn't send it that way. The Commissioners updated the present ordinance and added the position of Deputy Fire Chief. We asked for information from the Fire Marshal in a communication requesting his staffing and other information prior to the beginning of the budget. The Commissioners don't know what hourly rate he wants to establish for the Deputy Fire Marshals. The Commissioners didn't get any information from the Fire Marshal at our meeting.

Alderman Anglace agreed that there should be a separate Fire Department ordinance, and a separate Fire Marshals ordinance.

The ordinance should include a Fire Chief at \$15,000; create a position of Deputy Fire Chief at \$10,000; and Assistant Chiefs at \$7,500 each.

The Superintendent of Communications is the former Superintendent of Alarms.

The note at the bottom pertaining to the Fire Marshals will come out.

Commissioner Kosowsky gave a brief history and overview of the structure of the Fire Services, all branching up to the Board of Fire Commissioners.

When the ordinances were written years ago, there was all part-time staff. Then a full-time Fire Marshal, then a Deputy Marshal, a stipend Deputy Marshal, and then created Inspectors at \$10 per hour. With every change there has been review, and compliance with the Fair Labor Standards Act. The concern with this change is an open-ended hourly position that is not exactly spelled out – how many hours at what rate in the budget. Is it 20 hours? Is it 32? It should be spelled out in the stipend salary ordinance – not to exceed 'x' amount of hours.

Alderman Anglace reviewed the budget sheet for the Fire Department – position schedule. The other positions have to be included. It's a Fire Department ordinance. The hourly people don't have to be in the ordinance – you budget for them.

The commissioners expressed concern that the part-time Fire Marshal personnel are being paid more than the Fire Chief.

Alderman Anglace stated there are job descriptions set out for the Fire Department personnel, and the ordinance states what they're going to be paid annually.

For the other group, the stipend positions are Deputy Fire Marshals (2); AC Fire Prevention, and a new position Fire Prevention Specialist. The two Deputy Fire Marshals are in stipend category at \$5,000 a year, and two in the hourly category that are budgeted at 17 hours a week @ \$20 per hour x 5 days - \$17,680.

Commissioner Kosowsky explained there are no Inspectors right now – they are all Deputy Fire Marshals – there are four. Two are stipend and two are hourly and this should be adjusted for fairness. They all should be paid in the same manner.

Alderman Anglace stated, they should all have an hourly rate.

Commissioner Kosowsky stated, if they go to an hourly rate, then you have to pay them for those hours. This is one of the reasons why we have them as stipend – you have the parameters – it's a stipend job, when you get called you go, you put in five hours one day, 10 hours the next, that's the way it goes – that's the job.

The Fire Marshals have to do six inspections a month to qualify for their stipend pay. If you take it away, they can do nothing for 52 weeks and still get their stipend pay. Or go hourly. I can do one inspection and it can take 17 hours. There is no accountability as to what we're going to get for those 17 hours. There is time going out to inspect. There is administrative time coming back to the office. It was all taken into consideration. That's why we came out to the six

inspections. Who will decide which two Deputy Fire Marshals are hourly, and which two are stipend positions? They should all be the same. The Board of Fire Commissioners should be the authority that makes the recommendation.

Alderman Anglace stated, the ordinances for the Fire Department and the Fire Marshals should be kept separate.

It should be spelled out in the ordinance who the appointing authority is. The ordinances should be redone in their entirety. Once appointed the people work for the Fire Marshal; people work for the Fire Chief.

Commissioner Sabatino stated, both units, via Charter, have to follow our policies.

Alderman Anglace stated, how can you have a policy, if we have an ordinance. Why do you institute so many policies? You have the ordinance that covers you, and the ordinance should be clear enough for everybody to understand.

#### TAPE ONE SIDE TWO

Commissioner Kosowsky speaking... the submission of the budget started the problem. There aren't two departments – there is only one Shelton Fire Department. Send it back to us, let us spell it out clearly, submit it to Corporation Counsel for review, and resubmit it, so it's right at the end of the day.

Alderman Anglace stated, so we're clear – we'll have two separate ordinances. The nine should be in one ordinance. The Fire Marshal's office – you've got to determine what he's got, how many deputies, how many inspectors, and then you've got to determine whether they're stipend, or whether they're hourly. You might tell us, that a stipend position gives you a lot more latitude in using the services of that person. Hourly has limitations on the number of hours. We're talking about deputy fire marshals, and the inspectors as well. The Fire Marshal wanted two stipend and two hourly, and we feel they should all be the same. Let's take this in stages – we'll take it slowly and try to put something in writing as a draft – give it to the Mayor too - and see if we can agree.

We would have to modify the ordinance anyway, as it now stands. We would have to come up with a second ordinance. We can't vote on it.

Alderman Anglace moved to recommend to the full board the rejection of the amendment to ordinance #723 without prejudice; seconded by Alderman Panek. A voice vote was taken and the motion passed 3-0.

## 5. PC Based Upgrade to the Police Dept. Firing Range

Alderman Anglace moved to recommend to the full board to waive bids for the installation of a PC based upgrade to the police department firing range upon a recommendation from the acting purchasing agent; Seconded by Alderman Panek.

Motion as amended:

Alderman Anglace moved to recommend to the full board to waive the bids for the installation of a PC based upgrade to the Police Dept. firing range upon a recommendation from the acting Purchasing agent *and subject to the confirmation of the proprietary nature of the retro fit in writing prior to the full board meeting*; seconded by Alderman Panek.  
A voice vote was taken and the motion passed as amended 3-0.

The main motion as presented, motion passed 3-0.

Note to Clerk: Forward to the Chief of Police for review and action.

## 6. License Agreement Renewal – Farmers Market

Alderman Anglace moved to recommend to the full board to renew the license agreement for the use of the Shelton Farmers Market by the Shelton Farmers association with the same conditions as the original license agreement as amended on December 8, 2005. The renewal would cover the period from May 1, 2007 through April 30, 2008 with an option for an additional one-year extension; seconded by Alderman Panek. A voice vote was taken and the motion passed 3-0.

## 7. Overhead Doors for the Echo Hose Fire Station & the Huntington Fire Station

Alderman Anglace moved to recommend to the full board to add the purchase of overhead doors for the Echo Hose Fire Station and the Huntington Fire Station to the capital improvement plan with funding to come from LOCIP; seconded by Alderman Panek. A voice vote was taken and the motion passed 3-0.

## 8. Carpeting for the Huntington Fire Station Recreation Hall

Alderman Anglace moved to recommend to the full board to add the purchase of carpeting for the Huntington Fire Station recreation hall to the capital improvement plan with funding in the amount of \$11,935.95 to come from LOCIP; seconded by Alderman Panek. A voice vote was taken and the motion passed 3-0.

**9. Heating Fuel Oil Account – Request for Over Expenditure**

Alderman Anglace moved to recommend to the full board the over expenditure of the heating fuel oil account 001-4800-716.40-16 through the end of the fiscal year; seconded by Alderman Panek. A voice vote was taken and the motion passed 3-0.

**10. Historic Documents Preservation Grant Application**

Alderman Anglace moved to recommend to the full board to authorize Mayor Mark A. Lauretti to sign the attached agreement for a historical document preservation grant application; seconded by Alderman Panek. A voice vote was taken and the motion passed 3-0.

**11. Non-collusion Bidding**

Alderman Anglace moved to forward to the Acting Purchasing Agent and Corporation Counsel for review and recommendation; seconded by Alderman Panek. A voice vote was taken and the motion passed 3-0.

**ADJOURNMENT**

Alderman Anglace moved to adjourn the meeting at 10:30 pm; seconded by Alderman Panek. A voice vote was taken and the motion passed 3-0.

Respectively submitted,

Date Submitted: \_\_\_\_\_

Clerk, Board of Aldermen

Date Approved: \_\_\_\_\_ BY: \_\_\_\_\_

Mayor Mark A. Lauretti  
City of Shelton