



CITY OF SHELTON
BOARD OF APPORTIONMENT AND TAXATION
REGULAR MEETING
January 24, 2008 @ 7:00 pm
SHELTON CITY HALL
AUDITORIUM

Roll Call

Mark Holden, Chairman, present

Judson W. Crawford, present

Charlotte Madar, present

Vinny Capece, present

Greg Kodz, present

Other Persons Present:

Merle Chase

James Tortora

Call to Order and Pledge of Allegiance

Chairman Mark Holden called the meeting to order at 7:00 pm. All present rose and pledged allegiance to the flag. Tonight's meeting was held in the auditorium at Shelton City Hall, 54 Hill Street, Shelton, Connecticut.

Add on: Chairman Holden states that under New Business we will add on Review of Budget Sheets which is sent every month. This will be a recurring item on our agenda for us every month.

Judson Crawford MOTIONS TO add on under new business the review of budget sheets which will be 5b under our agenda. A voice vote was taken. MOTION PASSED. 5-0

Reports

A. Chairman's Report - There are some discrepancy with the problem areas of the budget worksheets. I have been in touch with both Lou Marusic and Sharon Scanlon on this I have some explanations as to typos and that some transfer requests when it is time to prepare our agendas the paper disappearing from our mailbox. According to Sharon, with regards to deficits when they come out of this report they go to the appropriate department and request to straighten that out and send through a transfer request that would come through us.

B. Contingency Report - is present with the agenda with an unspent balance of \$165416.70 a more current figure is \$142,644.00 there are some items that haven't made it on to the this month's contingency.

C. Transfer Report – two transfers which have been done so far.

Old Business

No old business is presented.

New Business

Intra-Departmental Transfers

Request from Building Maintenance to transfer \$5,500 from regular payroll to equipment maintenance.

To cover cost of elevator maintenance at city hall and community center, northeast generator service and all other equipment maintenance for the remainder of the fiscal year.

VINNY CAPECE MOTIONS TO APPROVE THE TRANSFER FROM ACCOUNT # 001-4800-716-1001 REGULAR PAYROLL TO ACCOUNT # 001-4800-716-6510 EQUIPMENT MAINTENANCE IN THE AMOUNT OF \$5,500. MOTION WAS SECONDED BY CHARLOTTE MADAR. A VOICE VOTE WAS TAKEN. MOTION PASSED 5-0.

Request from Building Maintenance to transfer \$5,700 from regular payroll to pool supplies.

To cover cost of Chlorine and CO₂ for the remainder of the fiscal year.

Judson Crawford states last year we transfer \$ 5,017 into the account for chlorine.

CHARLOTTE MADAR MOTIONS TO APPROVE THE TRANSFER FROM ACCOUNT # 001-4800-716-1001 REGULAR PAYROLL TO ACCOUNT # 001-4800-716-4030 POOL SUPPLIES IN THE AMOUNT OF \$5,700, WITH A RECOMMENDATION TO PUT CHLORINE OUT TO BID IF OVER THE AMOUNT OF \$5,000. MOTION WAS SECONDED BY CHARLOTTE MADAR. A VOICE VOTE WAS TAKEN. MOTION PASSED 5-0.

Request from Building Maintenance to transfer \$2,500 from regular payroll to overtime pay.

To clear negative balance in the overtime account and to pay future overtime for maintenance trade workers for the remainder of the fiscal year.

JUDSON CRAWFORD MOTIONS TO APPROVE THE TRANSFER FROM ACCOUNT # 001-4800-716-1001 REGULAR PAYROLL TO ACCOUNT # 001-4800-716-1007 OVERTIME PAY IN THE AMOUNT OF \$2,500. MOTION WAS SECONDED BY CHARLOTTE MADAR. A VOICE VOTE WAS TAKEN. MOTION PASSED 5-0.

Request from Building Maintenance to transfer \$300 from regular payroll to mileage

To clear negative balance in the mileage account and to pay future mileage for Building Maintenance and Administrative Clerk to travel to and from City Hall from Maintenance Office.

VINNY CAPECE MOTIONS TO APPROVE THE TRANSFER FROM ACCOUNT # 001-4800-716-1001 REGULAR PAYROLL TO ACCOUNT # 001-4800-716-1101 MILEAGE IN THE AMOUNT OF \$300. MOTION WAS SECONDED BY GREG KODZ. A VOICE VOTE WAS TAKEN. MOTION PASSED 5-0.

Request from the Fire Marshals Office to transfer from regular payroll to mileage

Increase in staff activities caused shortage for mileage reimbursements to personnel for fire inspections and investigations.

CHARLOTTE MADAR MOTIONS TO APPROVE THE TRANSFER FROM ACCOUNT # 001-2200-512-1001 REGULAR PAYROLL TO ACCOUNT # 001-2200-512-11-01MILEAGE IN THE AMOUNT OF \$1,000. MOTION WAS SECONDED BY GREG KODZ. A VOICE VOTE WAS TAKEN. MOTION PASSED 5-0.

Request from Fire Department for transfers to Communication Equipment

Replacement of equipment for radio system for Fire department communications, base station comparator, bridge conference to remote consoles equipment problems, present equipment no longer supported.

Discussion: Chairman Holden asks is this for the new system or still the old system. Merle Chase answers this is still for the old system for maintenance of what we have until the new system comes in.

VINNY CAPECE MOTIONS TO APPROVE THE TRANSFER FROM ACCOUNT # 2400-512-80.15 SARA TO ACCOUNT # 2400-512-60.05 COMMUNICATION EQUIPMENT IN THE AMOUNT OF \$1,500, ACCOUNT # 2400-512-40.60 TESTING APPARATUS TO ACCOUNT # 2400-512-60.05 COMMUNICATION IN THE AMOUNT OF \$8,500, ACCOUNT # 2400-512-11.08 EQUIPMENT MAINTENANCE TO ACCOUNT # 2400-512-60.05 COMMUNICATION IN THE AMOUNT OF \$8,500, AND ACCOUNT # 2400-512-30.05 PHYSICAL EXAM TO ACCOUNT # 2400-512-60.05 COMMUNICATION IN THE AMOUNT OF \$2,000. MOTION WAS SECONDED BY CHARLOTTE MADAR. A VOICE VOTE WAS TAKEN. MOTION PASSED 5-0.

Request from Administration to transfer from Regular Payroll to December Holiday

To cover shortfall of December Holiday even enjoyed by more folks than anticipated.

VINNY CAPECE MOTIONS TO APPROVE THE TRANSFER FROM ACCOUNT # 001-0100-

Full Board

**411.11-05 MEETING TRAVEL AND CONFERENCE TO ACCOUNT # 001-0100-411.80.89
DECEMBER HOLIDAY IN THE AMOUNT OF \$166. MOTION WAS SECONDED BY JUDSON
CRAWFORD. A VOICE VOTE WAS TAKEN. MOTION PASSED 5-0.**

Request from Purchasing Department to Transfer from Regular Payroll to Part Time

To provide funding for part time acting purchasing agent.

**JUDSON CRAWFORD MOTIONS TO APPROVE THE TRANSFER FROM ACCOUNT # 001-5500-
412.10-01 REGULAR PAYROLL TO ACCOUNT # 001-5500-412.10-02 PART TIME IN THE
AMOUNT OF \$30,000. MOTION WAS SECONDED BY CHARLOTTE MADAR. A VOICE VOTE
WAS TAKEN. MOTION PASSED 5-0.**

Review of the Budget

Chairman Holden states I would like to start with what I know of the review of the budget with Sharon and Lou about the line items that were over expended some of the items were taken care of with the transfers on the agenda from tonight's meeting. There are some other under line items especially under Elections; the Board of Aldermen will need to address that. The Registrar Office did not average into the Special Election from when Mr. Belden passed away. Under Highways and Bridges there is \$20,629.00 error this is believed to be a posting error that probably belongs under a different department. Under road repairs there is close to \$170,000.

I have also requested that Sharon gives us a heads up on anything that comes out of whack and to go to the department head and address this issue.

Judson Crawford's statement is inaudible.

Charlotte Madar suggests for the Board to put their questions into writing and submit them to Mark Holden and then Mark can set up a meeting an address these concerns on the line items with Sharon up in Accounting and bring the answers to the following meeting.

Finance Committee Report

We have opened bids, awarded bids and have had a few rejections on bids and also a tabling of a few.

Adjournment

Chairman Mark Holden adjourned the meeting at 8:00 pm.

Respectfully submitted,

Denise M. Domorod, Clerk

City of Shelton

January 24, 2008

Board of Apportionment and Taxation

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Full Board

Board of Apportionment & Taxation

Tape on File at City Clerks office 2 sides one tape.