



**City of Derby  
BOARD OF APPORTIONMENT AND TAXATION  
AGENDA  
MONDAY DECEMBER 20, 2021**

**6:00 PM**

**ZOOM MEETING**

*Marc J. Garofalo*  
MARC J. GAROFALO, MAYA

2022 JAN 11 AM 10:52

RECEIVED  
TOWN/CITY CLERK  
DERBY, CT

Samantha Burgan  
Christopher Carloni  
Jennifer Desroches  
Robert Forte  
Michael Gray

Kristen Mancini-Wright  
Holly Orazietti  
Rose Pertoso  
Jeff Polis  
Roberto Santos

**1. Call to order & Pledge of Allegiance**

The meeting was called to order by Mayor Dziekan, at 6:00 pm and was followed by the Pledge of Allegiance.

**3. Roll Call and Swearing In**

Mr. Garofalo swore in members Rose Pertoso and Robert Forte who had not been sworn in previously.

**Present:** Ms. Desroches, Mr. Forte, Ms. Mancini-Wright, Ms. Orazietti, Ms. Pertoso, Mr. Polis and Mr. Santos.

**Absent:** Ms. Burgan, Mr. Carloni and Mr. Gray.

**4. Additions, Deletions, Corrections, and Adoption of the Agenda**

There were no changes, a motion to accept the agenda was made by Mr. Forte and seconded by Ms. Orazietti. Motion carried.

## **5. Public Portion**

No one from the public spoke.

## **6. Adoption of Robert Rules**

A motion was made by Ms. Pertoso and seconded by Ms. Orazietti to adopt Robert Rules. The Board asked if there was a copy available, and Mr. Garofalo said there was, and Mayor Dziekan said there was a "Readers Digest Version" also available. Motion Carried.

## **7. Election of Chairperson**

Mayor Dziekan asked for a nomination for Chairperson. Mr. Forte nominated Mr. Polis, and Ms. Orazietti seconded the motion. Mayor Dziekan asked if there were any other nominations, and getting none, he asked for a vote from the Board. Mr. Polis was elected. The motion carried.

## **8. Adoption of Meeting Schedule for 2022**

Mayor Dziekan turned the meeting over to Chairperson Polis. Mr. Polis that Ms. Szewczyk had offered to do a training class for all the new members, and he felt this would be appreciated by all the members. Mr. Polis also wanted a copy of Robert Rules. Mr. Garofalo explained to the Board that the meetings are held on the 3<sup>rd</sup> Monday of every month, unless there is a holiday on that Monday, then it would be on the Tuesday, this would happen in January and February. He also explained that the meeting agendas should be issued 24 hours before the meetings, this would also include Special meetings. He would verify with all the members of their availability before posting the schedule.

## **9. Approval of Minutes from the November 15, 2021, Meeting.**

A motion to accept the minutes was made by Mr. Forte and seconded by Ms. Pertoso. Motion Carried.

## **10. RETIREMENT 2300 UNFUNDED LIABILITY OF THE CITY**

- Transfer to Account (2300-270-0272-0000) City 401A \$25,297.08
- Transfer from Account (8400-390-0390-0000) Working Balance \$25,297.08

A motion was made to approve the Budget shortfall of the 401A retirement liability. Motion Carried.

## **11. POLICE DEPARTMENT 3100 OPM STATE GRANT REIMBURSEMENT**

- Increase Account (6000-650-6524-0000) Misc Intergovernmental Grants \$34,606.70
- Increase Account (3100-120-0120-0000) Overtime Wages \$34,606.70

Approval for the incoming State OPM Grant. Ms. Herasimowicz told the Board that the grant was received and therefore she had made the changes to the budget. A motion to accept was made by Mr. Forte and seconded by Ms. Orazietti. Motion carried.

## **12. FINANCE DEPARTMENT 2500 -FINANCIAL SERVICE**

- **Transfer To Account (2500-390-0392-0000) Financial Services \$28,000.00**
- **Transfer From Account (8400-390-0391-0000) Special Working Balance \$28,000.00**

**Approval for the budget shortfall of the payroll services. Ms. Herasimowicz told the Board that this shortfall was because not enough money was put in the budget for this expense. This is for Paycor who prepares and manages are payroll. She said it is and expense that should have its own line item, and she is also going to suggest changing the payroll system to bi-weekly payroll so the city could save money. Ms. Desroches questioned why we had this expense, and Ms. Herasimowicz tried to explain how this expense occurs. After much discussion. Mr. Baklik explained what the cost was and why we had to pay it. He agreed that these Financial Expenses should be separated out and suggested to the Board to keep this in mind when their next Budget preparation takes place. A motion to accept was made by Mr. Santos and seconded by Ms. Orazietti. Motion carried.**

## **13. Budget Projections**

**Ms. Herasimowicz explained to the Board that there is a need to plan where there are shortfall. A plan is needed to correct the shortfalls. Most or our revenue comes from taxes. State grants do not always come through, and when this happens, we are short on revenue. In this budget, we are short a million dollars, which was supposed to have come from a state grant. Ms. Desroches asked how we could have put this money into the budget without having the money first. Mr. Garofalo said that grants are not always guaranteed.**

## **TABLED ITEMS**

### **POLICE DEPT. 3100 IN ANTICIPATION OF 50% GRANT REIMBURSEMENT**

- **Transfer To Account (6000-650-6524-0000) Misc. Intergovernmental Grants \$59,645.50**
- **Transfer from Account (8400-39-0391-0000) Special Working Balance \$59,645.50**
- **Transfer to Account (3100-470-0476-0000) Body Cameras and Licenses \$119,290.00**

**Approval for the funding source of State Mandate for payment by the City for Body Cameras and Licenses. A motion was made by Mr. Santos and seconded by Ms. Orazietti. Mr. Garafalo explained to the Board the difference between a the Special Working Balance and the Working Balance listed in the Budget, and 7 votes are needed by the Board to pass any changes. After much discussion and questions from the Board, the mandate was paid via another source, but this motion was not passed. It will be continued at the next meeting.**

## **14. Adjournment**

**A motion to adjourn was made by Mr. Santos and seconded by Ms. Orazietti. Motion Carried. The meeting was adjourned at 7:24 PM.**

**14. Adjournment**

**A motion to adjourn was made by Mr. Santos and seconded by Ms. Oraziatti. Motion Carried. The meeting was adjourned at 7:24 PM.**

**Respectfully Submitted,  
Louise Pitney**

**\*\*\* These minutes are subject to the approval by the Board of Apportionment & Taxation  
at their next regular meeting.**

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