

**BOARD OF ALDERMEN**  
**OPERATIONS & PROCEDURES SUBCOMMITTEE MEETING**  
**TUESDAY, DECEMBER 6, 2016 – 6:30 P.M.**  
**2<sup>nd</sup> FLOOR CONFERENCE ROOM**

**MINUTES**

Chair Arthur Gerckens called the meeting to order at 7:00 p.m. All rose and pledged allegiance to the flag.

**Roll Call**

Present: Arthur Gerckens, Stephen Iacuone, Peter M. Olenoski, Jr. (arrived at 7:03 p.m.)

Also Present: Barbara L. DeGennaro, Alderwoman  
Keith A. McLiverty, City Treasurer  
Marc J. Garofalo, Town & City Clerk  
Marjorie Shansky, Esq.  
Francis Teodosio, Corporation Counsel

**ADDITIONS, DELETIONS AND CORRECTIONS TO THE AGENDA**

None were raised.

**PUBLIC PORTION**

Mr. Gerckens asked if anyone would like to speak during the public portion.

Barbara L. DeGennaro, 51 Paugasset Road, Derby, CT

My only comment would be with regarding to item #10 – Witek Park opening and closing procedure. I know a series of emails had gone back between the Board of Aldermen and Commissioner DeFala, the Police Chief, myself and other (inaudible) and it is my understanding from the last email from Commissioner DeFala that the process of the opening and closing has been through communication and effort working through the Police Department and the Public Works. So I want to know the need for any issue on the agenda is since it's been resolved.

Mr. Geckens asked three more times if anyone wished to speak in public portion. Hearing no further requests...

**A MOTION** was made by Mr. Gerckens with a second by Mr. Iacuone to close the public portion. ***Motion carried.***

**APPROVE MINUTES OF THE NOVEMBER 7, 2016 OPERATIONS & PROCEDURES SPECIAL MEETING**

**A MOTION** was made by Mr. Olenoski with a second by Mr. Gerckens to approve the Minutes of the November 7, 2016 special meeting as presented. Mr. Iacuone abstained. ***Motion carried.***

**RISK ASSESSMENT RECOMMENDATIONS PROVIDED BY THE TRAVELERS. DISCUSSION/  
POSSIBLE ACTION AND RECOMMENDATION TO THE FULL BOARD OF ALDERMEN**

Mr. Gerckens said this was on our agenda last month. Atty. Welch kind of piggybacked the policy of the Police Department since there was no sense in reinventing the wheel. Mr. Gerckens said the problem is the Police Department gets the background checks done through a law enforcement data base that the City workers aren't privy to – so that needs to be removed. Mr. Gerckens then reviewed the email that he sent to Mr. Domurad. In the email he said we still needed to work out how we're going to get the driving backgrounds of City employees. One of the items is we need to get a point person and Mr. Gerckens recommended that it be Mr. Domurad's position as Chief Administrator. He suggested that both the Police and Public Works get the background check annually and Mr. Domurad agreed. Mr. Gerckens informed the committee that Mr. Domurad spoke to John Rak, the City's Insurance agent, about getting the background checks for the Public Works employees and Mr. Rak said we can have the checks run through the Travelers Insurance carrier and for the Fire Department it can be done through our VFIS carrier. Mr. Domurad will be meeting with the Travelers Risk Management on Wednesday and will report back to us.

Mr. Iacuone said he still feels that we're opening a can of worms by not having a true HR department. He said if the insurance carrier wants to run checks that's fine – it's on them. He doesn't see why we as a City are putting everybody's records out in the public. Mr. Iacuone said he feels that without a true HR department we're going to run into problems and could open ourselves up to being sued. He said the boards shouldn't get involved with it – we're becoming an employment agency for ourselves and it shouldn't be like that. We're making the Board of Aldermen, the Tax Board the HR department and it's a mistake.

Atty. Welch said the letter that was sent by the Travelers was how to reduce your exposure. He said the proposed policy isn't to have the Board of Aldermen do it. The driving records will never come back before the Board of Aldermen or the histories. Mr. Iacuone said if it becomes an employment issue the department head will have a record of it and they're going to take action on their own level. He doesn't understand why the Travelers is looking for the Board of Aldermen to create a policy for it. Ms. DeGennaro said when she was the Fire Commissioner VFIS had the list of drivers and they checked the drivers. We're paying them to be our carrier why aren't they checking the driving records once a year for us? Mr. Iacuone said he isn't looking to reinvent the wheel – he said he's assuming that it is part of what we're paying them for. Mr. Garofalo said if they need a policy why can't the board just assign someone to get it done? He said the Finance Department is essentially the HR department for the City – they do the payroll and the pensions. Atty. Welch said he can reach out to Mr. Domurad before he meets with Travelers tomorrow to discuss placing the burden on them to do the checks. Mr. Gerckens said right now we don't have an HR department – we would like one but we don't have one. He said it sounds like John Rak is going to do it anyway.

**A MOTION** was made by Mr. Gerckens with a second by Mr. Iacuone to **TABLE** this item until next month's meeting. **Motion carried.**

## **CREDIT CARD TAX PAYMENTS. DISCUSSION**

Mr. Gerckens said this came about because several constituents approached the City to see why we don't accept credit cards for tax payments and we asked Keith McLiverty to pull some information for us.

Mr. McLiverty handed out information to the committee members. He said we're looking at the cost benefit to implement an online payment service. He said we looked at a number of factors – workload, the benefit of providing better service while not increasing internal workload, more accurate and timely service. Mr. McLiverty said he's been the cog in the wheel to go forward with this sooner because he's had hesitations regarding remote access into our data base and server. He said the key was also to make sure we could get a benefit internally since we don't want to add staff. This will take away a good portion of the inquiries. Mr. McLiverty said he would envision this service being used for motor vehicle tax payments and not so much on property taxes.

Mr. McLiverty then discussed the payback. He said any payback less than 3 years is advantageous – he estimates this payback at 1.5 years. Mr. McLiverty said this online system won't just be implemented for taxes – it will be used by WPCA and the Parking Garage down the road. He said there is a probability that people are going to pay their taxes online faster using a credit or debit card than they would using cash. We are going to lose some interest and penalties. He noted that the City gets 18% a year interest. Mr. McLiverty said from a financial standpoint he likes to have delinquent taxes because there's revenue that comes in that we're not working to get.

The benefits of using an online payment system:

- Cuts down on lines at personal interaction between office and taxpayer
- Reduces balance inquiry phone calls to Tax Office
- Enhances customer service and taxpayer support
- Ability to search Tax Due information
- Ability to navigate tax types in developing export files
- Ability to block payments for certain codes
- Fully automated nightly database refresh
- Outsource hosting and all website modifications with direct link to town website
- Quicker clearance for DMV than current payment system (Current: Cash=immediate, Check=2 weeks, new would be debit=overnight, Credit=48 hours)
- Better internal and external reporting

Mr. McLiverty said every night the money will go into our account. He said we have to ensure we have firewalls, etc...for computer safety. The safeguards are needed to make sure people cannot hack into the AS400. Atty. Welch asked about upfront costs. Mr. McLiverty said the upfront cost would be to pay Flagship to get the interface done. He said with the Point & Pay system the consumer pays all the costs – no taxpayer money would be used on the system. He noted that the Tax Collector, Denise Cesaroni, is comfortable with this system. Mr. McLiverty said that he does not believe that it requires Board of Aldermen approval; however it would be nice to have the Board endorse this.

**A MOTION** was made by Mr. Gerckens with a second by Mr. Olenoski to amend Item #8 Credit Card Tax Payments – Discussion to read Credit Card Tax Payments – Discussion/Possible Action and recommendation to the full Board of Aldermen. **Motion carried.**

**A MOTON** was made by Mr. Gerckens with a second by Mr. Olenoski to recommend to the full Board of Aldermen to endorse this change. **Motion carried.**

**REVISED MONTHLY REPORT LIST FOR BOARD OF ALDERMEN MEETINGS. DISCUSSION/ POSSIBLE ACTION AND RECOMMENDATION TO THE FULL BOARD OF ALDERMEN**

Mr. Gerckens noted that this has been discussed for the past few months. He would like to receive some feedback as to what the other board members would like see for the department heads monthly reports. There was a lengthy discussion as to the department head reports. Mr. Olenoski said he would like to see actual statistic numbers from the Police Department as to the amount of calls, number of arrests, types of arrests. He said any department bringing in money should have a complete breakdown. Mr. Olenoski said for many months the Cultural Commission has only produced bills – he would like to see the actual amount of money that they are bringing in for various events. Mr. Gerckens mentioned the Parking Garage. Ms. Finn said now that the entire operation has been brought down to City Hall it should run a lot smoother than how it has been run. She noted that the Parking Garage used to have a full-time director and a bookkeeper, which helped them run the garage more efficiently. They are no longer employed in those positions. Mr. Iacuone said he would like to see a more thorough report from the Board of Education and not just pie charts. Mr. Olenoski said he would like to see test scores, etc... Mr. Gerckens noted that he has not seen Lindsay King for at least six months. He said although the director attends the meeting he would like to see the person who is getting a paycheck come to the meeting. Ms. DeGennaro said regarding the Building Department she wants to see the types of inspections and where the inspections are being done. She has heard many complaints about the Building Inspector never being at City Hall. Mr. Gerckens said he would like to receive a report from Atty. Shansky regarding planning & zoning. Atty. Shansky said it would be her pleasure to provide the board with a monthly report. Mr. Iacuone also stated that there seems to be a disconnect as to when certain boards are meeting. Atty. Shansky said she would be happy to copy any department on the monthly agendas for the Land Use Agencies. Mr. Iacuone said he would like to see joint board meetings again, which could meet on a quarterly basis. Mr. Gerckens said this is a great beginning and we will figure out a format to let all the department heads know what the board is looking for.

**A MOTION** was made by Mr. Gerckens with a second by Mr. Olenoski to **TABLE** this item until next month's meeting. **Motion carried.**

**WITEK PARK OPENING AND CLOSING PROCEDURE. DISCUSSION**

Mr. Gerckens said the only reason that I put this on the agenda, as Ms. DeGennaro correctly stated, is this was done through email and lot of us were copied, the Police Chief was copied but there is not official record so I would like to read the email into the record. He said he did reach out to Chief Narowski to see if he was okay with this but he didn't get back to him.

I spoke with Jerry yesterday and we both agree as to what the park will lock and unlock. During the week Public Works will unlock and the Derby Police Department will lock. Weekends Derby Police Department will lock and unlock. First accumulating snow all facility will be closed.

Mr. Gerckens said that is our procedure now.

**LICENSE AGREEMENT REGARDING 251 ROOSEVELT DRIVE. DISCUSSION/POSSIBLE ACTION AND RECOMMENDATION TO THE FULL BOARD OF ALDERMEN**

Atty. Shansky said as a result of a staff meeting that we had among the development departments with the new owners of the former Manger property and in furtherance with their plans to develop a brewery and tasting room at the site it came to light that there are structural needs within and that the ventilation be located outside of the building on the adjacent city owned property. They have asked about the availability of a license to proceed with this. Atty. Shansky said she reached out to Atty. Welch who prepared the License Agreement.

Mr. Gerckens said both attorneys have reviewed this and have given their blessing. Mr. Iacuone said he doesn't understand why this is not being placed on the roof of the building. He said if the system ruptures are we covered for the environmental impact. Mr. DiCenso asked about the placement of bollards around the unit. Atty. Shansky said it would be fenced. Atty. Shansky said she can get answers to these questions before the next full Board of Aldermen meeting.

**A MOTION** was made by Mr. Gerckens with a second by Mr. Olenoski to recommend sending the License Agreement regarding 251 Roosevelt Drive to the full Board of Aldermen pending additional information from Atty. Shansky. **Motion carried.**

**ADJOURNMENT**

**A MOTION** was made by Mr. Gerckens with a second by Mr. Olenoski to adjourn the meeting at 8:04 p.m. **Motion carried.**

Respectfully submitted,

Patty Finn  
Recording Secretary

**THESE MINUTES ARE SUBJECT TO APPROVAL BY THE BOARD OF ALDERMEN OPERATIONS & PROCEDURES SUBCOMMITTEE AT THEIR NEXT MEETING.**