BOARD OF ALDERMEN

OPERATIONS & PROCEDURES SUBCOMMITTEE SPECIAL MEETING

JULY 26, 2018 – 7:45 P.M.

JOAN WILLIAMSON ALDERMANIC CHAMBERS

MINUTES

Chair Barbara L. DeGennaro called the special meeting to order at 7:52 p.m. All rose and pledged allegiance to the flag.

Roll Call
Present: Barbara L. DeGennaro, Bev Moran, Charles Sampson

Absent: Ron Sill

Also Present: The Honorable Mayor Richard Dziekan
Andrew Baklik, Chief of Staff
Alderman Thomas Donofrio
Chief Gerald Narowski, Derby Police Department
Carlo Sarmiento, Building Official
Sam Pollastro, Jr., Board of Apportionment & Taxation
Fire Marshal Philip A. Hawks
Fire Commissioner James Petrino
Kenneth Marcucio, Sr., Board of Education
Kimberly Tovar, Pop Warner Volunteer
Vincent Marino, Corporation Counsel

PUBLIC PORTION
Ms. DeGennaro asked three times if anyone wished to address the committee. Hearing no requests…

A MOTION was made by Ms. DeGennaro with a second by Ms. Moran to close the public portion. Motion carried.

APPROVE MINUTES OF THE JUNE 28, 2018 OPERATIONS & PROCEDURES SPECIAL MEETING
Ms. DeGennaro said there should be a correction on page 2 under the discussion of the full-time clerical clerk in the Town/City Clerk's Office the first paragraph, 2nd sentence reads "at that meeting Ms. DeGennaro submitted" Ms. DeGennaro said it should read "at this meeting Ms. DeGennaro submitted" as she was not in attendance at that meeting.

A MOTION was made by Ms. DeGennaro with a second by Mr. Sampson to approve the Minutes of the June 28, 2018 Special Meeting with the one correction. ***Motion carried***.

PREVIOUSLY APPROVED FULL-TIME CLERICAL CLERK IN THE TOWN/CITY CLERK'S OFFICE. DISCUSSION/POSSIBLE ACTION AND RECOMMENDATION TO THE FULL BOARD OF ALDERMEN/ALDERWOMEN

Ms. DeGennaro said she would like to TABLE this item until Marc Garofalo, the Town & City Clerk returns from vacation.

A MOTION was made by Ms. DeGennaro with a second by Mr. Sampson to **TABLE** this item until next month's sub-committee meeting. ***Motion carried.***

REORGANIZATION OF BUILDING AND BLIGHT DEPARTMENT. DISCUSSION/POSSIBLE ACTION AND RECOMMENDATION TO THE FULL BOARD OF ALDERMEN/ALDERWOMEN

Mr. Sarmiento submitted a handout to the committee. Ms. DeGennaro told Mr. Sarmiento that he can take the committee through it but she feels that they will not be taking action this evening.

Mr. Sarmiento said he presented this handout to the Board of Apportionment and Taxation (BOAT) during the budget process. He explained to the committee that the Fire Commissioner needed some admin work done and he would like to transfer $6,000 from his budget into Mr. Sarmiento's budget so he can get five hours of admin per week for the Fire Commissioner. Ms. DeGennaro said last month the committee asked for a proposal in connection with the Mayor's Office of what you are looking to do for reorganization. Mr. Sarmiento said this budget shows an additional clerk for the afternoon hours. There is no one in his office in the afternoon and there have been times in the entire suite (Building Office, Blight Office, Fire Marshall, Assessor) that no one is there. This would ensure that someone would be in the office in the afternoon.

Mr. Sampson said the Mayor has appointed two blight officers and asked if he is looking to cut that back to one. Mr. Sarmiento said the Mayor's Office would be willing to do that. Ms. DeGennaro said that is the information that she wants and noted that she discussed this at last month's meeting – by Charter and Ordinance it is the Mayor's call. Mayor Dziekan said he is looking to go from two to one in order to free up money to have full coverage in the Building Department. Ms. DeGennaro asked if there would be any other reorganization proposed. Mr. Sarmiento said the only other change would be the help that his office would provide to the Fire Commissioner. Ms. DeGennaro said this committee cannot authorize money to be transferred from the Fire Commissioner's budget. Mr. Sarmiento said the Union will also have to get involved with this since it is creating a new position. He said last year they tried for a full-time position but then it would involve insurance, Union conflict, etc... and the BOAT actually recommended that we go to two part-time positions. Ms. DeGennaro said the BOAT made this recommendation. Mr. Sarmiento said they did and he would be happy to get the minutes of that meeting. Ms. DeGennaro asked again if there is any other reorganization that you're looking to do. Mr. Baklik said it is just coverage. It's embarrassing when someone from the public comes to the office and there is no one there to intake them. Should Mr. Sarmiento or Mr. Hawks be away from the office there should be someone in the office when the public comes in. Ms. DeGennaro asked Mr. Sarmiento what exactly the computer does - can people walk in and do the permit on that computer. Mr. Sarmiento said all the permits are done there. Ms. DeGennaro asked Mr. Sarmiento if he needs to be there for this to happen. Mr. Sarmiento said he does have to be there since it is password sensitive. He or his administrative assistant Lisa Narowski can access the computer. Mr. Sarmiento said he approves all permits. If

he happens to be out of the office Lisa will phone him and if it is something that he can approve he will over the phone. If the permit is more complex he does it when he returns to the office. Mr. Sarmiento said the computer is there; however it is not actually serving anyone unless he or Lisa is there. He also informed the committee that his department has also taken over the responsibility of doing the Planning & Zoning agendas and notices.

Mr. Sampson asked what the hours would be if you were to receive an additional part-time person. Mr. Sarmiento said the morning would be 8:30 a.m. to 12:30 p.m. (which would be short one hour for part-time – they would have to add an additional hour) and the other person would work 12:30 p.m. to 5:00 p.m. Monday through Thursday. He said right now Lisa works some days to 1:30 p.m. and some days to 2:30 p.m. to get to the 25 hours.

Ms. DeGennaro said we're back to creating another position. Mayor Dziekan said he is using his privilege to create a position in that department. Mr. Sampson said the other thing that we asked for was the green bar budget from the Finance Department to show the line items in the budget. Mr. Sampson said he did sit in the BOAT meeting where they were told that part-time help would be needed in the building department. He said he understands where the Mayor and Mr. Sarmiento are coming from. It is not an efficient way to function if the office is empty. Mr. Sarmiento wants his department to run more efficiently and the Mayor wants coverage in that office. Ms. DeGennaro said we asked for a proposal so we can look at something. Mr. Baklik said they're looking for guidance as to what exactly you would like in order to propose to the full Board of Aldermen. Ms. DeGennaro said she knows the Building Official wears other hats. She said she finds it amazing that the Building Department used to be across the hall from her office when it was located on Thompson Place and the Building Official had one secretary that worked from 9:00 a.m. to 2:00 p.m. Monday through Thursday and was off on Fridays and she realizes that business has picked up. Mr. Sarmiento said the department has quadrupled the revenue. He also noted that he does not have an assistant – the assistant was also removed from his budget. Alderman Donofrio asked what are the hours of a full-time employee at City Hall. Mr. Sarmiento said it is 35 hours. Mr. Sampson said it is still cheaper than a full-time position. Ms. DeGennaro asked what the rationale of taking away a blight officer is. Mayor Dziekan said one person can do the whole job efficiently – he does not feel it would hurt the city. Ms. Moran asked if we are letting both go or just choosing one to stay. Mayor said one of the blight officers would remain. It was decided that the Mayor's Office, Corporation Counsel and Mr. Sarmiento would meet in order to have information for next month's meeting.

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

NEW PART-TIME RECORDS CLERK IN THE POLICE DEPARTMENT. DISCUSSION/POSSIBLE ACTION AND RECOMMENDATION TO THE FULL BOARD OF ALDERMEN/ALDERWOMEN

Ms. DeGennaro said this was brought to us last month at which time it was tabled due to the Chief not being available. Corporation Counsel has been looking into this.

Atty. Marino said he believes the issue came up within context of the authority of the several boards – Board of Aldermen, BOAT, and the Police Commission and who had authority with respect to expenditures, hiring, creation of positions, etc...

Atty. Marino said the Police Commission is a unique body as it is a creature of statute. Once the municipality creates the commission the commission has all the authority delegated to it by statute. He said the statute was the Police Commission has the authority over the general maintenance and operations of the departments. As a result of that the Police Commission would have the authority, without consult of the Board of Aldermen, to fill positions that were created. But they would not have the independent authority to create new positions because the creation of new positions would require the approval of the Board of Aldermen and then potentially the BOAT depending whether or not on funding. Atty. Marino said if the Police Commission needed to hire Police Officers to fill vacant spots then they can hire those officers since they are not creating a new position just filling an existing one. He said the position that we now find ourselves in is the position has already been filled so this creates different issues because now you have an employee already working. He said under the circumstances his recommendation would be to recommend to the full Board of Aldermen the approval of the position but going forward any new positions that would be desired by the Police Commission should be referred to this body. If you take the position that you disagree with the Police Commission and you're not going to authorize this position I think you're exposing the municipality to a liability.

Ms. DeGennaro asked Atty. Marino how they should proceed. Atty. Marino said procedurally going forward if they want to expand they should take action to request to the Board of Aldermen that they authorize the hiring of whatever position they are looking to fill. The Board of Aldermen would then have to review the matter and decide salary and then refer it to the BOAT. Atty. Marino said the way the Charter is drafted BOAT can't create a position they can only create a line item and the BOA can bind the City. The BOA is the supreme authority of the community. He said in a lot of ways you can't work independent of each other.

Chief Narowski said he would like to give some context and history and a soft rebuttal. He said the City pays for legal counsel and he gives advice. Chief Narowski said he has 32 year's experience in the organization and he provided a handout on some of the information that Atty. Marino was referring to. He said the authority comes from C.G.S. 7-276, which defines the power of authority for the police commission. Atty. Narowski said you don't have to have a Police Commission however under City Charter Section 39 the City decided to create a Police Commission and because of that you're bound by law to follow C.G.S. 7-276, which gives full authority to the commission to hire, fire, promote, etc... He said he only disagrees that the creation of the new position is additional staff. If we created a position like a jail (inaudible) that's a new position. The Chief said in the 25 year history if they had 21 patrolmen and 2 were retiring and they hire 2 new patrolmen (noting that alone is an 18 month process) then at some point in time they were 2 over authorized strength (2 were cycling out and 2 were coming in.) If they were adding another person they would come before the BOA. Chief Narowski said City Ordinance 37-7 creates the chain of command where the Chief of Police works under the direction of the Mayor and the Police Commissioners. He said regarding the history what had happened was when the new Mayor and Police Commissioners took over they came to him and asked him for a recommendation to implement cost saving measures to increase efficiency and control expenditures. The Chief said in that Charter section Ordinance 37-7 it compels him to have a fiduciary responsibility to run the department efficiently in the most effective way possible. At

that time he presented a mechanism to try to civilianize the organization. He then presented statistics to the committee.

- 1965 – Ratio of sworn officers to civilian employees in law enforcement agencies in the U.S. was 8.3 sworn to 1 non-sworn.
- 1995 – Ration dropped to 2.6 sworn to 1 non-sworn
- 2013 – Ration is 2.1 sworn to 1 non-sworn

Chief Narowski said the trend is to take police officers out of roles where they're being paid top dollar for administrative functions and put civilian personnel into those positions as long as we don't compromise public safety. He said there are two prongs to this – the first is of the remaining administrative personnel that we have left we have one position as a records officer, which could be civilianized and some of the duties that were specific to the Union body could be moved to other Union members. The Chief said the second portion is in Collective Bargaining and although he can't speak in detail it deals with civilian dispatchers. He said we pay police officers to sit at the desk and answer phones and we can civilianize that and put people in there. He noted in theory those officers could be on the road with no additional money and put them as road strength and simply backfill with civilian personnel. Chief Narowski said the action that was taken back six, seven months ago he was asked to develop a budget to increase the records clerk hours. He said he had no idea that 1, 2, 3, 4 records clerks spread over the same hours or additional hours would be an issue. He didn't create a new position he didn't create a records supervisor or a records clerk. The parking ticket clerk was just another records clerk as has been historically done for 25 years. Chief Narowski said they started with 1, now they have 2 – they started with 1 crossing guard and now they have 4. None of this has come to this board. He said supernumeraries have gone from 40 to 30 to 20. Atty. DeGennaro said that came before this board when the number was reduced. She said it wasn't a layoff – by the Charter the Board of Aldermen can reduce the number of supernumeraries and it was reduced to zero. Chief Narowski said at that time what ended up happening is the Mayor, Police Commissioners, Labor Counsel and I had conversations about this and a budget was drafted and was reviewed in detail with the BOAT. They knew it was a cost saving feature and the BOAT approved the appropriation. The part-time clerk was then hired under the direction of the Police Commission. The administrative records position has been redeployed and they will be moved back to patrol. Chief Narowski then informed the committee of the anticipated results of the changes: Efficiency results in a cost savings of transitioning the bulk of $110,000 for on police officer (benefits, fringe, wages) to a position that is $16,000 for a part-time clerk – not all the duties but some of them are offset by other areas of the patrol division. Increased the records clerk staffing and the rationale behind this they need multiple people. City Hall shifted payroll that they are now responsible for, there are arraignments, court paperwork that is time sensitive so backup was needed in this area. Chief Narowski said the redeployment of the records officer back to patrol increases road strength, so this helps with our manpower situation. He said everything that we as an organization, as a City have talked about in our strategic plan we are more likely able to do – community relations, reaching out to the schools – everything that we have wanted to do increases those road hours. He said the most important thing is he did not ask for an increase in overtime. Last year the department spent $410,000 in overtime and the department was budgeted $329,000. Chief Narowski said fiscally this move makes sense all the way around. He said this was not done to circumvent this board. He stated he has been

involved in the Police Department since 1996 – Chief for the past eight years, Deputy Chief for six years prior to that and has been involved in the hiring process since 1996. Chief Narowski said if he created something new then he would have to come before the board and it specifically says in the Charter "patrolman." It doesn't talk about records clerks or crossing guards.

Ms. DeGennaro brought up the email that Chief Narowski sent. In that email you indicated that it was an additional part-time clerk with a dollar amount. She went to the budget and it has clerical wages and there was an amount and then it was increased by that amount of money. She said if you went to BOAT and said you need an additional clerk that's a new person. Chief Narowski asked if it would have been different if he asked to increase the hours of the other two by the difference. Atty. Marino stated that there are two different issues. There is the fiscal aspect of it and Atty. Marino noted that the Chief did an excellent job supporting why this makes good fiscal sense. He said the real issue is process and it was done because the Chief is trying to make his department more efficient. Atty. Marino said if you take the position that this is not a new position then the slippery slope is going to be the Town Clerk is going to say the other clerk that I want is not a new position – I already have assistant clerks – this is just another body. You're not necessarily creating a new position in records clerk – records clerk exist – you're adding another body. Atty. Marino said the question for the Board of Aldermen is whether or not you believe that the additional body, which in my opinion is a new position, is authorized. He said if you agree with my opinion that they do have the right to hire and fire, but I don't believe they have the right to create, and he does feel that this is the establishment of another position. Atty. Marino said if that is the case he said he feels the board needs to be consistent with all the departments. Chief Narowski said that's unfortunate – he now has to sell it to the Mayor, the Commission, the Board of Aldermen, and the BOAT. He said he doesn't even know if this is possible in the window that they're working with to coordinate an academy date, hiring process, background investigations, etc... he doesn't know if they're going to be able to do this all. Atty. Marino said if you know you have two officers retiring that's a little different. Chief Narowski said these two positions were created by two firings. Ms. DeGennaro said the Charter says she believes 30 patrolmen – so if you don't have 30 then you have a vacancy and it's not a new position. Mr. Sampson said the Chief is saying if he knows that a person is retiring six months from now he will commence the process of filling that position – academy, background, basically a year process so he would be adding two more positions. Alderman Donofrio said doesn't the Charter state the number and don't we have the authority to change that number. Atty. Marino said for this purpose you can adopt a policy regarding the hiring of police officers where there's an overlap. Atty. Marino said he feels the best practice for this moment in time is to make the recommendation to approve it under the circumstances.

A MOTION was made by Mr. Sampson with a second by Ms. Moran to recommend to the full Board of Aldermen/Alderwomen the approval of the position as nunc pro tunc (applies retroactively to correct an earlier ruling.) ***Motion carried.***

REVIEW OF RECOGNITION POLICY FOR ATHLETIC TEAMS AND INDIVIDUALS. DISCUSSION/POSSIBLE ACTION AND RECOMMENDATION TO THE FULL BOARD OF ALDERMEN/ALDERWOMEN

The committee had another discussion regarding the policy. Once again they stressed how very proud they are of the teams and noted that recognition is due. Mr. Sampson

said unfortunately it is a difficult fiscal time not only for Derby but for many towns. He said $3,500 for each team would have sunk us this year. He feels that we (City, Board of Ed, teams) can all work together collectively. Mr. Marcucio said they have had a lot of success in the past with fundraisers. Ms. DeGennaro made the suggestion that the BOAT put away some money each year into a line item for this specific purpose. Mr. Baklik said he contacted CCM (Connecticut Conference for Municipalities) to see what other towns do. He said the fifteen towns that are comparable to Derby due nothing – no town has any policy in place. Ms. Tovar said she has coached for years so even a little help from the City would be greatly appreciated and she would be happy to work in conjunction with the Board of Ed to come up with a policy that would put less pressure on the City. Ms. Moran said perhaps money could be raised at the games and suggested getting Parks & Recreation involved. It was noted that there is no admission charge for Pop Warner – it's strictly a donation gate. Mr. Marcucio said he would speak to Dr. Conway and Mr. Sampson said he would approach the BOAT.

A MOTION was made by Ms. DeGennaro with a second by Mr. Sampson to **TABLE** this item to next month's meeting. ***Motion carried.***

REQUEST BY LEIGH MARGIANO TO USE THE STERLING OPERA HOUSE FOR WEDDING PHOTOGRAPHS ON SATURDAY, OCTOBER 13, 2018. DISCUSSION/POSSIBLE ACTION AND RECOMMENDATION TO THE FULL BOARD OF ALDERMEN/ALDERWOMEN

Ms. DeGennaro said there was an email received regarding this request and will defer to Corporation Counsel. Atty. Marino noted that there is no C.O (Certificate of Occupancy,) no electricity in the building and people aren't let in due to insurance concerns. Fire Marshal Hawks said there is an agreement with the State Fire Marshal's Office and the City pertaining to this building and in order to allow people into the building there would need to be a fire watch, which entails 4 firefighters and a fire truck, and there would also be restrictions as to where they are permitted to go in the structure. Atty. Marino said he doesn't feel it's a good practice to allow people in the building without a C.O.

A MOTION was made by Mr. Sampson with a second by Ms. Moran to forward to the full Board of Aldermen/Alderwomen the request by Leigh Margiano to use the Sterling Opera House for Wedding Photographs on Saturday, October 13, 2018 with a denial for usage of the building. ***Motion carried.***

APPOINTMENT OF BETSY QUIST AS ASSESSMENT OFFICER PER CITY OF DERBY CHARTER. DISCUSSION/POSSIBLE ACTION AND RECOMMENDATION TO THE FULL BOARD OF ALDERMEN/ALDERWOMEN

Mr. Baklik said they approached multiple municipalities regarding Ms. Quist and received very positive responses. Ms. DeGennaro asked if she possesses the qualifications to for this appointment. Mr. Baklik said she has worked for Woodbridge for approximately twenty years and she also teaches. Mr. Sampson asked if the line item exists with BOAT. Mr. Baklik said it does and they have been paying Ms. Quist out of that line item as a consultant. Ms. DeGennaro asked if the job had been posted. Mr. Baklik said it had.

A MOTION was made by Ms. DeGennaro with a second by Ms. Moran to forward to the full Board of Aldermen/Alderwomen the appointment of Betsy Quist as Assessment Officer per City of Derby Charter. ***Motion carried.***

REQUEST TO REMOVE ANY AND ALL REMAINING CALL BOXES FROM THE DERBY FIRE DEPARTMENT FIRE PULL BOX ALARM SYSTEM LOCATED IN OR ON COMMERCIAL BUILDINGS AND BUSINESSES WITHIN THE CITY OF DERBY. JAMES PETRINO, DFD FIRE COMMISSIONER. DISCUSSION/POSSIBLE ACTION AND RECOMMENDATION TO THE FULL BOARD OF ALDERMEN/ALDERWOMEN

Mr. Hawks said his office will be in the process of disconnecting the municipal fire alarm system from service by the end of this year. He said there are about 13 facilities still connected. The facilities would need to connect to a central station of a fire/burglar alarm company of their choosing. That central station would receive the fire alarm from the particular facility and in turn would notify the Derby Fire Department Northwest dispatch center. Mr. Hawks said they will also eventually be eliminating all 76 pull boxes noting that they have never received a call of a fire from a pull box – it is always through the 911 system. Ms. DeGennaro asked if six months was enough notification to these facilities. Mr. Hawks said it is plenty of time. The mailings will go out Certified Mail, Return Receipt requested. Ms. DeGennaro said she would suggest December 31, 2018 as the last date.

A MOTION was made by Ms. DeGennaro with a second by Ms. Moran to refer to the full Board of Aldermen/Alderwomen the request from the Fire Commissioner in conjunction with the Fire Marshal to remove any and all remaining call boxes from the Derby Fire Department located in or on commercial buildings and businesses within the City of Derby and to send letters via certified mail, return receipt requested indicating the same and that all will be disconnected as of December 31, 2018. ***Motion carried.***

DISCUSSION REGADING THE POSSIBLE USE(S) FOR CITY-OWNED FORMER VARCA BUILDING. DISCUSSION/POSSIBLE ACTION AND RECOMMENDATION TO THE FULL BOARD OF ALDERMEN/ALDERWOMEN

Mr. Baklik said the City has had the VARCA building since April 29, 2018. He noted one of the most popular suggestions has been the regionalization of the Derby and Ansonia Senior Centers. He said some other entities have approached the City – one being the Probate Court. Mr. Baklik said they have given some tours of the building and stated everything is in a very preliminary state. The building is 26,820 ft² and we have to see what needs to be done to the building. Ms. DeGennaro said we should first look at the needs of our City departments before offering it to other entities. Mr. Sampson said we have Mr. DiCenso as the Economic Development Liaison who can keep track of things and he echoed Ms. DeGennaro's concern of making sure that the needs of the City come first.

The committee took no action.

REVIEW AND PROGRESS REPORT FROM JOHNSON CONTROL ECG ENERGY IMPROVEMENT PROJECT AGREEMENT PREVIOUSLY APPROVED BY THE BOARD OF ALDERMEN/ALDERWOMEN. DISCUSSION/POSSIBLE ACTION AND RECOMMENDATION TO THE FULL BOARD OF ALDERMEN/ALDERWOMEN

Aron Ilibrio from Johnson Controls provided the committee with a progress report on the Energy Improvement Project between the City and Johnson Controls. This is informational only and no action will be taken.

Savings (credits) to project:

- Electric, gas, and other fuel cost savings
- Avoided operating & maintenance costs
- Avoided capital expenditures
- Rebates and grants

Costs (debits) to project:

- Debt repayment
- Measurement & Verification
- Service Agreement on new systems (Optional)

Buildings Evaluated:

- ✓ Derby High School
- ✓ Derby Middle School
- ✓ Bradley School
- ✓ Irving School
- ✓ City Hall
- ✓ Derby Public Works Complex
- ✓ Derby Public Library
- ✓ Hotchkiss Hose Co.
- ✓ Storm Engine Co.
- ✓ East End Hose Co.
- ✓ Paugassett Hose
- ✓ Senior Center
- ✓ Community Center/Board of Education Offices
- ✓ WPCA
- ✓ VARCA

Projected cash flows were reviewed as were solar panels. The Johnson Controls handout is attached to these minutes.

REQUEST FROM LOWE'S FOR INTEREST WAIVER ON PERSONAL PROPERTY TAX LIST #P51781. DISCUSSION/POSSIBLE ACTION AND RECOMMENDATION TO THE FULL BOARD OF ALDERMEN/ALDERWOMEN

Atty. Marino said the City received a letter from Lowe's regarding the potential waiver of interest on the Personal Property Tax List in the amount of approximately $10,000. Lowe's has concerns regarding the City of Derby use of third party auditors to conduct personal property audits. The City sent another letter to Lowe's, which they did not respond to. Atty. Marino is confident that he can get them to negotiate a price.

A MOTION was made by Ms. DeGennaro with a second by Mr. Sampson to make the recommendation to refer the Lowe's Interest matter to Atty. Marino to report at the full Board of Aldermen/Alderwomen meeting and place on the agenda to discuss in Executive Session. ***Motion carried.***

REQUEST FROM URSTADT/BIDDLE PROPERTIES, INC. FOR INTEREST WAIVER ON 2016 REAL ESTATE PROPERTY TAX LIST #5937, 76 PERSHING DRIVE. DISCUSSION/POSSIBLE ACTION AND RECOMMENDATION TO THE FULL BOARD OF ALDERMEN/ALDERWOMEN

Atty. Marino said the request for interest to be waived comes before us partly as a mistake by the City. Urstadt/Biddle Properties, Inc. purchased 76 Pershing Drive and the

ownership deed was sent to the City; however the bill was sent to the prior owner and Urstadt/Biddle Properties, Inc., never received a bill. They have asked that the paperwork be updated in the Tax Assessor's Office and have agreed to make the outstanding payment right away but feel they should not be charged for the interest that accrued.

A MOTION was made by Ms. DeGennaro with a second by Mr. Sampson to recommend to the full Board of Aldermen/Alderwomen that the City waives the interest on the 2018 Real Estate Property Tax List #5937 in the amount of $2,329.44. ***Motion carried.***

REVIEW OF CITY OF DERBY CODE, CHAPTER 186, VEHICLES AND TRAFFIC, ARTICLE IX "BOAT RAMP" AND "BOAT RAMP TRAILER PERMIT" SECTIONS §186-51 THROUGH SECTION §186-54. DISCUSSION/POSSIBLE ACTION AND RECOMMENDATION TO THE FULL BOARD OF ALDERMEN/ALDERWOMEN

Ms. DeGennaro said some issues have come up regarding tickets and residency concerns. She would just like to have Atty. Marino review the Ordinance and provide us with a summary for next month's meeting.

ADJOURNMENT

A MOTION was made by Ms. Moran with a second by Ms. DeGennaro to adjourn the meeting at 9:57 p.m. ***Motion carried.***

Respectfully submitted,

Patty Finn

Patty Finn
Recording Secretary

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