BOARD OF ALDERMEN

OPERATIONS & PROCEDURES SUBCOMMITTEE SPECIAL MEETING

OCTOBER 25, 2018 – 5:00 P.M.

JOAN WILLIAMSON ALDERMANIC CHAMBERS

MINUTES

Chair Barbara L. DeGennaro called the special meeting to order at 5:03 p.m. All rose and pledged allegiance to the flag.

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

Also Present: The Honorable Mayor Richard Dziekan (arrived at 5:38 p.m.)
Alderman Thomas Donofrio (arrived at 5:25 p.m.)
Andrew Baklik, Chief of Staff
Salvatore Coppola, Finance Director
Marc J. Garofalo, Town & City Clerk
James Petrino, Fire Commissioner (arrived at 5:08 p.m.)
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 SEPTEMBER 27, 2018 OPERATIONS & PROCEDURES SPECIAL MEETING
A MOTION was made by Mr. Sampson with a second by Ms. Moran to approve the Minutes of the September 27, 2018 Special Meeting. ***Motion carried.***

REVIEW OF RECOGNITION POLICY FOR ATHLETIC TEAMS AND INDIVIDUALS. DISCUSSION/POSSIBLE ACTION AND RECOMMENDATION TO THE FULL BOARD OF ALDERMEN/ALDERWOMEN
Ms. DeGennaro said at the last meeting we received a new proposal from Mr. Sampson. She said she feels good about the policy but doesn't know about designating a specific line item. Ms. DeGennaro said perhaps say amount designated by the Board of Aldermen/Alderwomen with approval by the Board of Apportionment and Taxation and a not to exceed number. Ms. Moran asked if we are designating the amount to go in. Mr. Sampson said he would hope that the Board of Apportionment & Taxation (BOAT) a certain amount of money each year into the designated line item and have that money roll over from year to year and then the Board of Aldermen/Alderwomen would decide how much to spend on each team. It was noted that the money doesn't necessarily have to go for rings either. It could be used for banquets, jackets, etc… Ms. DeGennaro asked Atty. Marino if he had any concerns

with the policy. Atty. Marino said the Board of Aldermen/Alderwomen can say whatever you feel is appropriate. He said you can review the teams' historical data (suggested 10 years) to justify the value.

A MOTION was made by Ms. DeGennaro with a second by Mr. Sampson to recommend to the full Board of Aldermen/Alderwomen the policy presented this evening. ***Motion carried.***

PROPOSED ORDINANCE, CITY OF DERBY CODE, ENTITLED "MARSHALL LANE AREA RESIDENTIAL PARKING." DISCUSSION/POSSIBLE ACTION AND RECOMMENDATION TO THE FULL BOARD OF ALDERMEN/ALDERWOMEN.

The committee discussed the Marshall Lane area regarding the problems with on street parking due to local business. Residents are complaining about the parking issue in their neighborhood. It was noted that other areas in the street have been designated residential parking such as the W. 4th Street area. It was noted that the Police Department had concerns with the broad term "Marshall Lane area" and would like to know the exact streets that would be involved. Atty. Marino said there should be two questions that we need to answer the first being is this something that we should be doing by Ordinance or should it should progress through the Planning & Zoning process. The second concern is how do you prepare for the spontaneous visit to area residents. If residents have a certain number of parking passes what happens when they have visitors? He said on street residential parking will limit the use of parking for homeowners in the area. If there is a no parking zone what happens when you live in the area? Each homeowner would be entitled to a permit for each vehicle registered at the home and then they would receive visitor passes, which would be three. It was noted that the Police also had a problem with three passes as most houses in the area would only probably hold two cars in front of their residence. If we were to do this we will resolve the business concerns about parking; however you will create problems with the residents of the area. Mr. Sampson said there is already no parking signs up on Marshal Lane. Ms. DeGennaro said they've been on Sodom Lane for about three months. Mr. Sampson suggested placing no parking signs that state from here to there – as other towns have done. If someone parks there then the Police can ticket the car or tow if they feel it has a hazard. Atty. Marino said we also don't want to set ourselves up with a claim that we're only targeting business patrons. The City will end up with a selective enforcement law suit. He said he feels that having Planning & Zoning working with The Hops Company is the best way to go, noting that they have already instituted a shuttle service. Ms. DeGennaro has a concern about the streets in the area having parking on both sides and her concern for emergency vehicles not being able to access the street. Mr. Sampson said he just feels that the Design Development District (DDD) current language is too broad. Atty. Marino said it is going to be trial and error. The Ordinance can always be repealed or modified. He said sometimes doing nothing means something. Again he said as the City's legal counsel he has to raise the issue of Selective Enforcement as a concern. Perhaps just have it parking on one side of the street – it's your decision. Ms. DeGennaro said the other residential parking zones took a long time to hash out. There was also the discussion of the amount of fine for violators. Ms. DeGennaro said she feels $10.00 is too low. Mr. Sampson suggested discussing this with the Chief and Deputy Chief for their input. Atty. Marino said he can modify it with the designated streets, fines, etc... The committee decided that this would need to be researched and discussed again.

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

PROPOSED ORDINANCE, CITY OF DERBY CODE, ENTITLED "PARKING FINES APPEALS." DISCUSSION/POSSIBLE ACTION AND RECOMMENDATION TO THE FULL BOARD OF ALDERMEN/ALDERWOMEN.

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

DISCUSSION REGARDING THE CREATION OF AN AD HOC SUBCOMMITTEE FOR THE POSSIBLE USE(S) FOR CITY-OWNED FORMER VARCA BUILDING. DISCUSSION/POSSIBLE ACTION AND RECOMMENDATION TO THE FULL BOARD OF ALDERMEN/ALDERWOMEN

A MOTION was made by Mr. Sampson with a second by Ms. Moran to recommend to the full Board of Aldermen/Alderwomen the creation of an Ad Hoc Subcommittee comprised of Carmen DiCenso, Ron Sill, Judy Szewczyk, Carlo Sarmiento, and Steve Iacuone for the possible use(s) for the City-owned former VARCA Building and report back to the Operation & Procedures Committee thirty days from the date of their appointment. ***Motion carried.***

REQUEST FOR PROPOSED CREATION WITHIN THE DERBY FIRE DEPARTMENT ENTITLED "ADMINISTRATIVE OFFICER." DISCUSSION/POSSIBLE ACTION AND RECOMMENDATION TO THE FULL BOARD OF ALDERMEN/ALDERWOMEN.

Fire Commissioner James Petrino said he brings this before the committee as he is trying to modernize the department's recordkeeping and is looking for the approval of an Administrative Officer position. He would also be looking for a stipend for this position. Ms. DeGennaro said she feels what you're looking for is what the Fire Commissioner should be doing. She stated she fully understands the role and all that it entails as she also was once the Fire Commissioner in Derby. Ms. DeGennaro told Mr. Petrino if there are things within the department that he can't handle then he should delegate those responsibilities. Mr. Petrino said things are scattered everywhere – OSHA reports, medical reports, etc... He said this person would act as a conduit between the Fire Marshal and the Chiefs. He is only trying to modernize the department and make it more efficient noting this is critical when there are changes to the Fire Commissioner positions and the Chief's rotate out. Ms. DeGennaro said the Chiefs are there for eight years, six years – rotating. There is work that can be delegated to the Chiefs. Mr. Sampson said he got out as a Fire Chief ten years ago and agreed that there is a lot of paperwork that needs to be done. He said he often would be behind on his reports and noted that the individuals filling the roles as Chief of their department also have jobs, families – there's a lot to do. Mr. Sampson said he is somewhat in favor of this position; however he feels that it would need to be built into the yearly budget and not done now. He is not in favor of taking money from another line item. Mr. Petrino said he would look in the future to taking the money from the Superintendent of Fire Alarms line item since it won't be needed. Ms. DeGennaro said that he would still have to come to the full Board of Aldermen/Alderwomen to create the position. Mr. Sampson said if you were to bring this before the BOAT next year he probably wouldn't say no. He said he does feel that this position is necessary and also noted that the department should look at computerizing more of this information. Mr. Petrino said he would just like to keep all the paperwork in one place.

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

ADJOURNMENT

A MOTION was made by Ms. DeGennaro with a second by Ms. Moran to adjourn the meeting at 6:06 p.m. ***Motion carried.***

Respectfully submitted,

Patty Firm
Recording Secretary

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