

Prospect Town Council  
Regular Meeting  
Approved Minutes  
April 21, 2020

Chairman Slapikas called to order the Regular Meeting of the Prospect Town Council @ 7:00 p.m. The meeting was a Virtual Meeting by videoconference via GoToMeeting as authorized by Executive Orders 7B and 7I. The meeting began with the Pledge of Allegiance.

**Present: J Slapikas**

A roll call for attendance was taken by Chairman Slapikas.

**Via Online:** P. Murray, T. Graveline, S. Pilat, R. Blanc, P. Geary, L. Fitzgerald, M. Patchkofsky,  
& S. Lusas Kolodziej

**Also, in Attendance via phone/online:** Mayor Chatfield, Tax Collector AnneMarie Burr and Attorney David Hardy. There were additional callers online that could view, listen and chat.

**Mayor's Report:**

Mayor Chatfield began the meeting with Attorney Hardy explaining the Governor's Executive Order 7S (EO 7S) 'which provides at Section 6 that each municipality in the State of Connecticut must suspend and/or modify its tax deadlines and collection efforts under a 'Deferment Program' and/or a 'Low Interest Rate Program' (Schedule A). Attorney Hardy advised that the Town's taxes are due July 1<sup>st</sup>. The State Statutes provide for a grace period to August 1<sup>st</sup>; the grace period has been extended until October 1, 2020. Any payments from October 2<sup>nd</sup> after, will have an interest rate of 6% added, as this is a rate of 1.5% per month. Tax Collector AnneMarie Burr explained that after speaking with the Mayor, Chairman Slapikas, and Attorney Hardy, it was in the best interest of the Town for the Deferment Program, by extending the grace period and not the low interest rate program. A. Burr stated that residents would still pay a higher rate on overdue bills, but have a deferment for the July 1<sup>st</sup> tax bill with an extended grace period. A. Burr also advised that those residents that have a mortgage with escrow payments, the mortgage companies will be expected to by August 1<sup>st</sup>. Council members raised their concerns as to eligibility of Landlords for the Deferment Program to which A. Burr commented that there is an application that she will have posted on the Town's website. A. Burr also advised that the deferment program includes Real Estate, Vehicles and Personal Property. Disc. After discussion, Motion made by T. Graveline, seconded by L. Fitzgerald to approve and adopt the Resolution of the Town of Prospect dated 4/21/2020, for the Governor's Executive Order 7S (EO 7S) at Section 6. Disc. **Motion** made by T. Graveline, seconded by L. Fitzgerald to approve and adopt the Resolution of the Town of Prospect dated 4/21/2020 as amended, for the Governor's Executive Order 7S (EO 7S) at Section, inclusive of the 'Deferment Program' but 'not' the Low Interest Rate Program. A roll call vote was taken: **9 Approved**/J. Slapikas, M. Patchkofsky, T. Graveline, L. Fitzgerald, P. Murray, S. Pilat, P. Geary, S. Lusas Kolodziej, R. Blanc. **Opposed/None Motion passes.** Council members questioned publicizing which Chairman Slapikas advised would be both in the Citizens News and the Waterbury Republican American. T. Graveline advised to have notice placed with the Tax bills. A. Burr stated that she will have the Tax bills printed with the information on the bill and have a notice placed within the Tax bill envelope also. The Council thanked both A. Burr and D. Hardy.

**Transfers:**

The Mayor request a transfer dated 1-41-21-2020, in the amount of \$287,807 to be transferred from the Fund Balance to the Capital-Non-Recurring Account for a payment to ease the tax burden on the 2020-2021 Region #16 Budget. An attached letter from Tony DiLeone Jr, Director of Finance and Business Operations, to this transfer advised 'due to a reduction in expenditures in the current fiscal year, we are reducing the towns' payment schedules by a total of \$287,807, proportionally based on average daily membership as it was outlined in the letter'. Discussion. Motion made by L. Fitzgerald, seconded by R. Blanc to approve the transfer in the amount of \$287,807 to be transferred from the Fund Balance to the Capital-Non-Recurring Account for a payment to ease the tax burden on the 2020-2021 Region #16 Budget. A rollcall vote was taken. **9 Approved**/J. Slapikas, M. Patchkofsky, T. Graveline, L. Fitzgerald, P. Murray, S. Pilat, P. Geary, S. Lusas Kolodziej, R. Blanc. **Opposed/None Motion passes.** Questions were raised as to the Fund Balance for the School budget and if the Mayor would receive notice prior to setting the mil rate. Mayor Chatfield advised that there is a proposed surplus of 63% to the Town and 1% to Region 16.

Mayor Chatfield thanked Chairman Slapikas for choosing 'GoToMeetings' as other towns were having problems using 'Zoom'. Mayor Chatfield commented on the packets that the Council members were given. The Mayor stated that the Mayors in Connecticut are trying to get a fixed number of unemployed residents of each town.

-Chairman Slapikas opened the floor for questions of the Mayor. P. Geary questioned if the Mayor was aware that the grant request for the Senior Center addition was denied. Mayor Chatfield advised that he was not aware, but if this was the case he would reapply.

-P. Geary questioned the availability of Town Hall. Mayor Chatfield advised that all Town Buildings are closed on Monday and Fridays and the buildings are closing at 3 p.m. daily. P. Geary stated that a searcher could not reach help in the Town Clerk's office as to getting documents for refinancing. The Mayor stated that the searches will be available online. The Mayor also stated that the Building Inspector is back and that the office is open from 1:30 p.m. to 3 p.m. P. Geary commented on a voice message to advise of the hours of Town Hall.

-M. Patchkofsky commented that there should be a voice message system for daytime and evening advising of these hours.

-T. Graveline commented on receiving the Audit for the Police Special Duty Fund for the current year. T. Graveline stated she would like information on what was spent, what was left for the Town and how used

-M. Patchkofsky advised that the packet received showed the fiscal year end June 30, 2019, but the Council would like breakdowns of some reports to include bill & receipts on a month to month basis for the current year.

-Council members commented that not all packets emailed to the Council were received and they would like an itemized listing of what was in each packet. Disc. Chairman Slapikas asked for further questions. There were no further questions.

**Public Participation:** Chairman Slapikas noted that there were 3 callers on the lines and advised that if anyone wanted to speak to the Mayor to hit \*6 on their phone. After the requests were made, no callers participated. The Mayor thanked everyone.

**Guests:** None

**Chair's Report:**

- 1) Review Tax Overpayments Under \$5.00; Ordinance #62-11-04-98 – The original Ordinance was passed in 1998; a revision to this Ordinance would need to be made to boost the amount from \$5.00 to \$10.00. Chairman Slapikas requested, that per the circumstances, he would like to put this change on hold.
- 2) Discussion for RFP for New Auditor. The Council reviewed the RFP for the New Auditor and made suggestions as to revisions. Disc. Council members made changes to the document. Council members commented on ways to improve checks and balances and what the Town may be doing wrong with internal controls. Disc. Council members commented on contacting with C.O.G. for someone to review the Town's procedures; CCM had commented that they were currently working with other Towns. Council members commented on Policy and Procedures. Chairman Slapikas advised that Mayor Chatfield had been working with a firm on this matter. P. Murray commented on Payroll and a separate audit. Chairman Slapikas commented that it has not been forgotten and he will pursue in the near future. The Council questioned the Financial Clerk position if full-time or part-time. Council members questioned if do to the COVID-19 virus, if the Treasurer could not come in to sign checks, could another elected official sign the checks. Chairman Slapikas commented that per the Charter, on page 27, that the Chairman of the Council could fulfill the duties of the Treasurer without financial compensation.
- 3) Ordinance Discussion Volunteer Abatement. The Council discussed CGS §51-25 Public Act 1936 – Property Tax first responders for abatements. Disc. The Council discussed abatements after 2 years of service for \$750.00 and after 5 years of service or more, \$1,500 off of the tax bills. Council members questioned the timeframe of the Public Act. Chairman Slapikas commented that the State Public Act became effective as of 2019 and would go into effect after July 1, 2020. Council members questioned qualifications. Explanations by M. Patchkofsky and Fire Chief Bill Lauber were made advising of years of service and being a member in good standing. The Volunteer Abatement would be Fire Depart. Personnel, Police Officers and EMTS. The Town of Prospect does not have volunteers for Police Officers. T. Graveline questioned if the motions to approve would be conceptual as she would like to see the document in writing. Chairman Slapikas commented that the approval would be for the STofCT Public Act 1936. **Motion** made by T. Graveline, seconded by L. Fitzgerald to approve the Ordinance for Volunteer tax Abatement for STofCT Public Act 1936 for the increase to the Volunteer Abatement program. Disc. Questions were raised as to the amount.

Chairman Slapikas commented that it would \$1,500 for 2020 and for the 2021 the amount would increase to \$2,000. Disc. **Motion** made by T. Graveline, seconded by L. Fitzgerald to approve the wording for the for Ordinance for Volunteer Tax Abatement for STofCT Public Act 1936 for the increase to the Volunteer Abatement program. The total abatement after 2 years would be \$750.00 and the total abatement after 5 years would be \$1,500. A rollcall vote was taken. **9 Approved/J. Slapikas, M. Patchkofsky, T. Graveline, L. Fitzgerald, P. Murray, S. Pilat, P. Geary, S. Lusas Kolodziej, R. Blanc. Opposed/None Motion passes.**

- 4) New Town Emails were given to the Council.

**Motion** made by T. Graveline, seconded by L. Fitzgerald to approve the next Budget Workshop date of 4/23/2020 @ 5:00 p.m. Also, to be added to the Agenda, Transfers, Audit – Revised RFP. **9 Approved/J. Slapikas, M. Patchkofsky, T. Graveline, L. Fitzgerald, P. Murray, S. Pilat, P. Geary, S. Lusas Kolodziej, R. Blanc. Opposed/None Motion passes.**

**Approval of Minutes:**

**Motion** made by S. Pilat, seconded by L. Fitzgerald to approve the minutes of 4-2 & 7-2020. Discussion. **9 Approved/J. Slapikas, M. Patchkofsky, T. Graveline, L. Fitzgerald, P. Murray, S. Pilat, P. Geary, S. Lusas Kolodziej, R. Blanc. Opposed/None Motion passes.**

**Motion** made by R. Blanc, seconded by L. Fitzgerald to approve the minutes of 4/13/2020. **9 Approved/J. Slapikas, M. Patchkofsky, T. Graveline, L. Fitzgerald, P. Murray, S. Pilat, P. Geary, S. Lusas Kolodziej, R. Blanc. Opposed/None Motion passes.**

**New Business:**

**Refunds:**

**Motion** made by S. Pilat, seconded by L. Fitzgerald to approve the Tax Refunds dated 4/21/2020 in the amount of \$297.79. A roll call vote was taken. **Approved/ J. Slapikas, P. Murray, S. Pilat, T. Graveline, R. Blanc, P. Geary, L. Fitzgerald, S. Lusas Kolodziej, M. Patchkofsky. Opposed/None. Motion passes.**

Transfers: Previously addressed  
Resignations: None  
Assignments: None  
Bids/Grants: None

**Correspondence:**

The Council advised that not all correspondence was received. The Council suggested to give a listing of what had been sent. The Council tabled the approval of the correspondence until the next meeting. The following listing is what was sent to the Council:

- TC Corresp. 4-21-2020 (1) (21 Pages)
- Prospect Police Report – March (2 Pgs)
- Transfer from Fund Bal. to Capital Non-Recurring for 2020-2021 Reg 16 Budget \$287,807 (1 pg)
- Reg 16 Letter from Tony Dileone Director Finance and Business Operations 3/26/2020 (2 pgs)
- Bldg Dept Receipts Report for March 2020 (6 pgs)
- Zoning Report (Feb. & March 2020) (2 pgs)
- General Fund Expenditures compared to Budget (8 pgs)

- TC Corresp. 4-21-2020 (2) (12Pages)
- Prospect Police Patrol Report Feb. 2020 (2 pgs)
- Prospect Vol. FD or Prospect, Inc. (1 pg)
- Town Clerk Report (Feb 2020) (1 pg)
- Prospect Library (3/1/2020) (1 pg)
- Park & Rec March 2020 (1 pg)
- Bldg Dept Receipts Report (Feb 2020) (6 pgs)

TC Corresp. 4-21-2020 (3) (12 pages)

TC 4-21-2020

General Fund Expenditures Compared with Budget (January 2020) (8 pgs)

Capital and Non-Recurring Fund (Yr ending June 30, 2019) (1 pg)

Prospect Senior Center March 2020 (1 pg)

Governmental Funds (June 30, 2019) (1 pg)

Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Bal. 6/30/19 (1 pg)

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TC Corresp. 4-21-2020 (4) (14 pages)

Capital and Nonrecurring Fund (Yr End June 30, 2019) (1 pg)

Top Capital & NonRecurring (Balance Sheet Prev. Yr Comparison) (June 30, 2019) (1 pg)

Top Capital & NonRecurring Profit & Loss Prev Yr Compar.) (July 2018 thru June 2019) (1 pg)

Gen. Ledger as of June 30, 2019 (6 pgs)

Capital & Non Recurring Funds (Yr ended June 30, 2019) (1 pg)

Sp. Rev. Funds Combining Balance Sheet June 30, 2019 (1 pg)

Sp. Rev Funds Comb. Stmt of Rev. Expend. & Changes in Fund Bal.(Yr Ended 6/30/19) (1 pg)

Top Police Sp. Duty Bal. Sheet Prev Yr Comparison as of June 30, 2019 (1 pg)

Top Police Sp. Duty Profit & Loss Prev Yr Compar. July 2018 through June 2019 (1 pg)

TC Corresp. 4-21-2020 (5) (30 pages)

Top Police Sp. Duty General Ledger as of June 30, 2019 (30 pages)

TC Corresp. 4-21-2020 (6) (13 pages)

Sp. Rev. Funds FYE 6/30/2019 Police OT Fund (Accts Recv. & Interfund Transf.) (9 pages)

Treasurer's Report Feb. 2020 (1 pg)

Treasurer's Report Jan. 2020 (1 pg)

Library Report 4/11/2020 (1 pg)

Prospect Vol. FD Treasurer's Report (1 pg)

TC Corresp. 4-21-2020 (7) (2 pages)

Tax Refunds 4-21-2020 (1 pg)

Tax Collector's Report March 2020 (1 pg)

TC Corresp. 4-21-2020 (8) (2 pages)

Carmody & Torrance Letter dated 4/14/2020 Letter EO Real Time Public Part. (2 pgs)

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TC Corresp. 4-21-2020 (9) (3 pages)

Transfers – 4-21-2020 -1 \$12,800 (1 pg)

Transfers - 3-17-2020 -2 (revise) \$11,000 (1 pg)

Transfers - 3-17-2020 – 4 \$8,000 (1 pg)

TC Corresp. 4-21-2020 (10) (2 pages)

Treasurer's Report March 2020 (1 pg)

Letter from PZC Chair to Mayor Re: Approval for 8-24 (4/16/2020) (1 pg)

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TC Corresp. 4-21-2020 (11) (14 pages)

Resolution dated 4/21/2020 & ST OF CT OPM Executive Order 7S Section 6

-P. Murray read into the record an email sent to him by G. Ted Ellis for Mayor Chatfield and the Council. Two items of importance were referenced in the email: changing CT Water Hydrant cost from Water Pollution Control Authority #5900-01 HYD Rental 115 to Public safety Fire Protection. T. Ellis also commented on outsourcing Payroll Services. The Council will discuss the recommendation of T. Ellis of changing the line item of Hydrants from the WPCA category to Fire Protection.

**Old Business:**

**Sub-Committees:**

Land Use & Acquisition – None

Ordinance- No Update – None

Public Works Maintenance – None

Salary Review – M. Patchkofsky commented that the Salary Review Committee should have a meeting to include new job descriptions prior to full adoption of the information.

Sidewalk Task Force – None

Town Buildings – None

Pension – None

**Budget Workshop for Tuesday, 4/28/2020 @ 5:00 p.m.**

**Motion** made by T. Graveline, seconded by P. Murray to approve a Budget Workshop on Tuesday, 4/28/2020 @ 5:00 p.m. **9 Approved**/J. Slapikas, M. Patchkofsky, T. Graveline, L. Fitzgerald, P. Murray, S. Pilat, P. Geary, S. Lusas Kolodziej, R. Blanc. **Opposed/None Motion passes.**

**Adjournment:**

**Motion** made by S. Lusas Kolodziej, seconded by R. Blanc to adjourn the meeting. **Unanimous.** The meeting adjourned @ 9:27 p.m.

*Jeff Slapikas*  
*Chairman*