

Prospect Town Council  
Special Meeting  
Approved Minutes  
May 11, 2020

Chairman Slapikas called to order the Special Meeting of the Prospect Town Council @ 5:00 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.

**Attending:**

A roll call for attendance was taken by Chairman Slapikas.

**Via Online:** P. Murray, T. Graveline, S. Pilat, R. Blanc, P. Geary, M. Patchkofsky

**Council Members Absent:** L. Fitzgerald, S. Lusas Kolodziej

**Also, in Attendance via Phone:** Mayor Robert J. Chatfield, 2 Payroll Service Vendors: Bruce Kuczenski (Heartland Entrepreneurs, Serving Entrepreneurs) and Michael Mercik District Manager ADP Core (ADP Executive Overview) Also on the line Michael Gregor of ADP)

There were additional callers online that could view and listen.

Representatives from two Payroll Service Vendors joined the Council on the line.

**5:00 p.m. Heartland Entrepreneurs:**

Bruce Kuczenski of Heartland Entrepreneurs Payroll Services, addressed the Council, via phone, by introducing himself, advising of his 23 years of experience including 8 years with Heartland. B. Kuczenski advised that a resident and mutual friend of Town Hall, Jane Pinho of Ion Bank, was advised by Anne Fortier and Mayor Bob that the Town was considering a Payroll Service. B. Kuczenski advised of the products that Heartland offers including payroll services, HR services, the levels of security, processing with Sage system, 1099's, Direct Deposit and Fraud Review. B. Kuczenski advised that Heartland does not offer or sell insurance. Questions were raised as to what products the Town could access. B. Kuczenski stated that one resource would be access to HR assistance. B. Kuczenski also advised of a price lock of 3 years with a modest increase in the next 3 years. Disc. P. Murray questioned cost for the Town. B. Kuczenski explained that there is a base fee of \$35.00; a fee of \$1.15 per check; for any additional employees there would be an additional cost of \$1.15 per check. There is a setup fee of \$150.00. Questions were raised as to A. Fortier entering the system and if a payroll specialist would work with her. B. Kuczenski advised that there would be a payroll specialist at her disposal. There would be no 'dummy' testing. Questions were raised to pre-signed checks and Direct Deposits. Council members also questioned if the employees could enter their own hours as to the dashboard, if there was a web-based timeclock and if changes could be made. P. Geary questioned the number of employees that the presentation was based on as there were several packets for other vendors with a different number of employees. Council members questioned multiple accounts. The Council also questioned other municipalities that Heartland worked with to which B. Kuczenski named a few such as the Town of Hamden and the Town of Watertown; he advised that he could get the Council a listing of the other municipalities. Disc. Chairman Slapikas requested that B. Kuczenski resend a new proposal with a base price of 100 employees. The proposal should include Payroll, Pension deductions and setup. The Council thanked B. Kuczenski for his time.

**5:47 p.m. ADP Executive Overview:**

Michael Mercik and business partner, Michael McGregor of ADP Payroll Services joined the meeting via phone. The discussion continued with comment that the Mayor and A. Fortier had received 4 or 5 proposals and had narrowed it down to 2. Council members advised that the Council would not be making the decision to choose which Payroll service, but they would like some answers. The Council stated that they are looking out for the best interest of the Town. M. Mercik advised that ADP support many organizations with 50 to 1,000 employees. P. Murray questioned what ADP had to offer the Town. M. Mercik advised that a project manager will be assigned to the Town as well as 2 to 3 specialists as needed. M. Mercik commented on specialists handling Union Dues, PTO, Pension and using the team approach. M. Mercik also commented on running inhouse ADP tests to matchup with totals of current payroll. Council members questioned other municipalities that use ADP. M. Mercik commented the towns of New Canaan, East Windsor, No. Branford, New Fairfield Bd of Ed to name a few. P. Geary questioned if the rate would be locked. M. Mercik commented that once the Town enters into the program, there would be a 3-year price lock agreement. When this happens, this becomes a contractual partnership. Chairman Slapikas requested for M. Mercik to put a proposal together for 3-years. T. Graveline requested the proposal to be based on 100 employees. Council members

commented on weekly and biweekly payroll, such as seasonal employees as coaches and referees. Council members also questioned digital timecards, timeclocks and HR assistance. M. Mercik explained that both A. Fortier and the Mayor did not feel that this would be too well received by the culture of the current employees. P. Murray requested a cost for the time clock feature and HR Assistance. Council members questioned if there was a cost for Direct Deposit to which M. Merick commented that this was a standardized feature. Chairman Slapikas thanked M. Mercik and M. McGregor for their time.

Chairman Slapikas acknowledge that there was 1 caller on the phone. No questions were asked.

**Adjournment:**

**Motion** made by P. Murray, seconded by T. Graveline to adjourn the meeting. **Unanimous.** The meeting adjourned @ 6:14 p.m.

*Jeff Slapikas*  
*Town Council Chairman*