

Charter Revision  
April 21, 2015

Chairman Mark Gross called the meeting to order at 7:30PM.

Roll Call:

Mark Gross, Margaret West, Maureen Stachowicz, Brett Olbrys, Keith O'Hara, and Ed Roman. Also present Michael Angelini, Town Treasurer and Vincent Palutis, Deputy Treasurer.

New Business:

Chairman Gross welcomed Michael Angelini, and Vincent Palutis. It was decided that we would entertain new business first to accommodate our guests. Chairman Gross explained that at the public hearing there was a suggestion to either make the Treasurer's positions ceremonial or eliminate it. The board invited the Treasurer and Deputy to get a better understanding of what the positions entail.

Mark asked if he had anything to do with tax monies coming into town. Mr Angelini explained he did not, that was done by the Tax Collector/ Finance Director.

Margaret explained that the statue and charter are clear; the Treasurer can assign any of his duties.

Michael Angelini explained that he has been Treasurer/ Deputy Treasurer for over 20 years. He further explained that the main part of his job is to reconcile Accounts Payable vouchers and invoices. The procedure was established when Carl Serus was Finance Director, with the help of the town auditors at the time. He also signs all checks that go out. The BOE requires 2 signatures, the Town requires 3.

Mr. Angelini spends 2 days a month at the Board of Education and 1 day a week at town hall reconciling and validating vouchers and invoices. He further explained that he has found mistakes in the past. When he does he gives it back to the Finance Directors for corrections, both at the Town and the Board of Education

Brett commented that this is important role and it adds to checks and balances.

Keith O'Hara asked if he had anything to do with purchasing. Mr. Angelini explained he did not.

Mark asked if there was anything that could be done differently what it would be, Mr. Angelini explained that he wished that at the Board of Education he could see the orders before they are sent out.

Ed commented that the Business Manager/Finance Director, are responsible for the details of approving the purchases, the Treasurer is the check and balance.

Vincent Palutis Deputy Treasurer explained his main function is monitoring/auditing the Tax Collectors bank deposits on a weekly basis. He also fills in for the Treasurer, in his absence. The tax collector monitoring was started by First Selectman George Temple to add another check and balance, after what the past tax collector had done. He further explained that Tax Office procedures had major changes implemented by Finance Chairman Jack Kiley which were excellent and the tax office is running smoothly because of this, Sharon and her staff are doing an excellent job. He further explained Mike and I are both on call, if something needs to be signed we are called.

Margaret explained that like a corporation the Treasurer's signature is needed for any bank/bond documents. The Secretary of the corporation is the Town Clerk. At this time investments are handled by the Finance Director. There have been Treasurers in the past that involved themselves in the investment side, the statute and charter allow the treasurer to delegate any duties as he sees fit.

Chairman Gross commented that to define the Treasurer Duties, you could say they sign the checks and over see the funds for the Town of Oxford. The board thanked Mike and Vincent for their input. At this time Michael and Vincent left the meeting.

Acceptance of Minutes:

Ed Roman made a motion to accept minutes of the March 24, 2015 meeting as submitted, seconded.

Motion Carried: Unanimous

Brett Olbrys moved to make no changes with respect to the Treasurer/Deputy Treasurer in the Charter, seconded.

Motion Carried: Unanimous

Margaret asked the commission how we can approach the Tax Collector position. Discussion ensued on the details of the current charter and the 2010 charter revision that failed. Margaret explained that the Tax Collector position is on the ballot this November for a 4 year term, so anything we change will have to be dated 4 years out. Discussion ensued; the consensus of the Board was to leave it alone right now because of the 4 year term. Perhaps something can be done at a later date.

Brett Olbrys made a motion to leave the tax collector position as it is right now in the charter, seconded.


Motion carried: Unanimous


Ed Roman handed out information regarding the time table of what has occurred up to this point, regarding the ordinance and charter on the Fire Commission. He asked that everyone review the information and bring our ideas, thoughts and questions to the next meeting.

Brett Olbrys made a motion to adjourn, seconded.

Meeting Adjourned at 9:08PM

Submitted

  
Margaret A West  
Secretary

15 APR 23 AM 9:22  
TOWN OF WEST, CT  
  
TOWN CLERK

MINUTES SUBJECT TO APPROVAL