

BOARD OF CONTROL MEETING MINUTES

June 19, 2006

TIME: 6:00 p.m. in the Safety/Administration Building, Council Chambers

PRESENT: Joseph Kernan, Mayor
Claude Collins, Administrative Officer
John Moss, Director of Finance
Michael Zita, President of Council
James Price, Vice-President of Council

ALSO

PRESENT: Chief Carris, Chief of Police
Karla Richards, Clerk of Council

The Board of Control convened for a meeting at 6:06 p.m. on June 19, 2006 in the Safety/Administration Building, Council Chambers. Mayor Kernan called the meeting to order.

CONSIDERATION OF MINUTES:

Mayor Kernan presented the Board of Control meeting minutes of **Monday, June 5, 2006**, as written. Mr. Moss motioned to accept the minutes as presented, Mr. Zita seconded.

ROLL CALL	YEA VOTES:	Mr. Moss, Mr. Zita, Mr. Collins, Mr. Price, Mayor Kernan
	NAY VOTES:	None

Motion passed with a vote of 5-0.

NEW BUSINESS:

Discussion on Agenda Item #1: *Chief Carris is requesting Board of Control approval to purchase a cruiser to replace Cruiser #2, which was totaled in a crash. The insurance settlement of \$17,904.62 will be used towards the purchase. Cost not to exceed \$24,950. (Funding: Capital Equip Fund/Police Cruisers: 430-7002-56601)*

Chief Carris stated on May 6, 2006, Cruiser #2, a 2005 model, (one of their newer vehicles) was involved in a collision in which the other driver was at fault. As they are still waiting for the two police cars they ordered in February, the Department is now three cars behind in inventory. This requested replacement car will probably be a 2007 model. There was discussion on where the additional \$7,000 will come from for this purchase. Typically, when preparing to purchase a vehicle, \$25,000 is encumbered to ascertain that the costs of the purchase and the equipment are covered. He feels confident that the encumbered money not used will be enough to cover the remaining cost of the third vehicle.

Mr. Collins motioned to approve the purchase of a replacement cruiser, which was seconded by Mr. Price.

ROLL CALL YEA VOTES: Mr. Collins, Mr. Price, Mr. Moss, Mr. Zita, Mayor Kernan
NAY VOTES: None

Motion passed with a vote of 5-0.

Discussion on Agenda Item #2: *Clerk of Council Karla Richards is requesting Board of Control approval to have American Legal Publishing update the City's Traffic and General Offenses Codes for the period of September 1, 2005 through May 1, 2006, at a cost not to exceed \$7,600. (Funding: Gen Gov't/Codification: 001-0599-54477)*

Mrs. Richards stated this is the semi-annual update of the codified and will provide us with approximately eight months worth of updates. This will include the paper and online updates and the folio views. American Legal Publishing is trying to cap the cost at \$7,000, but there is no guarantee.

Mr. Zita motioned to approve the semi-annual codified update, which was seconded by Mr. Collins.

ROLL CALL YEA VOTES: Mr. Zita, Mr. Collins, Mr. Moss, Mr. Price, Mayor Kernan
NAY VOTES: None

Motion passed with a vote of 5-0.

OLD BUSINESS: The Finance Director will provide an official statement for Board review to resolve the question of how to apply the \$5,000 threshold for Board of Control.

STATEMENT:

*The Board of Control has had multiple discussions in open meetings pursuant to a published Agenda regarding the application of the **Charter Authorized and the Legal Thresholds** to various financial transactions. Subject to any overriding instruction by the Norton City Council or the citizens of Norton, the Board of Control makes the following interpretation.*

The Charter Authorized and the Legal Thresholds apply to all purchases with a single vendor for a single purpose. Focus shall be on the contractual obligation made and therefor all of an obligation shall be considered regardless of when or in what amounts the obligation is paid. Accordingly, at the time of issuance of a Purchase Order, a determination should be made as to whether the threshold is met, and if it is met, a Purchase Order shall not be issued without the prior approval of the Board of Control. In applying the Threshold it shall not be required to consider unrelated obligations to the same vendor.

DISCUSSION:

It was suggested to delete any reference of \$5,000 and replace with "**Charter Authorized and the Legal Thresholds**". It was also discussed that the Charter Review Commission is suggesting the Charter language regarding Board of Control be revised to "any contract in excess of \$15,000 and less than the maximum set by the ORC". Mr. Price stated he likes having the limit low, he feels he gets more information. The \$5,000 limit has been in place for years.

ROLL CALL YEA VOTES: Mr. Collins, Mr. Moss, Mr. Zita, Mr. Price, Mayor Kernan
NAY VOTES: None

Motion passed with a vote of 5-0.

NEW BUSINESS: None

There being no further business, the meeting was adjourned at 6:21 p.m.

Joseph M. Kernan, Mayor

John Moss, Finance Director

/amc

cc: Board Members
 Council Members
 Clerk of Council
 file