CITY COUNCIL MEETING

PUBLIC SPEAKING FORUM

TUESDAY, JANUARY 18, 2022

This meeting was conducted by Teleconference.

CALL TO ORDER

Council President Nieves called the Public Speaking session of the City Council to order at 6:31 p.m.

ROLL CALL

The City Clerk Lydia Martinez called the roll.

130th District: Scott Burns, Matthew McCarthy

131st District: Jorge Cruz, Tyler Mack

132nd District: Marcus Brown, Rolanda Smith 133rd District: Aikeem G. Boyd, Jeanette Herron,

134th District: Michelle Lyons, AmyMarie Vizzo-Paniccia 135th District: Mary McBride-Lee, Rosalina Roman-Christy

136th District: Avelino Silva, *Alfredo Castillo* 137th District: Aidee Nieves, Maria Valle 138th District: Maria Pereira, Michele Small 139th District: Wanda Simmons, Ernest Newton

A quorum was present. The names in italics did not appear to respond during the roll call.

THE FOLLOWING NAMED PERSON HAS REQUESTED PERMISSION TO ADDRESS THE CITY COUNCIL ON TUESDAY, JANUARY 18, 2022 AT 6:30 P.M. THIS MEETING WILL BE CONDUCTED BY ZOOM/TELECONFERENCE.

<u>NAME</u> <u>SUBJECT</u>

Gemeem Davis

The Empowered City Council Act.

Bridgeport Generation Now Votes 33 Cottage Place Bridgeport, CT 06604

Ms. Davis greeted the Council Members and said she was the president and co-director of Bridgeport Generation Now Votes. Yesterday was the celebration of Dr. Martin Luther King's birthday. During his life, Dr. King spoke of a vision of a community where love and justice and solidarity were made real. Together, this is being done in Bridgeport as Beloved Bridgeport. Since 2017, Bridgeport Now has spoken with hundreds of residents about the issues that matter

to them the most. During those conversations, people said they wanted safe streets, good schools, affordable housing, a healthy environment, a police department that respects the residents, a thriving community and a democracy that works for everyone.

During the summer, Bridgeport Now and the Unrig Bridgeport Coalition launched the People's Platform, a set of 30 policy proposals that centered on four key pillars: justice and equity, good government, anti-corruption and pro-democracy. Today, Bridgeport Now was excited to support the first piece of legislation from the People's Platform, which is the Empowered City Council Act that will be introduced by Council President Nieves and co-sponsored by Council Member Tyler Mack.

The Empowered City Council Act will provide the Council Members with a professional staff that they both need and deserve. This will include an independent and legislative legal counsel to draft and review ordinances and provide legal guidance; an independent budget director to assist with the budget process, and five legislative aides to support the Council Members with their official day to day duties and tasks.

Other cities in Connecticut, like Hartford and New Haven, have similar professional staffs for their legislative bodies and city governments. This has resulted in strong city governments. The residents of Bridgeport deserve a strong local government also, one that has the support and staff that it needs to deliver on the promise of a Beloved Bridgeport.

Bridgeport Now is very excited to support the City Council in the introduction and eventual passage of the Empowered City Council Act.

Ms. Davis then thanked the Bridgeport Coalition and all the Council Members who read the People's Platform and have taken it seriously and supported the 30 policy points.

Eneida Martinez

Police Department, Violence, Council Rep.

819 Connecticut Avenue, #2 Bridgeport, CT 06607

Ms. Martinez said she was a former Council Member and remembered Council Members calling for the defunding of the Police Department. When she attended a Public Safety Committee meeting recently, she heard Acting Police Chief Garcia being attacked by a certain Council Member about funding. Ms. Martinez said that when the Council Members are working on the budget this year, they should remember why there is not sufficient policing and so many officers are leaving the Police Department.

Ms. Martinez said that there needs to be a better policing package to support the police officers in the City of Bridgeport. She said that she also heard Acting Police Chief Garcia request more funding for Shot Spotter. Shot Spotter has been placed in high crime areas. Ms. Martinez said that Shot Spotter should be approved for funding by the Council as it is something that works throughout the community to assist with quick responses from the Police Department.

Ms. Martinez said that she thought it was inappropriate and a wrong message was being sent by elected officials who pick and choose what press conferences to be part of. They used the family's vulnerability as a way to attack the police and the Mayor. Council Members should not prey on anyone's emotions for publicity. Violence in the community representation should always include District Council Members and not just Senators and/or Town Clerk*, that presents opportunities for political gains on News 12. It is a disadvantage to the representation of a District when individuals appear on News 12.

Ms. Martinez said that constituents have a lot of power as they are electors and select the officials when they cast their votes. Ms. Martinez said that Council Member Pereira uses Social Media after each public meeting to slander individuals.

* A correction that "Town Clerk" should have been "City Clerk" was subsequently submitted by the speaker.

Callie Gale Heilmann

The Empowered City Council Act.

The Unrig Bridgeport Coalition 89 Grovers Avenue Bridgeport, CT 06605

Ms. Heilmann greeted the Council Members and said that she was the Co-director of Bridgeport Generation Now Votes and also involved in The Unrig Bridgeport Coalition to work to strengthen the local democracy in areas like absentee voting and early voting. They are a strong coalition that is diverse, loud and proud. They are based on justice, equity, good government and democracy. This includes organizations such as: Bridgeport Strong, Connecticut Citizen Action Group, Greater Bridgeport NAACP, The Greater Bridgeport Ed Gomes Black Democratic Club and a variety of other groups.

Ms. Heilmann said that the Coalition was working on a State level on reforms to strengthen the democracy, protect voting rights and expand voting access with items like early voting, no excuse absentee voting and the Connecticut Voting Rights Act. They will be fighting for these items during the 2022 legislative session and they are aware that they have strong allies on the Council.

This is why they wish to work with the Council on policies that can strengthen the democracy in Bridgeport. The People's Platform that Ms. Davis spoke about and many Council Members have read laid out the vision and a road map to that goal.

The City Council should be a separate, but equal branch of government. Making the Council an independent council is something the various Council Members have spoken about in the public forums and in the press. There have been conversations with Bridgeport residents and Coalition partners that reveal the people also want the Council to have the support, resources and staff that they need to be an independent body. Now is the time to work together to transform Bridgeport with justice, equity, democracy and good government. Empowering Bridgeport's legislative

branch with professional staff and support requires a bold and creative approach and The Unrig Bridgeport Coalition is proud to stand with the Council to obtain this.

John Marshall Lee 30 Beacon Street Bridgeport, CT 06605 City Accountability – Open, Timely. Honest?

Mr. Lee then read the following statement into the record:

COUNCIL MEMBERS – People depend on you...keep up the good works

The City Council can use capable, motivated, professional staff independent of the Executive branch, to provide comprehensive answers to questions and issues you raise. In fact, the City administration should be happy for them to assist in your serious representation responsibilities. I know that some work is in process now. I am fully supportive of your efforts to grow stronger on behalf of City residents, the poor, the insecure, the threatened as well as those with jobs, homes, and dreams. Quality, timely, and informed folks should be available for all in their time of need.

Thank you for the actions of a few members to perform oversight and discover that for over a decade that we have formally listed at least one Board or Commission on our City website, but nothing was happening. No meetings were being held. No needy citizens could reach out for assistance. No attention was paid to the dollars involved in the business of housing fellow citizens in clean, safe, warm in winter, secure from outside rains and broken plumbing year-round, and fairly distributed as available and functioning with State or Federal programs and funding.

I hope that discussion happens soon over this lapse of governance, first by the Mayor's office where appointment process failed, and later by others. I hope that the public with viewpoints and experience in fair residential conditions are encouraged to go on the record with their opinions and participate in the crafting of the duties and responsibilities of the Resolution form. There is less to fear from allowing the City to acknowledge its cessation at this time than continuation of inflated rents, lack of quality units, potential COVID flavored evictions, and multiple serious violations.

Poor people, without jobs, wealth, friends, or advocates, many suffering because of the color of their skin as brown or black, are suffering. I have visited with some residents of Main Street recently and find those at one location nearly at their wits end and infirm as well. Alternatively, across the way, another is extremely proud of his one-bedroom unit and the care by property managers.

Such responsibility should fall on the shoulders of City Council members as elected representatives, but they should also have appropriate administration support and that of all Boards and Commissions. Poor people frequently feel ignored, but are they getting accurate instructions from the way the City presents itself to their needs? Time will tell.

Shaenna Taylor

The Empowered City Council Act.

Bridgeport Strong 131 Madison Terrace Bridgeport, CT 06606

Ms. Taylor greeted the Council Members and said she was representing Bridgeport Strong along with Bobbie Brown and another individual. She said that Bridgeport Strong was joining the campaign to support the 30 point platform. Ms. Taylor said that this was the first piece of the People's Platform and she thanked Council President Nieves for introducing this. The Council will have the type of support it needs.

Rev. D. Stanley Lord

The Empowered City Council Act.

Greater Bridgeport NAACP 1138 Hancock Avenue Bridgeport, CT 06605

Rev. Lord greeted the Council Members and said that he was the President of the Greater Bridgeport NAACP. They were happy to support this legislation. He said that the Council needs to move forward with the staff, an attorney and a budget. The Mayor should answer to the Council rather than the Council answering to the Mayor. It is time to stand up and expect a better Bridgeport. He thanked Council President Nieves and Council Member Mack for bring this item forward.

ADJOURNMENT

Council President Nieves closed the public session at 6:54 p.m.

Respectfully submitted,

Telesco Secretarial Services

CITY OF BRIDGEPORT

CITY COUNCIL MEETING

TUESDAY, JANUARY 18, 2022

7:00 P.M.

This meeting was conducted by teleconference.

The public was able to listen to this meeting by calling a conference line.

CALL TO ORDER

Council President Nieves called the Regular Meeting of the City Council to order at 7:00 p.m. She said that the Mayor would not be joining the Council this evening.

PRAYER

Council President Nieves asked Council Member Newton to lead the Council in prayer. He prayed for the Osborne Family and the Rosario family.

PLEDGE OF ALLEGIANCE

Council President Nieves asked Council Member Vizzo-Paniccia to lead those present in reciting the Pledge of Allegiance.

ROLL CALL

City Clerk Lydia Martinez called the roll.

130th District: Scott Burns, Matthew McCarthy

131st District: Jorge Cruz, Tyler Mack

132nd District: Marcus Brown, *Rolanda Smith*

133rd District: Aikeem G. Boyd, Jeanette Herron 134th District: Michelle Lyons, AmyMarie Vizzo-Paniccia

135th District: Mary McBride-Lee, Rosalina Roman-Christy

136th District: Avelino Silva, Alfredo Castillo

137th District: Aidee Nieves, Maria Valle

138th District: Maria Pereira, Michele Small

139th District: Wanda Simmons, Ernest Newton

A quorum was present.

Council Member Roman-Christy asked for prayers for a former Council Member who passed away. Council Member Newton also requested a moment of silence.

MINUTES FOR APPROVAL:

- November 1, 2021
- ** COUNCIL MEMBER HERRON MOVED THE MINUTES OF THE NOVEMBER 1, 2021 MEETING.
- ** COUNCIL MEMBER LYONS SECONDED.

Council Member Pereira said that she was abstaining because she missed a portion of the meeting.

** THE MOTION TO APPROVE THE NOVEMBER 1, 2021 MEETING MINUTES PASSED WITH THIRTEEN (13) IN FAVOR (BURNS, MCCARTHY, CRUZ, BROWN, HERRON, LYONS, MCBRIDE-LEE, ROMAN-CHRISTY, SILVA, CASTILLO, NIEVES, VALLE, AND NEWTON) AND SEVEN (7)ABSTENTIONS (VIZZO-PANICCIA, SMITH, SMALL, MACK, SIMMONS, BOYD AND PEREIRA).

COMMUNICATIONS TO BE REFERRED TO COMMITTEES:

- 18-21 Communication from Housing and Community Development re: Proposed Resolution regarding the Approval of the 2022-2024 Citizen Union Committee, referred to Miscellaneous Matters Committee.
- 19-21 Communication from Mayor re: Appointment of Denese Taylor-Moye (D) to the Parks Commission, referred to Miscellaneous Matters Committee.
- 20-21 Communication from Mayor re: Appointment of Tiheba Bain (D) to the Zoning Board of Appeals, referred to Miscellaneous Matters Committee.
- 21-21 Communication from Mayor re: Appointment of Ralph R. Ford, Jr. (D) to the Civil Service Commission, referred to Miscellaneous Matters Committee.
- 22-21 Communication from City Attorney re: Proposed Worker's Compensation Settlement re: Michael and Karen (Widow) Rodriquez Claim No. W000818810, referred to Miscellaneous Matters Committee.

RESOLUTIONS TO BE REFERRED TO BOARDS, COMMISSIONS, ETC.:

23-21 Resolution presented by Council President Nieves & Co-sponsor Mack re: Proposed Amendments to the Municipal Code of Ordinances, Chapter 2.06 – Common Council, amend to add New Section(s) 2.06.080 – Legislative Aides for City Council, 2.06.090 – Legislative and Legal Counsel to the City Council and 2.06.100 – Budget Director for City Council, referred to Ordinance Committee.

**COUNCIL MEMBER VIZZO-PANICCIA MOVED TO COMBINE AND APPROVE THE COMMUNICATIONS TO BE REFERRED AND THE RESOLUTIONS TO BE REFERRED TO BOARDS AND COMMISSIONS. **COUNCIL MEMBER LYONS SECONDED.

Council Member Cruz asked that his name be included as a co-sponsor on Agenda Item 23-21. Council President Nieves reminded him that adding his name as a co-sponsor should be done in Committee.

Council Member Pereira asked if the motion included the addendum items. Council President Nieves said that the motion did include the addendum items.

Council Member Pereira said that City Council Rule 13 required all resolutions or referrals to Committee were to be submitted to the City Clerk by 4:30. She added that the Generation NOW ordinance or the document submitted by Atty. Anastasi were not submitted by the 4:30 Wednesday deadline.

Council President Nieves reminded Council Member Pereira that through the authority granted to her by the Mayor, she could add items to the agenda. She then called for the vote on the items.

** THE MOTION TO APPROVE THE REFERRALS TO THE FOLLOWING ITEMS:

COMMUNICATIONS TO BE REFERRED TO COMMITTEES:

- 18-21 COMMUNICATION FROM HOUSING AND COMMUNITY DEVELOPMENT RE: PROPOSED RESOLUTION REGARDING THE APPROVAL OF THE 2022-2024 CITIZEN UNION COMMITTEE, REFERRED TO MISCELLANEOUS MATTERS COMMITTEE.
- 19-21 COMMUNICATION FROM MAYOR RE: APPOINTMENT OF DENESE TAYLOR-MOYE (D) TO THE PARKS COMMISSION, REFERRED TO MISCELLANEOUS MATTERS COMMITTEE.
- 20-21 COMMUNICATION FROM MAYOR RE: APPOINTMENT OF TIHEBA BAIN (D) TO THE ZONING BOARD OF APPEALS, REFERRED TO MISCELLANEOUS MATTERS COMMITTEE.
- 21-21 COMMUNICATION FROM MAYOR RE: APPOINTMENT OF RALPH R. FORD, JR. (D) TO THE CIVIL SERVICE COMMISSION, REFERRED TO MISCELLANEOUS MATTERS COMMITTEE.
- 22-21 COMMUNICATION FROM CITY ATTORNEY RE: PROPOSED WORKER'S COMPENSATION SETTLEMENT RE: MICHAEL AND KAREN (WIDOW) RODRIQUEZ CLAIM NO. W000818810, REFERRED TO MISCELLANEOUS MATTERS COMMITTEE.

RESOLUTIONS TO BE REFERRED TO BOARDS, COMMISSIONS, ETC.:

23-21 RESOLUTION PRESENTED BY COUNCIL PRESIDENT NIEVES & CO-SPONSOR MACK RE: PROPOSED AMENDMENTS TO THE MUNICIPAL CODE OF ORDINANCES, CHAPTER 2.06 – COMMON COUNCIL, AMEND TO ADD NEW SECTION(S) 2.06.080 – LEGISLATIVE AIDES FOR CITY COUNCIL, 2.06.090 – LEGISLATIVE AND LEGAL COUNSEL TO THE CITY COUNCIL AND 2.06.100 – BUDGET DIRECTOR FOR CITY COUNCIL, REFERRED TO ORDINANCE COMMITTEE.

PASSED WITH NINETEEN (19) IN FAVOR (BURNS, MCCARTHY, CRUZ, MACK, BROWN, SMITH, HERRON, LYONS, VIZZO-PANICCIA, MCBRIDE-LEE, BOYD, ROMAN-CHRISTY, SILVA, CASTILLO, NIEVES, VALLE, SMALL, SIMMONS AND NEWTON) AND ONE (1) OPPOSED (PEREIRA).

MATTERS TO BE ACTED UPON (CONSENT CALENDAR):

- *17-21 Budget and Appropriations Committee Report re: Approval of Additional Capital Project Authorization to the 2022-2026 Capital Plan and Approval of General Obligation Bonds.
- *06-21 Public Safety and Transportation Committee Report re: Grant Submission: State of Connecticut Court Support Services Division Youth Violence Prevention Initiative (#22399).

Council President Nieves asked if any Council Member wished to remove an item from the Consent Calendar. Council Member Pereira requested that both items be removed from the Consent Calendar.

- 17-21 Budget and Appropriations Committee Report re: Approval of Additional Capital Project Authorization to the 2022-2026 Capital Plan and Approval of General Obligation Bonds.
- ** COUNCIL MEMBER NEWTON MOVED AGENDA ITEM 17-21 BUDGET AND APPROPRIATIONS COMMITTEE REPORT RE: APPROVAL OF ADDITIONAL CAPITAL PROJECT AUTHORIZATION TO THE 2022-2026 CAPITAL PLAN AND APPROVAL OF GENERAL OBLIGATION BONDS.
- ** COUNCIL MEMBER CRUZ SECONDED.

Council Member Pereira said that she wanted to request a roll call vote on the Capita Plan because the cost of Bassick High School has skyrocketed. It is now at \$129 million. During the Committee meeting, a piece of critical information was withheld. Bassick High School is no longer on the State School Priority List because of two missed deadlines.

Council Member Pereira said that while the City would receive a higher rate of compensation for new construction, the City would still have to pay 20% of \$129 million. That should be \$25.8

million, but the resolution states that the amount is \$32 million, which is because of the \$6 million that was illegally used to purchase the land from UB without any City Council appropriation or authorization of those funds.

Council Member Pereira said that while she believes in Bassick High School, she was voting no on this because everything involved with the project has been done illegally, unethically and was not transparent. \$500,000 of taxpayer money was wasted on architectural design that was later discarded. The Council has no consideration for taxpayers.

Council Member Newton said this was discussed in Budget and Mr. Flatto said that he felt that they would get more funding from the State. They have an obligation to follow the State's request. He does not agree with Council Member Pereira's statement. He requested the Council to support this. If the Council messes around, it will be another 20 years before Bassick gets a new school.

Council Member McCarthy said that he would like to move the question, but would yield to Council Member Herron first.

Council Member Herron said that she was concerned about individuals who constantly announce that they will not vote in favor of an item but go on to state that they are in full support of the community. She said that it is not possible to have it both ways.

Since COVID, the construction costs have gone up tremendously. Materials that previously had cost \$2.00 now cost \$20.00.

Regarding conspiracy theories, the State Board of Education would not have moved forward on this item if they thought there was any truth in the conspiracy theories. They looked into it.

Council Member Herron said that she was in full support of this project because Bridgeport students need a quality education that is provided in a quality facility. The Council is looking to provide the Bridgeport students with a better facility rather than an old building.

** THE MOTION TO APPROVE AGENDA ITEM 17-21 BUDGET AND APPROPRIATIONS COMMITTEE REPORT RE: APPROVAL OF ADDITIONAL CAPITAL PROJECT AUTHORIZATION TO THE 2022-2026 CAPITAL PLAN AND APPROVAL OF GENERAL OBLIGATION BONDS PASSED WITH EIGHTEEN (18) IN FAVOR (BURNS, MCCARTHY, CRUZ, MACK, BROWN, SMITH, HERRON, LYONS, VIZZO-PANICCIA, MCBRIDE-LEE, BOYD, ROMAN-CHRISTY, SILVA, CASTILLO, NIEVES, VALLE, SIMMONS AND NEWTON) AND TWO (2) OPPOSED (PEREIRA AND SMALL).

06-21 Public Safety and Transportation Committee Report re: Grant Submission: State of Connecticut Court Support Services Division – Youth Violence Prevention Initiative (#22399).

** COUNCIL MEMBER BOYD MOVED AGENDA ITEM 06-21 PUBLIC SAFETY AND TRANSPORTATION COMMITTEE REPORT RE: GRANT SUBMISSION: STATE OF CONNECTICUT COURT SUPPORT SERVICES DIVISION – YOUTH VIOLENCE PREVENTION INITIATIVE (#22399).

** COUNCIL MEMBER VALLE SECONDED.

Council Member Pereira said that all the numbers on the grant summary were incorrect but were not corrected in Committee when the issue was discovered.

Council Member Pereira said that RYASAP, which is also Street Safe, would be receiving \$451,000 because they were only one of two bidders. They receive hundreds of thousands of dollars but cannot provide any data proving their success in reducing youth violence or prevention. It is not right to continually give money to programs that cannot prove they are effective or making a difference. Youth violence is on the uptick not only in Bridgeport but throughout the State. She was not interested in hearing that there were only two bids submitted. It should have been re-bid. She repeated her earlier statement that the program could not provide one bit of data proving that the program was effective. That is a disservice to taxpayers and for this reason, she will be voting no.

Council Member Newton said that those Council Members who were at the Committee meeting heard all the information. RYASAP and Street Safe are two different programs. When there is an incident that happens, RYASAP works to prevent retaliation.

LOSS OF CALL AT 7:23 P.M; NOT ABLE TO GET BACK IN.

** THE MOTION TO APPROVE AGENDA ITEM AGENDA ITEM 06-21 PUBLIC SAFETY AND TRANSPORTATION COMMITTEE REPORT RE: GRANT SUBMISSION: STATE OF CONNECTICUT COURT SUPPORT SERVICES DIVISION – YOUTH VIOLENCE PREVENTION INITIATIVE (#22399) PASSED WITH EIGHTEEN (18) IN FAVOR (BURNS, MCCARTHY, CRUZ, MACK, BROWN, SMITH, HERRON, LYONS, VIZZO-PANICCIA, MCBRIDE-LEE, BOYD, ROMAN-CHRISTY, SILVA, CASTILLO, NIEVES, VALLE, SIMMONS AND NEWTON) AND TWO (2) OPPOSED (PEREIRA AND SMALL).

** COUNCIL MEMBER VIZZO-PANICCIA MOVED TO SUSPEND THE RULES TO ADD AN ITEM REGARDING A PROPOSED SETTLEMENT TO THE AGENDA.

** COUNCIL MEMBER CASTILLO SECONDED.

A 2/3rds vote was required to add the item to the agenda.

** THE MOTION TO SUSPEND THE RULES TO ADD AN ITEM REGARDING A PROPOSED SETTLEMENT TO THE AGENDA PASSED WITH EIGHTEEN (18) IN FAVOR (BURNS, MCCARTHY, CRUZ, MACK, BROWN, SMITH, HERRON, LYONS, VIZZO-PANICCIA, MCBRIDE-LEE, BOYD, ROMAN-CHRISTY, SILVA, CASTILLO, NIEVES, VALLE, SIMMONS AND NEWTON) AND TWO (2) OPPOSED (PEREIRA AND SMALL).

- 15-21 Proposed Settlement of Pending Litigation with Dennis Martinez.
- ** COUNCIL MEMBER VIZZO-PANICCIA MOVED AGENDA ITEM 15-21 PROPOSED SETTLEMENT OF PENDING LITIGATION WITH DENNIS MARTINEZ.
- ** COUNCIL MEMBER CASTILLO SECONDED.

A simple majority vote was required to approve the Agenda Item.

** THE MOTION TO APPROVE AGENDA ITEM 15-21 PROPOSED SETTLEMENT OF PENDING LITIGATION WITH DENNIS MARTINEZ PASSED WITH EIGHTEEN (18) IN FAVOR (BURNS, MCCARTHY, CRUZ, MACK, BROWN, SMITH, HERRON, LYONS, VIZZO-PANICCIA, MCBRIDE-LEE, BOYD, ROMAN-CHRISTY, SILVA, CASTILLO, NIEVES, VALLE, SIMMONS AND NEWTON) AND TWO (2) OPPOSED (PEREIRA AND SMALL).

ADJOURNMENT

- ** COUNCIL MEMBER MCCARHTY MOVED TO ADJOURN.
- ** COUNCIL MEMBER ROMAN-CHRISTY SECONDED.
- ** THE MOTION PASSED UNANIMOUSLY.

The meeting adjourned at	p.m
Respectfully submitted,	

Telesco Secretarial Services