MINUTES
VERNON TOWN COUNCIL REGULAR MEETING
TOWN HALL - 14 PARK PLACE - 3rd Floor
VERNON, CONNECTICUT

RECEIVED
VERNON TOWN CLERK
12 OCT -9 AM 8:19

September 18, 2012 – 7:30 PM

Mayor George Apel called the meeting to order at 7:30 PM

A) PLEDGE OF ALLEGIANCE

B) ROLL CALL:
Present: Council Members Bill Campbell, Thomas DiDio, Virginia Gingras, Judy Hany, Marie Herbst, John Kopec, Brian Motola, Steven Peterson, Thomasina Russell, Daniel Sullivan, Adam Weissberger, and Michael Winkler
Absent:
Entered During Meeting:
Also Present: Mayor George Apel, Town Administrator John Ward, Recording Secretary Jill Kentfield

C) CITIZEN'S FORUM
There were no speakers at citizens forum.

Citizen's forum closed at 7:31 PM

D.) **EXECUTIVE SESSION**
None

E.) **PUBLIC HEARING**
PUBLIC HEARING TO RECEIVE COMMENTS AND ANSWER QUESTIONS RELATIVE TO THE DISPOSITION OF **13 MORRISON STREET, VERNON, CONNECTICUT.**

Open Public Hearing (7:31 PM)
Mayor Apel called the public hearing to order to receive comments and answer any questions from the public. Council Member Herbst, seconded by Council Member Russell made a motion to postpone the public hearing due to severe weather. Discussion took place. Motion failed with 1 council member in favor and 11 opposed.

The clerk read the legal notice into the record.

Public comments:
There were no public comments.

Council Member Weissberger, seconded by Council Member Sullivan made a motion to adjourn the public hearing and resume the regular meeting. Motion carried unanimously.

7:37 PM - Regular meeting reconvened.

F.) **PRESENTATIONS BY THE ADMINISTRATION**
Presentation of Proclamation from Mayor George F. Apel to Geraldine Strong, Daughters of the American Revolution, in honor of Constitution Week.

Mayor George F. Apel to make a presentation to the Town Council on various topics.

- During the latter part of August Mayor Apel attended the new teacher orientation and toured most of the school buildings in preparation of the first day of school.
- DPW, Town Administrator Ward and Mayor Apel toured Camp Newhoca to assess the general conditions of the area and the park in anticipation of the Bolton lakes project.
- Phoenix Street bridge is open, Mayor Apel recommended driving by and viewing the falls
- Amerbelle closed its doors permanently on August 21st. Mayor Apel has been meeting with state commissioners, Congressman Courtney, and EPA to discuss options for the building.
- The right hand of the statute at Cogswell fountain is falling off. Options are being investigated regarding repairing the statute.
- The Information Technology office has been revamped and all new equipment has been received and is in the process of being installed. All equipment should be up and running by mid-October. This will make the Town of Vernon the most advanced in the state.
- The Board of Education's Information Technology team has transferred to the town payroll and are stationed at the annex.
- Mr. Kleinhans has returned to the DPW part-time. Dwight will continue to fill in for him with back-up from the other 4 supervisors.
- In August, Mayor Apel initiated bi-weekly progress reports from department heads. These reports are available to Town Council Members for review in the Mayor's office at their request. Council Member DiDio requested the reports be distributed electronically.

Council Member DiDio also requested information regarding the new vendor for refuse and recycling. Town Administrator Ward will provide a summary of the contract to Town Council members.

G.) **CONSENT AGENDA ITEMS**

Council Member Motola, seconded by Council Member Campbell made a motion to approve the consent agenda items as presented. Council Member Campbell pulled consent agenda item #3, Council Member Winkler pulled consent item #5 and Council Member Gingras pulled consent item #7 for discussion. Motion carried unanimously to approve the consent agenda items 1, 2, 4, and 6 as presented.

C 1. **Request for Tax Refunds for Prior and Current Year.** (A copy of a memorandum from Terry Hjarne, Collector of Revenue, to John D. Ward, Town Administrator September 10, 2012 is included in the Council packet.)

PROPOSED MOTION:

THE TOWN COUNCIL HEREBY APPROVES EIGHT (8) OVERPAYMENTS OF PRIOR YEAR TAXES IN THE AMOUNT OF $4,163.56 AND FORTY-FIVE (45) OVERPAYMENTS FOR CURRENT YEAR TAXES IN THE AMOUNT OF $7,594.69 AS OUTLINED IN THE MEMORANDUM FROM TERRY HJARNE, COLLECTOR OF REVENUE TO JOHN D. WARD, TOWN ADMINISTRATOR DATED SEPTEMBER 10, 2012.

C 2. **Request the Town Council approve the disposal of Fixed Assets for the Vernon Police Department.** (See a memorandum from James M. Luddecke, Finance Officer and Treasurer dated September 11, 2012 relative to same.)

PROPOSED MOTION:

THE TOWN COUNCIL HEREBY APPROVES THE DISPOSAL OF ONE (1) KUSTOM SIGNAL PRO LASER III RADAR UNIT FOR THE POLICE DEPARTMENT AS DISCLOSED ON THE FIXED ASSET DISPOSAL REQUEST FORM.

C 4. **Request the Town Council approve the disposal/trade-in of a Parks and Recreation fixed asset.** (See memorandum from James M. Luddecke dated September 11, 2012 relative to same.)

PROPOSED MOTION:

THE TOWN COUNCIL HEREBY APPROVES THE DISPOSAL OF THE PARKS DEPARTMENT'S 1991 FORD TRACTOR AND ACCESSORIES, AS DISCLOSED ON THE FIXED ASSET DISPOSAL FORM, BY MEANS OF A TRADE-IN TO KAHN TRACTOR & EQUIPMENT, INC., OF NORTH FRANKLIN, CONNECTICUT, FOR A VALUE OF $9,900.00; AND FURTHER, TO APPLY THE PROCEEDS TO THE ACQUISITION OF THE REPLACEMENT TRACTOR AND ACCESSORIES.

C 6. **Request the Town Council authorizes Mayor George F. Apel to execute the necessary paperwork to make application for and receive Local Prevention Council Grant funds from ERASE in the amount of $4,245.00.** (See project documents from YSB Director Alan Slobodien relative to same.)

PROPOSED MOTION:

THE TOWN COUNCIL AUTHORIZES MAYOR GEORGE F. APEL OR HIS DESIGNEE TO EXECUTE THE NECESSARY DOCUMENTS TO MAKE APPLICATION FOR AND RECEIVE LOCAL PREVENTION COUNCIL GRANT FUNDS FROM ERASE IN THE AMOUNT OF $4,245.00.

H.) **DISCUSSION OF PULLED CONSENT AGENDA ITEMS**

C 3. **Request the Town Council approve budget amendments #3-#7 for fiscal year 2012-2013 as provided by Finance Officer James M. Luddecke.** (Included for Council review is a copy of Mr. Luddecke's submission.)

PROPOSED MOTION:

THE TOWN COUNCIL HEREBY APPROVES BUDGET AMENDMENT REQUESTS #3-#7 FOR FISCAL YEAR 2012-2013 AS OUTLINED IN THE BUDGET AMENDMENT FORMS PROVIDED BY FINANCE OFFICER JAMES M. LUDDECKE.

Council Member Motola, seconded by Council Member Campbell made the above motion to approve budget amendments #3-7 for fiscal year 2012-2013. Discussion took place. Motion carried, Council Member Campbell opposed.

C 5. **Request the Town Council authorize the liquidation and re-appropriation of fiscal year 2010-2011 encumbrances.** (See memorandum dated September 11, 2012 relative to same.)

PROPOSED MOTION:

RESOLVED, THAT THE TOWN COUNCIL AUTHORIZES THE LIQUIDATION AND RE-APPROPRIATION OF FISCAL YEAR 2010-2011 ENCUMBRANCES IN THE AMOUNT OF $154,182.54 TO THE FISCAL YEAR 2011-2012 BUDGET AS DETAILED IN THE ATTACHED TABLE.

Council Member Motola, seconded by Council Member Winkler made the above motion to authorize the liquidation and re-appropriation of fiscal year 2010-2011 encumbrances. Discussion took place. Motion carried unanimously.

C 7. Request the Town Council approve Mayor George F. Apel's appointment of Meghan Scranton (R), 323 Woodland Road, Coventry, Connecticut (Scranton Cadillac, Buick, GMC) as a regular member of the Economic Development Commission, said term to commence on September 19, 2012 and expires on June 30, 2017. (A copy of Ms. Scranton's resume is included for Council review.)

PROPOSED MOTION:

PURSUANT TO C.S.G. § 7-136 AND ORDINANCE NO. 15; TOWN CODE SECTION 10-81 AND 82, THE TOWN COUNCIL HEREBY APPROVES MAYOR GEORGE F. APEL'S APPOINTMENT OF MEGHAN SCRANTON, (R), 323 WOODLAND ROAD, COVENTRY, CONNECTICUT AS A REGULAR MEMBER OF THE ECONOMIC DEVELOPMENT COMMISSION FOR A TERM BEGINNING ON SEPTEMBER 19, 2012 AND ENDING JUNE 30, 2017.

Council Member Motola, seconded by Council Member Campbell made the above motion to approve the Mayor's appointment of Meghan Scranton as a regular member of the Economic Development Commission for a term of 9/19/2012 through 6/30/2017. Discussion took place. Council Member Gingras asked Mayor Apel the reason why Ms. Scranton was appointed to the Commission when she doesn't reside in Vernon. Mayor Apel responded that other Boards and Commissions have members that do not live in Vernon. Motion carried unanimously.

I.) **PENDING BUSINESS**

1. **Discussion relative to monthly update from Finance Officer James M. Luddecke relative the General Fund Expenditures, Education Expenditures and Revenue report.** (A copy of same are included for Council review.)

NO PROPOSED MOTION

Discussion took place regarding the monthly update with Finance Officer Luddecke

J.) **NEW BUSINESS**

1. **Request the Town Council approve the following Job Description as recommended by Assistant Town Administrator Dawn Maselek.** (A copy of one job description is included for Council review.)

PROPOSED MOTION

THE TOWN COUNCIL CONSISTENT WITH THE TOWN OF VERNON PERSONNEL RULES AND REGULATIONS, SECTION 4.1(B) ENTITLED "JOB DESCRIPTIONS", HEREBY ADOPTS THE JOB DESCRIPTION OF HELP DESK COORDINATOR AS PRESENTED.

Council Member Motola, seconded by Council Member Weissberger made the above motion to approve the job description of help desk coordinator. Motion carried unanimously.

2. **Request for discussion by Town Council Member Marie Herbst of the legal opinion by Town Attorney Harold Cummings regarding the Data Processing Department and the formation of the TeC Council.**

NO MOTION PROPOSED – FOR DISCUSSION ONLY

Town Attorney Cummings was available to answer questions. Discussion took place.

3. **Request the Town Council approve $75,000.00 in funding to secure the Amerbelle Mill property.** (See memorandum from Mayor George F. Apel to the Vernon Town Council dated September 12, 2012.)

PROPOSED MOTION:

THE TOWN COUNCIL HEREBY MOVES TO APPROVE AN ADDITIONAL APPROPRIATION FROM FUND BALANCE TO CAPITOL IMPROVEMENTS BUILDINGS ACCOUNT # 10780290567200 IN THE AMOUNT OF SEVENTY-FIVE THOUSAND DOLLARS ($75,000.00) AND AUTHORIZES THE EXPENDITURE OF SAID AMOUNT TO TEMPORARILY SECURE AND WINTERIZE THE AMERBELLE MILL COMPLEX.

Council Member Motola, seconded by Council Member DiDio made the above motion to approve the $75,000 in funding to temporarily secure and winterize the Amerbelle Mill Complex. Discussion took place. Motion carried unanimously.

4. **Request the Town Council approve the Town's Commercial Center Plan as outlined in the POCD (pages 61-70) and authorize the Mayor George F. Apel to submit an Application to the State of Connecticut OPM for a Mainstreet Investment Fund Grant in the amount of $500,000.00.** (See documents from Shaun Gately, Economic Development Coordinator relative to same.)

PROPOSED MOTION

THE TOWN COUNCIL HEREBY APPROVES THE TOWN'S COMMERCIAL CENTER PLAN AS OUTLINED IN THE POCD (PAGES 61-70), AND AUTHORIZES MAYOR GEORGE F. APEL TO SUBMIT AN APPLICATION TO THE STATE OF CONNECTICUT OFFICE OF POLICY AND MANAGEMENT FOR A MAINSTREET INVESTMENT FUND GRANT IN THE AMOUNT OF $500,000.00. THE FUNDS ARE TO BE USED IN ACCORDANCE WITH PA 11-1, (AN ACT PROMOTING ECONOMIC GROWTH AND JOB CREATION IN THE STATE, (SECTIONS 78 AND 79).

Council Member Motola, seconded by Council Member Weissberger made the above motion to approve the Town's Commercial Center Plan and authorize the Mayor to submit an application to State of Connecticut Office of Policy and Management for a mainstreet investment fund grant. Discussion took place. Mr. Gately was available to answer questions. Motion carried unanimously.

K.) **INTRODUCTION OF ORDINANCES**
None

L.) **ACTION ON ORDINANCES PREVIOUSLY PRESENTED**
None

M.) **IDENTIFICATION/ADOPTION OF ADDITIONAL AGENDA ITEMS**

N.) DISCUSSION OF ADDITIONAL ITEMS AND INFORMATIONAL ITEMS

O.) **ADOPTION OF MINUTES**
THE TOWN COUNCIL WAIVES THE READING OF THE MINUTES OF THE REGULAR TOWN COUNCIL MEETING AUGUST 21, 2012 AND THAT MINUTES OF SAID MEETING BE APPROVED.

Council Member Motola, seconded by Council Member Weissberger made a motion to waive the reading of and approve the minutes of the August 21, 2012 regular Town Council meeting. Motion carried, Council Member Herbst abstained.

P.) **INFORMATIONAL ITEMS**

1. Monthly Activity Report – August, 2012 from Emergency Medical Services as submitted by Jean Gauthier, Coordinator.
2. Monthly Activity Report – August, 2012 from Town Clerk's Office as submitted by Bernice K. Dixon, Town Clerk.

Adjourn (9:16 PM)

Council Member Weissberger, seconded by Council Member Campbell made a motion to adjourn. Motion carried unanimously.

Received:

Approved:

Respectfully Submitted,

Jill Kentfield
Recording Secretary