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

August 21, 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, John Kopec, Brian Motola, Steven Peterson, Thomasina Russell, Daniel Sullivan, Adam Weissberger, and Michael Winkler
Absent: Council Member Marie Herbst
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 Citizen's forum.

Citizen's forum closed at 7:31 PM

D.) **EXECUTIVE SESSION**
Council Member Motola, seconded by Council Member Weissberger made the following motion to go into executive session:

THE TOWN COUNCIL, PURSUANT TO THE AUTHORITY GIVEN IN CONNECTICUT GENERAL STATUTES § 1-200 (2), HEREBY MOVES TO GO INTO EXECUTIVE SESSION TO DISCUSS STRATEGIES AND/OR NEGOTIATIONS WITH RESPECT TO COLLECTIVE BARGAINING AND INVITES TOWN ADMINISTRATOR, JOHN D. WARD AND ASSISTANT TOWN ADMINISTRATOR, DAWN MASELEK TO ATTEND.

Motion carried unanimously.

Council Member Motola, seconded by Council Member Weissberger made the following motion to go into executive session:

THE TOWN COUNCIL, PURSUANT TO THE AUTHORITY GIVEN IN CONNECTICUT GENERAL STATUTES § 1-200 (6) (D) HEREBY MOVES TO GO INTO EXECUTIVE SESSION TO DISCUSS PURCHASE OF REAL ESTATE REGARDING FRANKLIN STREET, PROPERTY CARD # 07-0030-0004 AND INVITES TERRY HJARNE, COLLECTOR OF REVENUE AND JOHN D. WARD, TOWN ADMINISTRATOR TO ATTEND.

Motion carried unanimously. Executive session ended and the regular meeting reconvened.

Council Member Motola, seconded by Council Member Weissberger made the following motion:

THE TOWN COUNCIL MOVES TO APPROVE THE NEGOTIATED COLLECTIVE BARGAINING AGREEMENT BETWEEN THE TOWN OF VERNON AND THE POLICE CIVILIAN EMPLOYEES, REPRESENTED BY UNITED ELECTRICAL, RADIO AND MACHINE WORKERS OF AMERICA U.E. 222, CONNECTICUT INDEPENDENT LABOR UNION, CILU LOCAL #47, IN EFFECT JULY 1, 2012 THROUGH JUNE 30, 2017, ON THE TERMS AND CONDITIONS PRESENTED; AND

FURTHER AUTHORIZES MAYOR GEORGE F. APEL TO ENTER INTO SAID AGREEMENT ON BEHALF OF THE TOWN OF VERNON.

Motion carried unanimously.

Council Member Motola, seconded by Council Member Weissberger made the following motion:

THE TOWN COUNCIL MOVES TO APPROVE THE NEGOTIATED COLLECTIVE BARGAINING AGREEMENT BETWEEN THE TOWN OF VERNON AND THE WATER POLLUTION CONTROL SUPERVISORS. REPRESENTED BY LOCAL 818 OF COUNCIL 4, AFSCME, AFL-CIO IN EFFECT JULY 1, 2012 THROUGH JUNE 30, 2015, ON THE TERMS AND CONDITIONS PRESENTED; AND FURTHER AUTHORIZES MAYOR GEORGE F. APEL TO ENTER INTO SAID AGREEMENT ON BEHALF OF THE TOWN OF VERNON.

Motion carried unanimously.

Council Member Motola, seconded by Council Member Weissberger made the following motion:

THE TOWN COUNCIL AUTHORIZES THE TOWN TO PLACE A BID ON PARCEL #07-0030-00003 IN THE UPCOMING TAX AUCTION FOR THE AMOUNT OF FEES AND SALES COST OWED, IF NO ONE BIDS, THE TAXES OWED.

Motion carried unanimously.

E.) **PUBLIC HEARING**
None

F.) **PRESENTATIONS BY THE ADMINISTRATION**
Mayor George F. Apel to make a presentation to the Town Council on various topics.

- Summer youth program has ended and the students were presented with mayoral proclamations.
- Summer fun camp with the Recreation Department ended this past Friday with an award ceremony.
- Summer meal program exceeded the number of meals handed out last year.
- Administration continues to look for someone to take over Amerbelle and is actively meeting with the DEEP and Senator Courtney to discuss options.
- The Town of Vernon participated in a state-wide Hurricane drill facilitated by Michael Purcaro, Emergency Management Director.
- Information Technology Department continues to work on hiring a director and other positions
- The new town-wide network is being installed and will run parallel with the old system until all bugs have been worked out.
- The DPW director is on sick leave for about a month. Provisions have been made to run the Department.
- DPW finished the renovations to the conference room on the first floor which will be used as a probate court room during the day and will be open to boards and commissions after hours.
- The work on Phoenix Street bridge is completed, a ribbon cutting is being scheduled.
- The field of flags memorial for those who lost their lives in Iraq and Afghanistan will be hosted by the First Congregational Church from 8/26 through 9/13.
- Superintendent Mary Conway was recognized as "outstanding school superintendent" by the NEAG School of Education at UCONN.

G.) **CONSENT AGENDA ITEMS**

Council Member Motola, seconded by Council Member Weissberger made a motion to approve the consent agenda items as presented. Motion carried unanimously.

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 August 10, 2012 is included in the Council packet.)

PROPOSED MOTION:

THE TOWN COUNCIL HEREBY APPROVES ELEVEN (11) OVERPAYMENTS OF PRIOR YEAR TAXES IN THE AMOUNT OF $3,120.89 AND SIXTY-FIVE (65) OVERPAYMENTS FOR CURRENT YEAR TAXES IN THE AMOUNT OF $7,446.53 AS OUTLINED IN THE MEMORANDUM FROM TERRY HJARNE, COLLECTOR OF REVENUE TO JOHN D. WARD, TOWN ADMINISTRATOR DATED AUGUST 10, 2012.

Council Member Motola, seconded by Council Member Weissberger made the above motion to approve the request for tax refunds for prior and current year. Motion carried unanimously.

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

PROPOSED MOTION:

THE TOWN COUNCIL HEREBY APPROVES THE DISPOSAL OF PUBLIC WORKS VEHICLES AS DISCLOSED ON THE FIXED ASSET DISPOSAL REQUEST FORM; AND FURTHER, TO SELL THE VEHICLES TO JDC ENTERPRISES IN THE AMOUNT OF $24,000.00.

Council Member Motola, seconded by Council Member Weissberger made the above motion to approve the disposal of fixed assets for the Department of Public Works. Motion carried unanimously.

C 3. **Request the Town Council approve Mayor George F. Apel's reappointment of Mark S. Etre, (R), 5 Rheel Street, Vernon, Connecticut as a regular member of the Capital Improvement Committee, said appointment to begin on September 1, 2012 and expires August 30, 2015.**

PROPOSED MOTION:

PURSUANT TO VERNON TOWN CODE, ARTICLE V, SECTIONS 10-61-10-63, THE TOWN COUNCIL HEREBY APPROVES THE MAYOR'S REAPPOINTMENT OF MARK S. ETRE (R), 5 RHEEL STREET, VERNON, CONNECTICUT AS A REGULAR MEMBER OF THE CAPITAL IMPROVEMENTS COMMITTEE, SAID APPOINTMENT TO BEGIN ON SEPTEMBER 1, 2012 EXPIRES AUGUST 30, 2015.

Council Member Motola, seconded by Council Member Weissberger made the above motion to approve the Mayor's reappointment of Mark S. Etre as a regular member of the Capital Improvement Committee for a term of 9/1/2012 through 8/30/2015. Motion carried unanimously.

C 4. **Request the Town Council schedule a Public Hearing for the disposal of 13 Morrison Street, Vernon, Connecticut.** (See memorandum dated June 14, 2012 from John D. Ward, Town Administrator to Mayor George F. Apel and the Town Council.)

PROPOSED MOTION:

THE TOWN COUNCIL HEREBY SCHEDULES A PUBLIC HEARING TO HEAR COMMENT AND ANSWER QUESTIONS RELATIVE TO THE DISPOSITION OF 13 MORRISON STREET, VERNON, CONNECTICUT ON SEPTEMBER 18, 2012 AT 7:35 PM, THIRD FLOOR, MEMORIAL BUILDING, 14 PARK PLACE, VERNON, CONNECTICUT.

Council Member Motola, seconded by Council Member Weissberger made the above motion to schedule a public hearing regarding the disposal of 13 Morrison Street for September 18, 201 at 7:35 PM. Motion carried unanimously.

C 5. **Request the Town Council authorize the Town of Vernon to participate in Cooperative Purchasing with other governmental units.** (See memorandum from John D. Ward, Town Administrator to Mayor George F. Apel and the Town Council Members dated August 14, 2012 relative to same.)

PROPOSED RESOLUTION:

THE TOWN COUNCIL, HEREBY RESOLVES IN ACCORDANCE WITH CHAPTER TWELVE (XII) SECTION NINE (9) OF THE TOWN CHARTER, THAT IT IS IN THE BEST INTEREST OF THE TOWN TO: (1.) WAIVE THE TRADITIONAL SEALED BID REQUIREMENTS FOR THE PURCHASE OF MATERIALS, SUPPLIES, EQUIPMENT AND SERVICES UNDER THE COOPERATIVE PURCHASING WITH OTHER GOVERNMENTAL UNITS, COOPERTIVES, COUNCILS OR BOARDS OF EDUCATION FOR THE DURATION OF TWELVE (12) MONTHS, FROM SEPTEMBER 8, 2012 TO SEPTEMBER 7, 2013;AND (2) AUTHORIZE THE TOWN ADMINISTRATOR AS THE MAYOR'S DESIGNEE TO EXECUTE ON BEHALF OF THE TOWN OF VERNON ANY INSTRUMENT (S) TO THAT EFFECT.

Council Member Motola, seconded by Council Member Weissberger made the above motion to authorize the Town of Vernon to participate in cooperative purchasing with other governmental units. Motion carried unanimously.

H.) **DISCUSSION OF PULLED CONSENT AGENDA ITEMS**
None

I.) **PENDING BUSINESS**

1. **Request the Town Council approve the request by James M. Luddecke, Finance Officer and Treasurer for the disposal of Fixed Assets known as IPADS's and turn same over to the Board of Education.** (A memorandum dated May 31, 2012 from James Luddecke, Finance Officer and Treasurer to John D. Ward, Town Administrator relative to same is included for Council review.) This item was postponed to August 21, 2012 pending a statement from Dr. Mary P. Conway.)

PROPOSED MOTION

THE TOWN COUNCIL HEREBY APPROVES THE DISPOSAL OF EIGHT (8) APPLE IPADS AS DISCLOSED ON THE FIXED ASSET DISPOSAL REQUEST FORM; AND AUTHORIZES THE TRANSFER OF THOSE ITEMS TO THE BOARD OF EDUCATION.

Council Member Motola, seconded by Council Member Peterson made the above motion to approve the disposal of fixed assets known as IPAD's and turn them over to the Board of Education. Mayor Apel recognized a memo from Dr. Conway regarding the use of the IPADS. Motion carried unanimously.

2. **Update by Council Member John Kopec relative to the *Barking Dog Policy.*** (No documents included. Council Member Kopec to give an oral report).

NO PROPOSED MOTION

Council Member Kopec provided information regarding the policy and set of procedures put in place regarding barking dogs. The policy and procedures has been shared with a prosecutor who provided positive feedback and feels they are enforceable. A mechanism for dealing with anonymous complaints has been put in place. When a constituent has a complaint, they will be provided with a packet outlining the details of the procedures needed to be followed. The person whom the complaint has been registered against will also receive a packet. The animal control officer has already started utilizing the policy and it will continued to be monitored as it moves forward. Copies of the policy and procedures will be provided to Town Council members.

3. **Request the Town Council authorize Mayor George F. Apel or his designee to accept the standby invitation for the CLP LREC/ZREC Program.** (See memorandum from John D. Ward, Town Administrator dated August 16, 2012 to Mayor George F. Apel, Vernon Town Council and the Energy Improvement District Board relative to sale.)

PROPOSED MOTION

THE VERNON TOWN COUNCIL HEREBY AUTHORIZES MAYOR GEORGE F. APEL, OR HIS DESIGNEE, TO ACCEPT THE STANDBY INVITATION FOR THE CLP LREC/ZREC PROGRAM, AND FURTHER AUTHORIZES MAYOR GEORGE F. APEL, OR HIS DESIGNEE TO ENTER INTO AND EXECUTE ALL NECESSARY DOCUMENTS TO COMPLETE THE STANDARD BIDDING CONTRACT WITH CLP AND AN EMERGENCY SUPPLY AND SERVICE CONTRACT WITH UTC POWER FOR A FUEL CELL AT THE WATER POLLUTION CONTROL AUTHORITY, IF THE PROJECT IS SELECTED.

Council Member Motola, seconded by Council Member Weissberger made the above motion to authorize the Mayor or his designee to accept the standby invitation for the CLP LREC/ZREC Program. Lindsay from UTC was present and spoke about the 400 kw fuel cell being located at the WPCA. She answered questions from town council members. Motion carried unanimously.

J.) **NEW BUSINESS**

1. **Request the Town Council approve the following Job Descriptions as recommended by Assistant Town Administrator Dawn Maselek.** (Copies of six job descriptions are 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 DESCRIPTIONS OF DIRECTOR OF INFORMATION & COMMUNICATION TECHNOLOGY, SENIOR SYSTEMS ANALYST, SYSTEMS ANALYST, ASSISTANT DIRECTOR OF WPCA, PARK MAINTAINER II AND ADMINISTRATIVE SECRETARY AS PRESENTED.

Council Member Motola, seconded by Council Member Weissberger made the above motion to approve the job descriptions as recommended by Assistant Town Administrator Dawn Maselek. Assistant Town Administrator Maselek was available to answer questions.

Council Member Winkler, seconded by Council Member DiDio made a motion to divide the question to vote on the Director of Information and Communication Technology job description separately. Motion carried, Council Member Peterson opposed. Discussion took place. Motion to approve the job description for the Director of Information and Communication Technology carried, Council Members Winkler, DiDio, Russell and Gingras oppsed.

Discussion took place regarding the rest of the job descriptions. Motion to approve the job descriptions for Senior Systems Analyst, Systems Analyst, Assistant Director of WPCA, Park Maintainer, and Administrative Secretary 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 SPECIAL TOWN COUNCIL MEETING JULY 12, 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 July 12, 2012 special Town Council meeting. Motion carried unanimously.

TOWN COUNCIL WAIVES THE READING OF THE MINUTES OF THE REGULAR TOWN COUNCIL MEETING JULY 17, 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 July 17, 2012 regular Town Council meeting. Motion carried unanimously.

THE TOWN COUNCIL WAIVES THE READING OF THE MINUTES OF THE SPECIAL TOWN COUNCIL MEETING JULY 24, 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 July 24, 2012 special Town Council meeting. Motion carried unanimously.

THE TOWN COUNCIL WAIVES THE READING OF THE MINUTES OF THE SPECIAL TOWN COUNCIL MEETING OF JANUARY 10, 2012 AND THAT MINUTES OF SAID MEETING BE APPROVED.

C Council Member Motola, seconded by Council Member Weissberger made a motion to waive the reading of and approve the minutes of the January 10, 2012 special Town Council meeting. Council Member Weissberger made a correction to the minutes to reflect the meeting took place at the Senior Center and not Vernon Town Council Chambers. Motion carried unanimously.

P.) **INFORMATIONAL ITEMS**

1. Monthly Activity Report – July, 2012 Town Clerk Office, as submitted by Bernice K. Dixon, Town Clerk.
2. Monthly Report – Emergency Medical Services, July 2012, as submitted by Jean Gauthier, EMS Coordinator.
3. Memorandum from John D. Ward, Town Administrator to the Town Council relative to Temporary Assignment of Duties at DPW, dated August 16, 2012.
4. Memorandum from John D. Ward, Town Administrator to Department Heads, Dr. Mary P. Conway, Superintendent of Schools and Michael Purcaro, Business and Finance Manager, Board of Education dated August 16, 2012 re: Temporary Assignment of Duties at DPW.

Adjourn (8:51 PM)

Council Member Winkler, seconded by Council Member DiDio made a motion to adjourn. Motion carried unanimously.

Received:

Approved:

Respectfully Submitted,

Jill Kentfield
Recording Secretary