

March 5, 2013

**APPROVED MINUTES**  
**VERNON TOWN COUNCIL REGULAR MEETING**  
**TOWN HALL - 14 PARK PLACE - 3<sup>rd</sup> Floor**  
**VERNON, CONNECTICUT**

**March 5, 2013 7:30pm.**

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

**A) PLEDGE OF ALLEGIANCE:**

**B) ROLL CALL:**

**Present:** Council Members Thomas DiDio, Julie Clay, Marie Herbst, John Kopec, Brian Motola, Steven Peterson, Thomasina Russell, Daniel Sullivan, Adam Weissberger, and Michael Winkler

**Absent:** Council Members Bill Campbell and Virginia Gingras

**Entered During Meeting:**

**Also Present:** Mayor George Apel, Town Administrator John Ward, Recording Secretary Danielle Forand

**C) CITIZEN'S FORUM**

None.

**D.) EXECUTIVE SESSION**

None.

**E.) PUBLIC HEARING**

None

**F.) PRESENTATIONS BY THE ADMINISTRATION**

Mayor George F. Apel, Senator Anthony Guglielmo, State Representative Claire Janowski and State Representative Tim Ackert to discuss the Governor's Budget and proposed municipal revenue.

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

- The Mayor and Bob Sigan participated in the 17<sup>th</sup> Annual Fenix Memorial Fidelco Bowling Tournament. Vernon has won the trophy again this year and Fidelco will present a trophy.
- Negotiations have begun with the 1471 Laborers Union.
- 2013-2014 Budget Preparations are complete and will be presented March 11, 2013.
- The Fire Department Banquet was held at the Villa Louisa in February.
- Two young men were awarded the Eagle Scout honor.
- Two Vernon Projects have received funding from the DECD in the CHAMP Program.

**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 Current Year.** (A copy of a memorandum from Terry Hjarne, Collector of Revenue, to John D. Ward, Town Administrator February 25, 2013 is included in the Council packet.)

March 5, 2013

**PROPOSED MOTION:**

THE TOWN COUNCIL HEREBY APPROVES FIVE (5) PRIOR YEAR OVERPAYMENT OF TAXES IN THE AMOUNT OF \$2,138.59 AND TWELVE (12) OVERPAYMENTS FOR CURRENT YEAR TAXES IN THE AMOUNT OF \$17,287.76 AS OUTLINED IN THE MEMORANDUM FROM TERRY HJARNE, COLLECTOR OF REVENUE TO JOHN D. WARD, TOWN ADMINISTRATOR DATED FEBRUARY 25, 2013.

- C 2. Request the Town Council approve budget amendment #30, as provided by Finance Officer James Luddecke on the budget amendment forms attached to this agenda.**

**PROPOSED MOTION:**

THE TOWN COUNCIL HEREBY APPROVES BUDGET AMENDMENT REQUEST #30 FOR FISCAL YEAR 2012-2013 AS OUTLINED IN THE BUDGET AMENDMENT FORMS PROVIDED BY FINANCE OFFICER, JAMES M. LUDDECKE.

- C 3. Request the Town Council adopt the Town of Vernon Affirmative Action Policy Statement as required by DECD and the Small Cities Grant Program.** (A copy of the Affirmative Action Policy is included for Council review)

**PROPOSED RESOLUTION:**

THE TOWN COUNCIL HEREBY ADOPTS THE TOWN OF VERNON AFFIRMATIVE ACTION POLICY STATEMENT AND HEREBY AUTHORIZES MAYOR GEORGE F. APEL TO EXECUTE THIS DOCUMENT, DESIGNATING JOHN D. WARD, TOWN ADMINISTRATOR, AS THE TOWN'S FAIR HOUSING OFFICER.

- C 4. Request the Town Council, in accordance with the requirements for the Small Cities, Community Development Block Grant, adopt the Fair Housing Resolution for the Town of Vernon.**

**PROPOSED RESOLUTION:**

THE TOWN COUNCIL HEREBY WAIVES THE READING AND ADOPTS THE TOWN OF VERNON FAIR HOUSING RESOLUTION AND AUTHORIZES JOHN D. WARD, TOWN ADMINISTRATOR, AND FAIR HOUSING OFFICER TO SIGN ON BEHALF OF THE TOWN OF VERNON, SAID FAIR HOUSING RESOLUTION IS A REQUIREMENT OF THE SMALL CITIES, COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION FOR 2013.

March 5, 2013

- C 5. Request the Town Council, in accordance with the requirements for the Small Cities, Community Development Block Grant, adopt the Fair Housing Policy Statement for the Town of Vernon.**

**PROPOSED MOTION:**

THE TOWN COUNCIL HEREBY WAIVES THE READING AND ADOPTS THE **FAIR HOUSING POLICY STATEMENT** AND AUTHORIZES JOHN D. WARD, TOWN ADMINISTRATOR, AND FAIR HOUSING OFFICER TO SIGN ON BEHALF OF THE TOWN OF VERNON. SAID POLICY STATEMENT IS REQUIRED BY THE SMALL CITIES, COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION FOR 2013.

- C 6. Request the Town Council in accordance with the requirements for the Small Cities, Community Development Block Grant, adopt the Title VI Document for the Town of Vernon.**

**PROPOSED MOTION:**

THE TOWN COUNCIL HEREBY WAIVES THE READING AND ADOPTS THE COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 AND AUTHORIZES JOHN D. WARD, TOWN ADMINISTRATOR AND FAIR HOUSING OFFICER TO SIGN THIS DOCUMENT DECLARING THE TOWN OF VERNON'S COMPLIANCE. SAID COMPLIANCE IS REQUIRED BY THE SMALL CITIES, COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION FOR 2013.

- C 7. Request the Town Council, in accordance with the requirements for the Small Cities, Community Development Block Grant, adopt the ADA Notice for the Town of Vernon.**

**PROPOSED MOTION:**

THE TOWN COUNCIL HEREBY WAIVES THE READING AND ADOPTS THE **ADA NOTICE** AND AUTHORIZES JOHN D. WARD, TOWN ADMINISTRATOR AND FAIR HOUSING OFFICER TO SIGN SAID NOTICE, AND TO PUBLISH THIS NOTICE IN A LOCAL NEWSPAPER. SAID COMPLIANCE IS REQUIRED BY THE SMALL CITIES.

- C 8. Request the Town Council in accordance with the requirements for the Small Cities, Community Development Block Grant, adopt the Municipal ADA Grievance Procedure for the Town of Vernon.**

**PROPOSED MOTION:**

March 5, 2013

THE TOWN COUNCIL HEREBY WAIVES THE READING AND ADOPTS THE **MUNICIPAL ADA GRIEVANCE PROCEDURE** NOTICE AND AUTHORIZES MAYOR GEORGE F. APEL TO SIGN THE MUNICIPAL GRIEVANCE PROCEDURE NOTICE DECLARING THE TOWN OF VERNON'S COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT. SAID COMPLIANCE IS REQUIRED BY THE SMALL CITIES, COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION FOR 2013.

- C 9.** **Request the Town Council approve Mayor George F. Apel's appointment of Sally Hearn, (U), 55 Grove Street, Vernon, Connecticut as a regular member of the Senior Citizen's Advisory Committee for a term commencing on March 6, 2013 and expiring on June 30, 2014.** (A copy of Ms. Hearn's resume is included for Council review.)

**PROPOSED MOTION:**

PURSUANT TO VERNON'S CHARTER CHAP. XV, SEC. 3; EST. 03-02-1982, THE TOWN COUNCIL APPROVES MAYOR GEORGE F. APEL'S APPOINTMENT OF SALLY HEARN, (U), 55 GROVE STREET, VERNON, CONNECTICUT AS A MEMBER OF THE SENIOR CITIZENS ADVISORY COMMITTEE, SAID TERM TO COMMENCE ON MARCH 6, 2013 AND EXPIRING ON JUNE 30, 2014.

- C 10.** **Request the Town Council approve Mayor George F. Apel's appointment of Pauline A. Schaefer, (D), 1A Fox Hill Drive, Vernon, Connecticut as a regular member of the Senior Citizen's Advisory Committee for a term commencing on March 6, 2013 and expiring on June 30, 2013.** (A copy of Ms. Schaefer's resume is included for Council review.)

**PROPOSED MOTION:**

PURSUANT TO VERNON'S CHARTER CHAP. XV, SEC. 3; EST. 03-02-1982, THE TOWN COUNCIL APPROVES MAYOR GEORGE F. APEL'S APPOINTMENT OF PAULINE A. SCHAEFER, (D), 1A FOX HILL DRIVE, VERNON, CONNECTICUT AS A REGULAR MEMBER OF THE SENIOR CITIZEN'S ADVISORY COMMITTEE FOR A TERM COMMENCING ON MARCH 6, 2013 AND EXPIRING ON JUNE 30, 2013.

- C 11.** **Request the Town Council, approve the Emergency Management Performance Grant (EMPG) for Fiscal Year 2013, as submitted by Emergency Management Director Michael Purcaro.** (A copy of cover letter, and grant application are included for Council Review.)

**PROPOSED RESOLUTION:**

March 5, 2013

BE IT RESOLVED THAT THE TOWN COUNCIL AUTHORIZES MAYOR GEORGE F. APEL TO EXECUTE ALL NECESSARY PAPERWORK TO MAKE APPLICATION FOR AND RECEIVE THE 2013 EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG) OFFERED BY THE STATE OF CONNECTICUT DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION, IN THE AMOUNT OF \$14,602.50.

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

None

I.) **PENDING BUSINESS**

**1. Request for date change relative to Town Council Budget Meetings.**

(See memorandum from John D. Ward, Town Administrator to the Town Council relative to same.)

**PROPOSED MOTION:**

THE TOWN COUNCIL HEREBY MOVES TO AMEND THE 2013-2014 BUDGET MEETING SCHEDULE TO ELIMINATE MARCH 25, 2013 AND SUBSTITUTE APRIL 1, 2013. IN ALL OTHER RESPECTS SAID MEETING SCHEDULE REMAINS AS PREVIOUSLY APPROVED.

Council Member Motola, seconded by Council Member Weissberger made the above motion to request for date changes relative to Town Council Budget Meetings. Motion carried unanimously.

J.) **NEW BUSINESS**

**1. Request the Town Council authorize Mayor George F. Apel to execute any and all documents relative to the CCM Prescription Discount Card Program with PROACT INC.** (See memorandum dated February 25, 2013 from Mayor George F. Apel to the Vernon Town Council re: same; and the PROACT INC contract for Council review.)

**PROPOSED MOTION:**

THE TOWN COUNCIL HEREBY AUTHORIZES MAYOR GEORGE F. APEL TO EXECUTE ANY AND ALL DOCUMENTS RELATIVE TO THE CCM PRESCRIPTION DISCOUNT CARD PROGRAM, INCLUDING BUT NOT LIMITED TO THE SERVICE AGREEMENT WITH PROACT, INC.

Council Member Motola, seconded by Council Member Weissberger made the above motion to authorize Mayor George F. Apel to execute any and all documents relative to the CCM Prescription Discount Card Program with PROACT Inc. Gina Calabro from CCM made a presentation. Discussion took place. Motion carried unanimously.

March 5, 2013

2. **Request the Town Council approve the Help Desk Coordinator job description as recommended by Assistant Town Administrator Dawn Maselek.** (A copy of the new 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 Help Desk Coordinator job description. Dawn Maselek, ATA and Robert Sigan IT Director, were present to answer any questions. Discussion took place. Motion carried unanimously.

3. **Request the Town Council approve a Bid Waiver for the purchase of Engineering Survey Services from SERTEX.** (A memorandum dated February 27, 2013 from John D. Ward, Town Administrator to the Vernon Town Council is included for Council review.)

**PROPOSED RESOLUTION:**

RESOLVED, THE TOWN COUNCIL CONSISTENT WITH THE TOWN CHARTER, CHAPTER 12, SECTION 9, DETERMINES THAT IT IS IN THE BEST INTEREST OF THE TOWN TO WAIVE THE BID PROCEDURE FOR THE PURCHASE OF ENGINEERING SURVEY SERVICES FROM SERTEX IN THE AMOUNT NOT TO EXCEED \$41,087.

Council Member Motola, seconded by Council Member Weissberger made the above motion to approve the Bid Waiver for the purchase of Engineering Survey Services from SERTEX. Robert Sigan IT Director, was present to answer any questions. Discussion took place. Motion carried unanimously.

K.) **INTRODUCTION OF ORDINANCES**

L.) **ACTION ON ORDINANCES PREVIOUSLY PRESENTED**

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

N.) **DISCUSSION OF ADDITIONAL ITEMS AND INFORMATIONAL ITEMS**

O.) **ADOPTION OF MINUTES**

Council Member Motola , seconded by Council Member Weissberger made a motion to waive the reading of and approve the minutes of the February 19,2013 regular Town Council meeting. Motion carried unanimously.

P.) **INFORMATIONAL ITEMS**

March 5, 2013

1. Monthly Activity Report for the month of January, 2013 from the Building Official, Harry Dan Boyko.
2. Monthly Activity Report for the month of January, 2013 from the Police Department as submitted by Captain Stephen M. Clark.
3. Year to Date - Business and Finance Report as submitted by Board of Education Finance Manager Michael Purcaro.

**Adjourn 9:02 PM**

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

Received: March 7, 2013

Approved: March 19, 2013

Respectfully Submitted,

Danielle Forand  
Recording Secretary

Karen C. Daigle, CCTC  
Assistant Town Clerk