

June 17, 2014

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

**June 17, 2014 7:30pm.**

Mayor Daniel A. Champagne called the meeting to order at 7:30 PM

**A) PLEDGE OF ALLEGIANCE:**

**B) ROLL CALL:**

**Present:** Council Members Pauline Schaefer, Virginia Gingras, Julie Clay, Brian Motola, Kim Appleyard, Steve Wakefield, Steven Peterson, Fred Lehmann, Bill Campbell, John Kopec, and Michael Winkler

**Absent:** Council Member Ann Letendre

**Entered During Meeting:**

**Also Present:** Mayor Daniel A. Champagne, Town Administrator John Ward, Recording Secretary Danielle Forand

**C) CITIZEN'S FORUM**

None

**D.) EXECUTIVE SESSION**

Council Member Wakefield, seconded by Council Member Kopec made a motion to go into Executive Session. Motion carried unanimously.

THE TOWN COUNCIL PURSUANT TO THE AUTHORITY GIVEN IN CONNECTICUT GENERAL STATUTES 1-200(6) (C) HEREBY MOVES TO GO INTO EXECUTIVE SESSION TO DISCUSS MATTERS CONCERNING PUBLIC SECURITY RELATIVE TO THE AMERBELLE COMPLEX AND INVITES JOHN D. WARD, TOWN ADMINISTRATOR TO ATTEND.

Recess: 7:37PM

Reconvene: 7:59PM

**E.) PUBLIC HEARING**

None

**F.) PRESENTATIONS BY THE ADMINISTRATION**

Mayor Daniel A. Champagne to make presentations to the Town Council on various topics.

**G.) ACTION ON CONSENT AGENDA**

Council Member Wakefield, seconded by Council Member Kopec made a motion to move Consent Agenda Items C#1, C#3, C#4, C#5, C#6 and C#7 as presented. Consent Agenda Item C#2, was pulled for discussion. Motion carried unanimously.

- C 1. Request for the approval Tax Refunds for Current Years.** (A copy of a memorandum from Terry Hjarne, Collector of Revenue, to John D. Ward, Town Administrator dated June 6, 2014 is included in the Council packet.)

**PROPOSED MOTION:**

June 17, 2014

THE TOWN COUNCIL HEREBY APPROVES (1) ONE CURRENT YEAR TAX REFUNDS FOR A TOTAL OF \$161.92, AS OUTLINED IN THE MEMORANDUM FROM TERRY HJARNE, COLLECTOR OF REVENUE TO JOHN D. WARD, TOWN ADMINISTRATOR DATED JUNE 6, 2014.

- C 3. Request the Town Council approve Mayor Daniel A. Champagne's reappointment of Sally Hearn, (U), 55 Grove Street, Vernon, Connecticut as a regular member of the Senior Citizen's Advisory Committee, said term to commence on July 1, 2014 and expires on June 30, 2017.** (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 DANIEL A. CHAMPAGNE'S REAPPOINTMENT OF SALLY HEARN, (U), 55 GROVE STREET, VERNON, CONNECTICUT AS A MEMBER OF THE SENIOR CITIZEN'S ADVISORY COMMITTEE, SAID TERM TO BEGIN ON JULY 1, 2014 AND EXPIRE ON JUNE 30, 2017.

- C 4. Request the Town Council approve Mayor Daniel A. Champagne's reappointment of Ronald C. Kane, (R), 15 Tobias Court, Vernon, Connecticut as a regular member of the Senior Citizen's Advisory Committee, said term to commence on July 1, 2014 and expires June 30, 2017.** (A copy of Mr. Kane'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 DANIEL A. CHAMPAGNE'S REAPPOINTMENT OF RONALD C. KANE, (R), 15 TOBIAS COURT, VERNON, CONNECTICUT AS A MEMBER OF THE SENIOR CITIZEN'S ADVISORY COMMITTEE, SAID TERM TO BEGIN ON JULY 1, 2014 AND EXPIRE ON JUNE 30, 2017.

- C 5. Request the Town Council approve Mayor Daniel A. Champagne's reappointment of Joseph Grabinski, (R), 623 Dart Hill Road, Vernon, Connecticut as a regular member of the Senior Citizen's Advisory Committee, said term to commence on July 1, 2014 and expires June 30, 2017.** (A copy of Mr. Grabinski'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 DANIEL A. CHAMPAGNE'S REAPPOINTMENT OF JOSEPH GRABINSKI, (R), 623 DART HILL ROAD , VERNON, CONNECTICUT AS A MEMBER

June 17, 2014

OF THE SENIOR CITIZEN'S ADVISORY COMMITTEE, SAID TERM TO BEGIN ON JULY 1, 2014 AND EXPIRE ON JUNE 30, 2017.

- C 6. Request the Town Council approves the reappointment of James M. Luddecke, 14 Park Place, Vernon, Connecticut as Town of Vernon Treasurer, said term to commence on July 1, 2014 and expires on June 30, 2018.**

**PROPOSED MOTION**

THE TOWN COUNCIL, CONSISTENT WITH CHAPTER IX, SECTION TWO OF THE TOWN CHARTER, ENTITLED "OFFICERS AND BOARDS APPOINTED BY THE TOWN COUNCIL", HEREBY APPROVES THE REAPPOINTMENT OF JAMES M. LUDDECKE, AS TOWN TREASURER, SAID TERM TO BEGIN ON JULY 1, 2014 AND EXPIRE ON JUNE 30, 2018.

- C 7. Request the Town Council approve Mayor Daniel A. Champagne's reappointment of Carl H. Slusarczyk, (R), 72 Frederic Road, Vernon, Connecticut, as a regular member of the Zoning Board of Appeals, said term to commence on July 1, 2014 and expires June 30, 2019.** (A copy of Mr. Slusarczyk's resume is included for Council review.)

**PROPOSED MOTION**

PURSUANT TO VERNON'S CHARTER CHAPTER VIII, SEC. 2 & 6; THE TOWN COUNCIL APPROVES MAYOR DANIEL A. CHAMPAGNE'S REAPPOINTMENT OF CARL H. SLUSARCZYK, (R), 72 FREDERIC ROAD, VERNON, CONNECTICUT AS A REGULAR MEMBER OF THE ZONING BOARD OF APPEALS, SAID TERM TO BEGIN ON JULY 1, 2014 AND EXPIRES JUNE 30, 2019.

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

- C 2. Request the Town Council approve budget amendments # 45, #46, #47, #48, #49, #50, #51 and #52 for fiscal year 2013-2014 as provided by Finance Officer James M. Luddecke on the budget amendment forms attached to this agenda.** (See amendment forms in the Council packet.)

**PROPOSED MOTION:**

THE TOWN COUNCIL HEREBY APPROVES BUDGET AMENDMENT REQUESTS # 45, #46, #47, #48, #49, #50, #51 AND #52 FOR FISCAL YEAR 2013-2014 AS OUTLINED IN THE BUDGET AMENDMENT FORMS PROVIDED BY FINANCE OFFICER, JAMES M. LUDDECKE.

Council Member Wakefield, seconded by Council Member Campbell made a motion to approve Budget Amendment Requests #45, #46, #47, #48, #49, #50, #51 and #52 for Fiscal Year 2013-2014 as outlined in the Budget Amendment forms provided by Finance Officer, James M. Luddecke. Finance Officer, Jim Luddecke and Assistant Town Administrator, Dawn Maselek were present. Discussion took place. Motion carried unanimously.

June 17, 2014

I.) **PENDING BUSINESS**  
None

J.) **NEW BUSINESS**

Mayor Daniel A. Champagne pulled New Business #2 from the agenda.

1. **Update and discussion regarding Year to Date Revenue and Expenditures report from Finance Director James M. Luddecke for Fiscal Year 2013-2014.** (Please see YTD up to and including May 31, 2014 provided in the Council packet.)

**NO PROPOSED MOTION**

Finance Officer, Jim Luddecke was present. Discussion took place.

3. **Request the Town Council approve a general wage increase for all non-union employees and permanent part-time non-union employees.** (See memorandum from Mayor Daniel A. Champagne to the Vernon Town Council dated June 12, 2014 relative to same.)

**PROPOSED MOTION:**

THE TOWN COUNCIL, CONSISTENT WITH THE TOWN OF VERNON PERSONNEL RULES AND REGULATIONS, SECTION 5.2, HEREBY AUTHORIZES THAT ALL NON-UNION EMPLOYEES AND PERMANENT PART-TIME NON-UNION EMPLOYEES BE GIVEN A GENERAL WAGE INCREASE OF ONE AND ONE HALF PERCENT (1.5%), EFFECTIVE JULY 1, 2014.

Council Member Wakefield, seconded by Council Member Kopec made a motion to authorize that consistent with the Town Of Vernon Personnel Rules and Regulations, Section 5.2, all Non-Union Employees and permanent Part-Time Non-Union Employees be given a General Wage Increase of one and one half percent (1.5%) effective July 1, 2014. Finance Officer, Jim Luddecke was present. Discussion took place. Motion carried unanimously.

4. **Request the Town Council approve the WPCA request to dispose of items that have exceeded their useful life.** (See documents submitted by David Ignatowicz, Director of the WPCA.)

**PROPOSED MOTION:**

THE TOWN COUNCIL HEREBY APPROVES THE WATER POLLUTION CONTROL DEPARTMENT TO DISPOSE OF VEHICLES AND EQUIPMENT AS DISCLOSED ON THE FIXED ASSET DISPOSAL REQUEST FORM. FURTHERMORE, ANY SCRAP VALUE PROCEEDS RECEIVED WILL BE DEPOSITED INTO THE SEWER USER ACCOUNT.

June 17, 2014

Council Member Wakefield, seconded by Council Member Kopec made a motion to approve the Water Pollution Control Department to dispose of vehicles and equipment as disclosed on the fixed asset disposal request form. Furthermore, any scrap value proceeds received will be deposited into the sewer user account. Finance Officer, Jim Luddecke and Assistant Director of WPCA, Robert Grasis were present. Discussion took place. Motion carried unanimously.

- 5. Request the Town Council approve the submission of the *End Hunger CT Nutrition Grant.*** ( See memorandum from Alan Slobodien, Director, Youth Services Bureau relative to same.)

**PROPOSED MOTION**

BE IT RESOLVED THAT THE TOWN COUNCIL APPROVES THE SUBMITTAL OF THE END HUNGER CT MISSION NUTRITION GRANT IN THE AMOUNT OF \$500.00.

Council Member Wakefield, seconded by Council Member Kopec made a motion to approve the submittal of the End of Hunger CT Mission Nutrition Grant in the Amount of \$500.00. Youth Services Director, Alan Slobodien was present. Motion carried unanimously.

- 6. Request the Town Council approve the Job Descriptions of Administrative Assistant – Data Processing; and the job descriptions of Cemetery Maintainer and Cemetery Superintendent as recommended by Assistant Town Administrator Dawn Maselek.** (A copy of the job descriptions are included for Council review.)

**PROPOSED MOTION #1**

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 **ADMINISTRATIVE ASSISTANT – DATA PROCESSING.**

Council Member Wakefield, seconded by Council Member Kopec made a motion to adopt the Job Description of Administrative Assistant- Data Processing. Assistant Town Administrator Dawn Maselek was present. Discussion took place Motion carried unanimously.

**PROPOSED MOTION #2**

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 CEMETERY SUPERINTENDENT AND CEMETERY MAINTAINER. FURTHER THE TOWN COUNCIL CONSISTENT WITH THE TOWN OF VERNON PERSONNEL RULES AND REGULATIONS, SECTION 4.1(E) ENTITLED “MAINTENANCE OF THE CLASSIFICATION SYSTEM”, HEREBY ADOPTS THE WAGE RANGES C-6 AND C-4 FOR **CEMETERY SUPERINTENDENT AND CEMETERY MAINTAINER.**

June 17, 2014

Council Member Wakefield, seconded by Council Member Kopec made a motion to adopt the Job Description of Cemetery Superintendent and Cemetery Maintainer. Assistant Town Administrator Dawn Maselek was present. Discussion took place. Motion carried unanimously.

7. **Request the Town Council schedule a Public Hearing for the purpose of hearing comment and answering questions relative to the disposition of town owned land to the State of Connecticut.** (See memorandum dated June 12, 2014 from John D. Ward, Town Administrator to Mayor Daniel A. Champagne and the Vernon Town Council relative to same.)

**PROPOSED MOTION #1**

THE TOWN COUNCIL HEREBY SCHEDULES A PUBLIC HEARING FOR JULY 15, 2014 AT 7:35 PM, THIRD FLOOR, MEMORIAL BUILDING, 14 PARK PLACE, VERNON, CONNECTICUT, TO HEAR COMMENTS AND ANSWER QUESTIONS REGARDING THE DISPOSITION OF TOWN OWNED LAND TO THE STATE OF CONNECTICUT FOR THE PURPOSE OF REPLACING THE EXISTING BRIDGE NO. 5588 OVER THE HOCKANUM RIVER AT 74 (WINDSORVILLE ROAD).

Council Member Wakefield, seconded by Council Member Kopec made a motion to schedule a Public Hearing for July 15, 2014 at 7:35PM, Third Floor, Memorial Building, 14 Park Place, Vernon Connecticut, to hear comments and answer questions regarding the disposition of town owned land to the state of Connecticut for the purpose of replacing the existing bridge No. 5588 over the Hockanum River at 74 (Windsorville Road). Motion carried unanimously.

**PROPOSED MOTION #2**

THE TOWN COUNCIL FURTHER REQUESTS TOWN ADMINISTRATOR, JOHN D. WARD, TO DIRECT AN 8-24 REVIEW BE CONDUCTED BY THE VERNON PLANNING AND ZONING COMMISSION.

Council Member Wakefield, seconded by Council Member Kopec made a motion to further request the Town Administrator, John D. Ward, to direct an 8-24 review be conducted by the Vernon Planning and Zoning Commission. Motion carried unanimously.

8. **Request the Town Council approve a bid waiver for costs associated with Phase II and Phase III field investigations as 200 West Main Street in the amount not to exceed \$46,500.00.** (See memorandum from John D. Ward, Town Administrator to Daniel A. Champagne, Mayor and the Vernon Town Council dated June 12, 2014 relative to same.)

**PROPOSED MOTION**

RESOLVED, THE TOWN COUNCIL CONSISTENT WITH THE TOWN CHARTER, CHAPTER 12, SECTION 9, HEREBY WAIVES THE BID PROCEDURE FOR COSTS ASSOCIATED WITH PHASE II AND PHASE III FIELD INVESTIGATIONS AT 200 WEST MAIN STREET, IN THE AMOUNT NOT TO EXCEED \$46,500 FROM GEI

June 17, 2014

CONSULTANTS, INC., GLASTONBURY, CONNECTICUT TO BE PAID USING MUNICIPAL BROWNFIELDS ASSESSMENT AND INVENTORY FUNDS, AND FURTHER AUTHORIZES TOWN ADMINISTRATOR, JOHN D. WARD, TO EXECUTE ANY INSTRUMENT (S) TO THAT EFFECT, ON BEHALF OF THE TOWN OF VERNON.

Council Member Wakefield, seconded by Council Member Kopec made a motion waive the bid procedure for costs associated with Phase II and Phase III Field Investigations at 200 West Main Street, in the amount not to exceed \$46,500 from GEI Consultants, Inc., Glastonbury, Connecticut to be paid using municipal Brownfields assessment and inventory funds, and further authorizes Town Administrator, John D. Ward, to execute any Instrument (s) to that effect, on behalf of the Town of Vernon. Motion carried unanimously.

**K.) INTRODUCTION TO ORDINANCES**

**L.) ACTION ON ORDINANCE(S) PREVIOUSLY PRESENTED**

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

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

**O.) ADOPTION OF MINUTES**

Council Member Wakefield, seconded by Council Member Kopec made a motion to waive the reading of and approve the minutes of the Regular Town Council Meeting of June 3, 2014. Motion carried with 10 in favor and 1 Abstention.

**P.) INFORMATIONAL ITEMS, PETITIONS, COMMUNICATIONS, CORRESPONDENCE, REPORTS, ETC. NOT REQUIRING ACTION**

1. Monthly Report – EMS – May, 2014 as submitted by Jean Gauthier, EMS Coordinator.
2. YTD – Board of Education as submitted by Michael Purcaro, Business Manager, Vernon Board of Education.

Council Member Wakefield, seconded by Council Member Peterson made a motion to adjourn. Motion carried with 6 in favor and 5 opposed.

Adjourned: 8:54 PM

Received: June 25, 2014

Approved: July 15, 2014

Respectfully Submitted,

Danielle Forand  
Recording Secretary

Karen C. Daigle, CCTC  
Assistant Town Clerk

June 17, 2014