

RECEIVED
VERNON TOWN CLERK

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

14 JUL 22 AM 11:58

July 15, 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, Ann Letendre, Steve Wakefield, Steven Peterson, Fred Lehmann, Bill Campbell, and John Kopec

Absent: Council Member Kim Appleyard and Michael Winkler

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**

None

Recess: 7:33PM

Reconvene: 7:35PM

E.) **PUBLIC HEARING (7:35PM)**

PUBLIC HEARING TO RECEIVE COMMENTS AND QUESTIONS RELATIVE TO
***“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”.***

MAYOR DANIEL A. CHAMPAGNE CALLS THE PUBLIC HEARING TO ORDER

CLERK READS THE LEGAL NOTICE

MAYOR DANIEL A. CHAMPAGNE CALLS FOR PUBLIC COMMENT

MAYOR DANIEL A. CHAMPAGNE DECLARES THE PUBLIC HEARING –
ADJOURNED

(NOTE: Action to be considered at the August Town Council Meeting)

Public Hearing Adjourned: 7:36PM

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 as presented. Motion carried unanimously.

- C 1. Request for the approval Tax Refunds for Prior Year.** (A copy of a memorandum from Terry Hjarne, Collector of Revenue, to John D. Ward, Town Administrator dated July 7, 2014 is included in the Council packet.)

PROPOSED MOTION:

THE TOWN COUNCIL HEREBY APPROVES (11) ELEVEN PRIOR YEAR TAX REFUNDS FOR A TOTAL OF \$3,511.34, AS OUTLINED IN THE MEMORANDUM FROM TERRY HJARNE, COLLECTOR OF REVENUE TO JOHN D. WARD, TOWN ADMINISTRATOR DATED JULY 7, 2014.

- C 2. Request the Town Council approve budget amendments # 53, #54, #55, #56, #57, #58, #59, #60 and #61 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 #53, #54, #55, #56, #57, #58, #59, #60 and #61 FOR FISCAL YEAR 2013-2014 AS OUTLINED IN THE BUDGET AMENDMENT FORMS PROVIDED BY FINANCE OFFICER, JAMES M. LUDDECKE.

- C 3. Request the Town Council approved budget amendments #1 and #2 for fiscal year 2014-2015 as provided by Finance Office 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 #1, AND #2 FOR FISCAL YEAR 2014-2015 AS OUTLINED IN THE BUDGET AMENDMENT FORMS PROVIDED BY FINANCE OFFICER, JAMES M. LUDDECKE.

- C 4. Request the Town Council approve Mayor Daniel A. Champagne's appointment of John Whitman Kleinhans, (R), 60 Old Town Road, Unit 151, Vernon, Connecticut as a regular member of the Planning and Zoning Commission, said term to commence on July 16, 2014 and expires December 31, 2014.** (A copy of Mr. Kleinhans's resume is included for Council review.)

PROPOSED MOTION

PURSUANT TO CHARTER CHAPTER VIII, SEC. 1,6 & 11 DATED JANUARY 1, 1985; C.G.S. §8-4A&B, THE TOWN COUNCIL HEREBY APPROVES MAYOR DANIEL A. CHAMPAGNE'S APPOINTMENT OF JOHN WHITMAN KLEINHANS, (R), 60 OLD

TOWN ROAD, UNIT 151, VERNON, CONNECTICUT AS A REGULAR MEMBER OF THE PLANNING AND ZONING COMMISSION FOR A TERM TO COMMENCE ON JULY 16, 2014 AND EXPIRES DECEMBER 31, 2014.

- C 5. **Request the Town Council approve Mayor Daniel A. Champagne’s appointment of Wes Shorts, (R), 109 Hany Lane, Vernon, Connecticut as a regular member of the Senior Citizens Advisory Committee, said term to commence on July 16, 2014 and expires June 30, 2015.** (A copy of Mr. Shorts’ 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 APPOINTMENT OF WES SHORTS, (R), 109 HANY LANE, VERNON, CONNECTICUT AS A MEMBER OF THE SENIOR CITIZENS ADVISORY COMMITTEE, SAID TERM TO BEGIN ON JULY 16, 2014 AND EXPIRE ON JUNE 30, 2015.

- I.) **PENDING BUSINESS**
None

- J.) **NEW BUSINESS**

Mayor Daniel A. Champagne pulled New Business #10 from the agenda.

- 1. **Request the Town Council approve Mayor Daniel A. Champagne’s appointment of the new Town of Vernon Building Official.** (See memorandum dated July 10, 2014 from Mayor Daniel A. Champagne to the Vernon Town Council recommending same. The applicants resume has been included for Council review.)

PROPOSED MOTION:

THE TOWN COUNCIL PURSUANT TO CHAPTER X, SEC.3 AND CHAPTER IX, SEC. 1,3 AND 20 OF THE VERNON TOWN CHARTER, APPROVES MAYOR DANIEL A. CHAMPAGNE’S APPOINTMENT OF GLEN LECONCHE AS BUILDING OFFICIAL FOR THE TOWN OF VERNON.

Council Member Wakefield, seconded by Council Member Campbell made a motion to approve the appointment of Glen Leconche as Building Official. Assistant Town Administrator Dawn Maselek, and Glen LeConche were present. Discussion took place. Motion carried unanimously.

- 2. **Request the Town Council approve the Master Municipal Agreement for Rights of Way Projects with the State of Connecticut Department of Transportation.** (See memorandum dated July 10, 2014 from John D. Ward, Town Administrator to Mayor Daniel A. Champagne and the Vernon Town Council relative to same.)

PROPOSED RESOLUTION:

PURSUANT TO THE VERNON TOWN CHARTER CHAPTER 5 § 5 TITLED “GENERAL POWERS AND DUTIES” BE IT RESOLVED, THAT THE HONORABLE DANIEL A. CHAMPAGNE, MAYOR, IS HEREBY AUTHORIZED TO SIGN THE AGREEMENT ENTITLED “MASTER MUNICIPAL AGREEMENT FOR RIGHTS OF WAY PROJECTS.” WITH THE STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION.

Council Member Wakefield, seconded by Council Member Kopec made a motion to authorize Mayor Daniel A. Champagne to sign the agreement entitled “Master Municipal Agreement for rights of Way Projects” with the state of Connecticut Department of Transportation. Motion carried unanimously.

3. **Request the Town Council approve the disposal or sale of Public Works vehicles, and the disposal of computer equipment in the Social Service Department.** (A see documents provided by Finance Officer and Treasurer James M. Luddecke relative to same.)

PROPOSED MOTION:

THE TOWN COUNCIL HEREBY APPROVES THE DISPOSAL OR SALE AT PUBLIC SURPLUS AUCTION OF PUBLIC WORKS VEHICLES AS DISCLOSED ON THE FIXED ASSET DISPOSAL REQUEST FORMS; AND FURTHERMORE APPROVES THE DISPOSAL OF COMPUTER EQUIPMENT FROM THE SOCIAL SERVICES DEPARTMENT AS DISCLOSED ON THE FIXED ASSET DISPOSAL REQUEST FORMS.

Council Member Wakefield, seconded by Council Member Campbell made a motion to approve the disposal or sale at public surplus auction of Public Works Vehicles as disclosed on the fixed asset disposal request form; and furthermore approve the disposal of computer equipment from the social services department as disclosed on the fixed asset disposal request form. Motion carried unanimously.

4. **Request the Town Council approve 2013 MOA with State of Connecticut Homeland Security relative to the use of Federal Fiscal Year 2013 State Homeland Security Grant Funding and Custodial Ownership of Regional Assets in DEMHS Region 3.** (See documentation from Michael Purcaro, Emergency Management Director to the Vernon Town Council attached for review.)

PROPOSED RESOLUTION:

RESOLVED, THAT THE TOWN COUNCIL OF THE TOWN OF VERNON MAY ENTER INTO WITH AND DELIVER TO THE STATE OF CONNECTICUT DEPARTMENT OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY ANY AND ALL DOCUMENTS WHICH IT DEEMS TO BE NECESSARY OR APPROPRIATE RELATIVE TO THE DOCUMENT TITLED **2013 MOA WITH THE STATE OF CONNECTICUT DEPARTMENT OF HOMELAND SECURITY**; AND

FURTHER RESOLVED, THAT DANIEL A. CHAMPAGNE, MAYOR OF THE TOWN OF VERNON, IS AUTHORIZED AND DIRECTED TO EXECUTE AND DELIVER ANY AND ALL DOCUMENTS ON BEHALF OF THE TOWN OF VERNON RELATIVE TO THE **2013 STATE HOMELAND SECURITY GRANT FOR FUNDINGS AND CUSTODIAL OWNERSHIP OF REGIONAL ASSETS IN DEMHS REGION 3**, AND TO DO AND PERFORM ALL ACTS AND THINGS WHICH THE MAYOR DEEMS TO BE NECESSARY OR APPROPRIATE TO CARRY OUT THE TERMS OF SUCH DOCUMENTS, INCLUDING, BUT NOT LIMITED TO, EXECUTING AND DELIVERING ALL AGREEMENTS AND DOCUMENTS CONTEMPLATED BY SUCH DOCUMENTS.

Council Member Wakefield, seconded by Council Member Kopec resolved the Town Of Vernon may deliver all documents necessary relative to the document titled 2013 MOA with the State of Connecticut Department of Homeland Security and authorize Mayor Daniel A. Champagne to execute and deliver all documents on behalf of the Town of Vernon relative to the 2013 State Homeland Security Grant for funding's and custodial ownership of regional assets in DEHMHS Region 3. Michael Purcaro, Emergency Management Director was present. Discussion too place. Motion carried unanimously.

5. **Request the Town Council approve the Job Description of Fire Marshal as recommended by Assistant Town Administrator Dawn Maselek.** (A copy of the 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 **FIRE MARSHAL**

Council Member Wakefield, seconded by Council Member Kopec approved the Job Description of Fire Marshal as recommended with the addition of removing "Responds to emergencies and exercises command responsibility on-scene in absence of the Fire Chief" from Supervision Exercised and inserted "Responds to emergencies and supports command staff" under the Essential Job Functions. Assistant Town Administrator Dawn Maselek, and Fire Chief William Call were present. Discussion took place. Motion carried unanimously.

6. **Request the Town Council approve the Second Supplemental Agreement between the State of Connecticut and the Town of Vernon including the authorizing resolution for the Mayor Daniel A. Champagne's signature.** (See documents relative to same in the Town Council packet.)

PROPOSED RESOLUTION:

RESOLVED, THAT DANIEL A. CHAMPAGNE, MAYOR, BE AND HEREBY IS, AUTHORIZED TO SIGN THE AGREEMENT ENTITLED "SECOND SUPPLEMENTAL AGREEMENT BETWEEN THE STATE OF CONNECTICUT AND THE TOWN OF VERNON FOR THE CONSTRUCTION, INSPECTION AND MAINTENANCE REQUIRED IN CONJUNCTION WITH THE REHABILITATION OF THE VERNON AVENUE BRIDGE, (BRIDGE NO. 03934) OVER THE HOCKANUM

RIVER UTILIZING FEDERAL FUNDS FROM THE HIGHWAY BRIDGE PROGRAM.”

Council Member Wakefield, seconded by Council Member Kopec authorized Mayor Daniel A. Champagne to signed the agreement entitled “Second Supplemental Agreement between the State of Connecticut and the Town Of Vernon for the Construction, Inspection and Maintenance required in conjunction with the Rehabilitation of Vernon Avenue Bridge, (Bridge No. 03934) over the Hockanum River utilizing Federal Funds from the Highway Bridge Program.” Motion carried unanimously.

- 7. **Request the Town Council approve the bid waiver for the Summer Lunch Program – 2014 .** (See memorandum from John D. Ward, Town Administrator dated July 10, 2014 to Daniel Champagne, Mayor and Vernon Town Council relative to same.)

PROPOSED MOTION

RESOLVED, THE TOWN COUNCIL CONSISTENT WITH THE TOWN CHARTER, CHAPTER 12, SECTION 9, HEREBY WAIVES THE BID PROCEDURE FOR CONTRACT #1053 06/18/2014 THE SUMMER LUNCH PROGRAM.

Council Member Wakefield, seconded by Council Member Peterson approves the bid waiver for the Summer Lunch Program 2014. Motion carried unanimously.

- 8. **Request the Town Council authorize the bid waiver for the Vernon Fire Department for the purchase of fifteen SBCA units from Shipman Fire Equipment Company, Inc., 172 Cross Road, Waterford, Connecticut in an amount not to exceed \$82,500.** (See documentation attached relative to same.)

PROPOSED MOTION

RESOLVED, THE TOWN COUNCIL CONSISTENT WITH THE TOWN CHARTER, CHAPTER 12, SECTION 9, HEREBY WAIVES THE BID PROCEDURE FOR THE PURCHASE OF FIFTEEN (15) SCBA UNITS FROM SHIPMAN FIRE EQUIPMENT COMPANY, INC., 172 CROSS ROAD, P.O. BOX 257, WATERFORD, CONNECTICUT 06385-0257 FOR AN AMOUNT NOT TO EXCEED \$82,500.00 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 Campbell waives the bid procedure for the purchase of fifteen (15) SCBA units from Shipman Fire Equipment Company, Inc., for an amount not to exceed \$82,500.00 and further authorize Town Administrator, John D. Ward to execute any instrument (s) to that effect, on behalf of the Town of Vernon. Fire Chief William Call was present. Discussion took place. Motion carried unanimously.

Recess: 8:58 PM

Steve Wakefield left the table at 9:05 PM

Reconvened: 9:07 PM

- 9. **Request the Town Council authorize the bid waiver for the purchase of the Senior Center Bus from Inter-State Ford Truck Sales, East Hartford, Connecticut in an amount not to exceed \$69,500.00.** (See memorandum from John D. Ward, Town Administrator dated July 10, 2014 to Mayor Daniel A. Champagne and the Vernon Town Council relative to the same.)

PROPOSED MOTION

RESOLVED, THE TOWN COUNCIL CONSISTENT WITH THE TOWN CHARTER, CHAPTER 12, SECTION 9, HEREBY WAIVES THE BID PROCEDURE FOR THE PURCHASE OF SENIOR CENTER BUS FROM INTER-STATE FORD TRUCK SALES, EAST HARTFORD, CONNECTICUT IN AN AMOUNT NOT TO EXCEED SIXTY NINE THOUSAND – FIVE HUNDRED DOLLARS (\$69,500) 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 Motola, seconded by Council Member Campbell waives the bid procedure for the purchase of Senior Center Bus from Inter-state Ford Truck Sales, East Hartford, Connecticut in an amount not to exceed \$69,500.00, and further authorize Town Administrator, John D. Ward to execute any instrument (s) to that effect, on behalf of the Town Of Vernon. Director of Public Works Bob Kleinhans was present. Discussion took place. Motion carried unanimously.

- K.) INTRODUCTION TO ORDINANCES
- L.) ACTION ON ORDINANCE(S) PREVIOUSLY PRESENTED
- M.) IDENTIFICATION/ADOPTION OF ADDITIONAL AGENDA ITEMS

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

EXECUTIVE SESSION:

THE TOWN COUNCIL, PURSUANT TO THE AUTHORITY GIVEN IN CONNECTICUT GENERAL STATUES, SECTION 1-200 (6) (A) HEREBY MOVES TO GO INTO EXECUTIVE SESSION TO DISCUSS A PERSONNEL MATTER AND INVITES TOWN ADMINISTRATOR JOHN D. WARD TO ATTEND.

- N.) DISCUSSION OF ADDITIONAL ITEMS AND INFORMATIONAL ITEMS
- O.) ADOPTION OF MINUTES
Council Member Motola, 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 17, 2014. Motion carried unanimously.
- P.) INFORMATIONAL ITEMS, PETITIONS, COMMUNICATIONS, CORRESPONDENCE, REPORTS, ETC. NOT REQUIRING ACTION

1. Monthly Report – Police Department, May 2014 as submitted by Captain Stephen M. Clark.
2. Monthly Report – Town Clerk, June 2014, as submitted by Bernice K. Dixon, Town Clerk.
3. Letter from Connecticut State Library to Town Clerk Bernice K. Dixon relative to the award of the Historic Preservation Grant #146-PC-15 in the amount of \$7500.00.

Council Member Motola, seconded by Council Member Kopec made a motion to adjourn. Motion carried unanimously.

Adjourned: 9:27 PM

Received:

Approved:

Respectfully Submitted,

Danielle Forand
Recording Secretary