RECEIVED
VERNON TOWN CLERK
14 FEB 28 AM 10:26

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

February 18, 2014- 7:30pm.

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

A) PLEDGE OF ALLEGIANCE:

B) ROLL CALL:
Present: Council Members Virginia Gingras, Julie Clay, Brian Motola, Steve Wakefield, Steven Peterson, Bill Campbell, John Kopec, and Michael Winkler.
Absent: Council Member Pauline Schaefer, Kim Appleyard, Adam Weissberger, and Ann Letendre.
Entered During Meeting:
Also Present: Mayor Daniel A. Champagne, Town Administrator John Ward, Recording Secretary Danielle Forand

C) CITIZEN'S FORUM

Tanjua Damon-Merrow, 138 Grove Street, spoke in regards to cell phone laws being reinforced to Town employees and suggested to have the Board of Education budget meeting on a Saturday.

Citizen's forum closed at 7:37 PM

D.) **EXECUTIVE SESSION**

Council Member Wakefield, seconded by Council Member Kopec made the following motion to go into executive session with 7 in favor and 1 abstention.

Session #1

THE TOWN GOUNCIL, PURSUANT TO THE AUTHORITY GIVEN IN CONNECTICUT GENERAL STATUTES §1-200(6) (A), HEREBY MOVES TO GO INTO EXECUTIVE SESSION TO DISCUSS A **PERSONNEL MATTER**; THE TOWN COUNCIL FURTHER INVITES JOHN D. WARD, TOWN ADMINISTRATOR, DAWN MASELEK, ASSISTANT TOWN ADMINISTRATOR AND ATTORNEY EDWARD F. ODONNELL OF THE LAW FIRM SIEGEL O'CONNOR, ODONNELL AND BECK PC, TO ATTEND.

Session #2

THE TOWN GOUNCIL, PURSUANT TO THE AUTHORITY GIVEN IN CONNECTICUT GENERAL STATUTES §1-200(6) (B), HEREBY MOVES TO GO INTO EXECUTIVE SESSION TO DISCUSS PENDING LITIGATION REGARDING **AFSCME 1471 VS TOWN OF VERNON**; THE TOWN COUNCIL FURTHER INVITES JOHN D. WARD, TOWN ADMINISTRATOR, AND EDWARD F. ODONNELL OF THE FIRM SIEGEL O'CONNOR, ODONNELL AND BECK PC, TO ATTEND.

Mayor Daniel A. Champagne pulled executive session #2 from the agenda.

E.) **PUBLIC HEARING**
None.

F.) **PRESENTATIONS BY THE ADMINISTRATION**

Mayor Daniel A. Champagne reports to the Town Council on a variety of subjects.

G.) **CONSENT AGENDA ITEMS**

Council Member Wakefield, seconded by Council Member Kopec made a motion to approve the consent agenda items as presented C2-C5. Council Member Bill Campbell pulled consent agenda item C1 for discussion. Motion carried unanimously.

C 2 **Request the Town Council approve Mayor Daniel A. Champagne's appointment of Jennifer Holt, (D), 30 King Street, Vernon, Connecticut as an alternate member of the Design Review Advisory Commission, said term to commence on February 19, 2014 and expires December 31, 2016.** (A copy of Ms. Holt's resume is included for Council review.)

PROPOSED MOTION:

PURSUANT TO ORDINANCE #268, TOWN CODE SEC. 10-105 - 10-108 THE TOWN COUNCIL APPROVES MAYOR DANIEL A. CHAMPAGNE'S APPOINTMENT OF JENNIFER HOLT, (D), 30 KING STREET, VERNON, CONNECTICUT AS AN ALTERNATE MEMBER OF THE DESIGN REVIEW ADVISORY COMMISSION, SAID TERM TO COMMENCE ON FEBRUARY 19, 2014 AND EXPIRES ON DECEMBER 31, 2016.

C 3 **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 Planning and Zoning Commission, said appointment shall commence on February 19, 2014 and expires on December 31, 2014.** (A copy of Mr. Shorts' resume is included for Council review. It should be noted that Mr. Shorts' is completing the unexpired term of Daniel Anderson.)

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 WES SHORTS, (R), 109 HANY LANE, VERNON, CONNECTICUT AS A REGULAR MEMBER OF THE PLANNING AND ZONING COMMISSION FOR A TERM TO COMMENCE ON FEBRUARY 19, 2014 AND EXPIRES DECEMBER 31, 2014.

C 4 **Request the Town Council approve Mayor Daniel A. Champagne's appointment of Hector Reveron, (R), 52 Ironwood Drive, Vernon, Connecticut as an alternate member of the Planning and Zoning Commission, said appointment to commence on February 19, 2014 and expires on December 31, 2015.** (A copy of Mr. Reveron's resume is included for Council review. It should be noted that Mr. Reveron is completing the unexpired term of Tom Voss.)

PROPOSED MOTION:

PURSUANT TO THE VERNON TOWN CHARTER, CHAPTER VIII, SEC. 1 & 6, AND CONNECTICUT GENERAL STATUTES SEC. 8-4a & b, THE TOWN COUNCIL HEREBY APPROVE MAYOR DANIEL A. CHAMPAGNE'S APPOINTMENT OF HECTOR REVERON, (R), 52 IRONWOOD DRIVE, VERNON, CONNECTICUT, TO ALTERNATE MEMBER OF THE PLANNING AND ZONING COMMISSION FOR A TERM COMMENCING ON FEBRUARY 19, 2014 AND EXPIRES DECEMBER 31, 2015.

C 5 **Request the Town Council approve Mayor Daniel A. Champagne's reappointment of Karen Roy-Guglielmi, (U), 66 Indian Trail, Vernon, Connecticut as a member of the Vernon Housing Authority, said appointment to commence on March 1, 2014 and expires on February 28, 2019.** (A letter is attached from Peter Olson, Chairman of the Housing Authority endorsing same.)

PROPOSED MOTION:

PURSUANT TO CHAPTER 8, SECTION 5 OF THE VERNON TOWN CHARTER THE TOWN COUNCIL HEREBY APPROVES MAYOR DANIEL A. CHAMPAGNE'S REAPPOINTMENT OF KAREN ROY-GUGLIELMI, (U), 66 INDIAN TRAIL, VERNON, CONNECTICUT AS A REGULAR MEMBER OF THE VERNON HOUSING AUTHORITY, SAID TERM TO BEGIN MARCH 1, 2014 AND EXPIRES ON FEBRUARY 28, 2019.

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

C 1. **Request for Tax Refunds for Prior and Current Years.** (A copy of a memorandum from Terry Hjarne, Collector of Revenue, to John D. Ward, Town Administrator dated February 10, 2014 is included in the Council packet.)

PROPOSED MOTION:

THE TOWN COUNCIL HEREBY APPROVES TWO (2) OVERPAYMENTS FOR PRIOR YEARS TOTALING $99.24 AND TWENTY-THREE (23) CURRENT YEAR TAXES IN THE AMOUNT OF $5225.65, AS OUTLINED IN THE MEMORANDUM FROM TERRY HJARNE, COLLECTOR OF REVENUE TO JOHN D. WARD, TOWN ADMINISTRATOR DATED FEBRUARY 10, 2014.

Council Member Wakefield, seconded by Council Member Kopec made the above motion to approve two overpayments for prior years totaling $99.24 and 23 current year taxes in the amount of $5225.65. Discussion took place. Motion carried unanimously.

I.) **PENDING BUSINESS**
None.

J.) **NEW BUSINESS**

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 report provided in the Council packet.)

NO PROPOSED MOTION:

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

2. **Request the Town Council approves the appointment of the firm of CohnReznick, LLP as the Town of Vernon Auditor for the fiscal year ending June 30, 2014.** (See memorandum attached dated January 30, 2014 from James M. Luddecke, Finance Office and Treasurer to John D. Ward, Town Administrator relative to same.)

PROPOSED RESOLUTION:

RESOLVED, THE VERNON TOWN COUNCIL HEREBY APPOINTS THE FIRM OF COHNREZNICK LLP, OF 76 BATTERSON PARK ROAD, FARMINGTON, CONNECTICUT, AS AUDITORS TO AUDIT THE BOOKS AND ACCOUNTS OF THE TOWN OF VERNON FOR THE FISCAL YEAR ENDING JUNE 30, 2014; AND TO AUTHORIZE THE TOWN ADMINISTRATOR TO EXECUTE CONTRACT #1027 IN THE AMOUNT OF $55,975.00 FOR THE FISCAL YEAR 2014 AUDIT.

Council Member Wakefield, seconded by Council Member Peterson made a motion to appoint the firm of Cohreznick LLP, of 76 Batterson Park Road, Farmington, Connecticut, as auditors to audit the books and accounts of the Town of Vernon for the fiscal year ending June 30, 2014; and to authorize the Town Administrator to execute contract #1027 in the amount of $55,975.00 for the fiscal year 2014 audit.

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

Motion carried unanimously.

3. **Request the Town Council authorize Mayor Daniel A. Champagne to enter into and amend contractual instruments in the name of the Town of Vernon with the State of Connecticut, Department of Social Services**

Block Grant Program, in the amount of $15,624.00. (See documents provided by Marina Rodriguez Director of Social Services relative to same.)

PROPOSED RESOLUTION:

BE IT RESOLVED, THAT THE TOWN COUNCIL EMPOWERS MAYOR DANIEL A. CHAMPAGNE TO ENTER INTO AND AMEND CONTRACTUAL INSTRUMENTS IN THE NAME OF AND ON BEHALF OF THE TOWN OF VERNON WITH THE DEPARTMENT OF SOCIAL SERVICES OF THE STATE OF CONNECTICUT FOR A SOCIAL SERVICES BLOCK GRANT PROGRAM IN THE AMOUNT OF $15,624.00 AND AFFIX THE CORPORATE SEAL.

Council Member Wakefield, seconded by Council Member Campbell made a motion to empower Mayor Daniel Champagne to enter into and amend contractual instruments in the name of and on behalf of the Town of Venom with the Department of Social Services of the State of Connecticut for a Social Services Block Grant Program in the amount of $15,624.00 and affix the corporate seal.

Director of Social Services, Marina Rodriguez was present. Discussion took place.

Motion carried unanimously.

8:18pm Council Member Campbell left the table.

4. **Request the Town Council approve a bid waiver in the amount of $201,485.99 for ATT; $38,643.00 for CLP; and $363,293.03 for SERTEX LLC., for Engineering Services and Installation costs for the Fiber Network.** See memorandum dated February 12, 2014 from James M. Luddecke, Finance Officer and Treasurer to John D. Ward, Town Administrator 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 PERTAINING TO THE FIBER NETWORK PROJECT, INVOLVING THE POLE LICENSING APPLICATION FEES; MAKE-READY FEES; FIBER/CABLE CONNECTIONS; AND INSTALLATION THEREOF, FROM:

AT&T, 1441 NORTH COLONY ROAD, MERIDEN, CT IN THE AMOUNT OF ***$201,485.99*** AND

CL&P, 107 SELDEN STREET, BERLIN, CT IN THE AMOUNT OF ***$38,643.00*** AND

SERTEX, LLC, 22 CENTER PARKWAY, PLAINFIELD, CT IN THE AMOUNT OF ***$363,293.03***;

AND FURTHER, AUTHORIZES THE TOWN ADMINISTRATOR TO EXECUTE ON BEHALF OF THE TOWN OF VERNON ANY INSTRUMENT (S) TO THAT EFFECT.

Council Member Wakefield, seconded by Council Member Kopec made a motion to approve the bid waiver in the amount of $201,485.99 for ATT; $38,643.00 for CLP; and $363,293.03 for Sertex LLC for Engineering Services and Installation costs for the fiber network.

Director of Data Processing, Bob Sigan was present. Discussion took place.

Motion carried unanimously.

5. **Request the Town Council approve Sexual Harassment Policy, as drafted by Assistant Town Administrator, Dawn Maselek**. (A copy of this Policy is in the Council packet.)

PROPOSED MOTION:

THE TOWN COUNCIL HEREBY ADOPTS THE FOLLOWING OFFICIAL POLICY: ***TOWN OF VERNON'S POLICY AGAINST SEXUAL AND OTHER HARASSMENT*** AS PRESENTED BY ASSISTANT TOWN ADMINISTRATOR DAWN MASELEK.

Council Member Wakefield, seconded by Council Member Campbell made a motion to approve the Sexual Harassment Policy as presented.

Assistant Town Administrator, Dawn Maselek was present. Discussion took place.

Motion carried with 7 in favor.

Council Member Campbell returned at 8:24PM.

6. **Request the Town Council approve Budget Meeting Dates.** (See memorandum from Diane Wheelock, Executive Assistant dated February 13, 2014 to Mayor Daniel A. Champagne, Town Administrator John D. Ward and the Vernon Town Council relative to options for same.)

PROPOSED MOTION:

THE TOWN COUNCIL HEREBY SCHEDULES THE FOLLOWING BUDGET MEETING DATES FOR BUDGET DELIBERATIONS: SATURDAY, ***MARCH 22, 2014*** AND SATURDAY, ***MARCH 29, 2014***, STARTING AT ***9:00 AM***; MONDAY, ***MARCH 24, 2014***, THURSDAY, ***MARCH 27, 2014***, MONDAY, ***MARCH 31, 2014***, AND WEDNESDAY **APRIL 2, 2014**, WITH A STARTING TIME OF 7:30 PM. FURTHER, TUESDAY, ***APRIL 8, 2014*** START TIME OF 7:30 PM IS SCHEDULED AS A BACK UP DATE SHOULD THE COUNCIL NEED ADDITIONAL TIME. PUBLIC HEARINGS WILL BE HELD ON SATURDAY, ***MARCH 22, 2014*** BEGINNING AT 9:05 AM AND THURSDAY, ***MARCH 27, 2014*** BEGINNING AT 7:35 PM

TO HEAR COMMENTS AND ANSWER QUESTIONS RELATIVE TO THE 2014-2015 TOWN OF VERNON BUDGET. ALL BUDGET HEARINGS AND PUBLIC HEARINGS WILL BE HELD IN THE TOWN COUNCIL CHAMBERS, THIRD FLOOR, TOWN HALL, 14 PARK PLACE, VERNON, CONNECTICUT.

Council Member Wakefield, seconded by Council Member Campbell made a motion to approve budget meeting dates as presented. Motion carried with 7 in favor and 1 opposed.

PROPOSED MOTION:

PURSUANT TO CHARTER, CHAPTER VI, "ANNUAL TOWN MEETING", THE TOWN COUNCIL HEREBY SCHEDULES, APRIL 22, 2014 AS THE ANNUAL TOWN MEETING AND FINAL PUBLIC HEARING, ***"TO HEAR COMMENT AND ANSWER QUESTIONS RELATIVE TO THE 2014-2015 TOWN OF VERNON BUDGET."*** THE APRIL 22, 2014 PUBLIC HEARING AND ANNUAL TOWN MEETING WILL BE HELD AT THE ROCKVILLE HIGH SCHOOL AUDITORIUM, LOVELAND HILL ROAD, VERNON, CONNECTICUT BEGINNING AT 7:00 PM.

Council Member Wakefield, seconded by Council Member Campbell made a motion to approve the schedule for the annual town meeting. Motion carried unanimously.

7. **Request the Town Council authorize IRS Mileage Rate of Reimbursement.** (See memorandum from Dawn Maselek, Assistant Town Administrator to Mayor Daniel A. Champagne, John D. Ward, Town Administrator and the Vernon Town Council relative to same.)

PROPOSED MOTION:

THE TOWN COUNCIL HEREBY ADOPTS THE IRS RATE FOR AUTOMOBILE MILEAGE REIMBURSEMENT AND SAID IRS RATE SHALL BE ADOPTED AS CHANGED BY THE IRS FOR THE NEXT FIVE YEARS, UNLESS OTHERWISE STATED IN A TOWN OF VERNON UNION CONTRACT.

Council Member Wakefield, seconded by Council Member Campbell made a motion to adopt the IRS rate for the Automobile mileage reimbursement.

Assistant Town Administrator, Dawn Maselek was present. Discussion took place.

Motion carried with 7 in favor and 1 against.

8. **Request the Town Council authorize a bid waiver for the purchase of a security camera system for the Town Hall and adjacent properties from Associate Security Corporation of East Hartford, Connecticut.** (See memorandum dated February 12, 2014 from John D. Ward, Town Administrator to the Vernon Town Council relative to same.)

PROPOSED MOTION #1:

RESOLVED, THE TOWN COUNCIL CONSISTENT WITH THE TOWN CHARTER, CHAPTER XII, SECTION 9, HEREBY WAIVES THE BID PROCEDURE FOR THE PURCHASE OF A SECURITY CAMERA SYSTEM FOR THE TOWN HALL AND ADJACENT PROPERTIES, FROM ASSOCIATED SECURITY CORPORATION OF EAST HARTFORD, CONNECTICUT, IN AN AMOUNT NOT TO EXCEED $12,375.00; AND FURTHER, AUTHORIZES THE TOWN ADMINISTRATOR, TO EXECUTE ON BEHALF OF THE TOWN OF VERNON ANY INSTRUMENT (S) TO THAT EFFECT.

Council Member Wakefield, seconded by Council Member Campbell made a motion waive the bid procedure for the purchase of a security camera system for the Town Hall and adjacent properties.

Director of Data Processing, Bob Sigan was present. Discussion took place.

Motion carried unanimously.

PROPOSED MOTION #2

THE TOWN COUNCIL AUTHORIZES THE APPROPRIATION OF $12,375.00 FROM THE INSURANCE EXCHANGE ACCOUNT FOR PURCHASE OF A SECURITY CAMERA SYSTEM FOR THE TOWN HALL AND ADJACENT PROPERTIES.

Council Member Wakefield, seconded by Council Member Kopec made a motion authorize the appropriation of $12,375.00 from the insurance exchange account for purchase of a security camera system for the Town Hall and adjacent properties.

Director of Finance, Jim Luddecke was present. Discussion took place.

Motion carried unanimously.

9. **Discussion relative to Public Act 13-60 *"An Act Concerning the Consolidation of Noneducational Services".*** (See memorandum dated February 3, 2014 from John D. Ward, Town Administrator to Mayor Daniel A. Champagne and the Vernon Town Council relative to same.)

NO MOTION REQUIRED

Council Member Campbell seconded by Council Member Kopec proposed a motion to amend and consolidate, purchasing, Human Resources and Insurance brokerage with the Town of Vernon and Board of Education. Motion carried with 7 in favor and 1 against.

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 Wakefield, seconded by Council Member Campbell made a motion to approve and waive the reading of the January 28, 2014 regular Town Council meeting. Motion carried unanimously.

P.) **INFORMATIONAL ITEMS**

1. Monthly Report – December, 2013 for the Building Department as submitted by Harry Dan Boyko, Building Official.

2. Monthly Report – January, 2014 for the Building Department as submitted by Harry Dan Boyko, Building Official.

3. Year to Date for the Board of Education for fiscal year 2013-2014, as submitted by Michael Purcaro, Business Manager.

4. Monthly Report – January 2014 for the Town Clerk's office as submitted by Bernice Dixon, Town Clerk.

5. Monthly Report – January 2014 for the Fire/Ambulance Department EMS as submitted by Jean Gauthier, EMS Coordinator.

6. American's Safest Cities 2014 certification for the Town of Vernon as the "66th Safest City in America".

Adjourn (9:38PM)

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

Received:

Approved:

Respectfully Submitted,

Danielle Forand
Recording Secretary