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

March 4, 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, Julie Clay, Brian Motola, Steve Wakefield, Bill Campbell, John Kopec, and Michael Winkler.

Absent: Council Members Virginia Gingras, Kim Appleyard, Steven Peterson, 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

None.

Citizen's forum closed at 7:36 PM

D.) EXECUTIVE SESSION

None.

E.) PUBLIC HEARING

None.

F.) PRESENTATIONS BY THE ADMINISTRATION

Director of Youth Services and Chairman of the Drug and Alcohol Council, Alan Slobodien, presented the Vernon 2013 Alcohol and Drug Use Student Survey Report. Discussion took place.

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

G.) CONSENT AGENDA ITEMS

Mayor Daniel A. Champagne pulled consent agenda item # C8. Council Member Wakefield, seconded by Council Member Motola made a motion to approve the consent agenda items C2-C7 as presented, and consent agenda item C1 was pulled for discussion. Motion carried unanimously.

C 2. Request the Town Council in accordance with the requirements for the Small Cities, Community Development Block Grant Program, adopt the Town of Vernon Affirmative Action Policy Statement for the Town of Vernon. (A copy of said policy is included in the agenda packet.)

PROPOSED MOTION:

THE TOWN COUNCIL HEREBY ADOPTS THE TOWN OF VERNON **AFFIRMATIVE ACTION POLICY STATEMENT** AND HEREBY AUTHORIZES MAYOR DANIEL A. CHAMPAGNE TO EXECUTE

THIS DOCUMENT, DESIGNATING JOHN D. WARD, TOWN ADMINISTRATOR, AS THE TOWN'S FAIR HOUSING OFFICER.

- C 3. **Request the Town Council, in accordance with the requirements for the Small Cities, Community Development Block Grant Program, adopt the Fair Housing Resolution for the Town of Vernon.** (A copy of said policy is included in the agenda packet.)

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, AS THE TOWN OF VERNON FAIR HOUSING OFFICER.

- C 4. **Request the Town Council, in accordance with the requirements for the Small Cities, Community Development Block Grant Program, adopt the Fair Housing Policy Statement for the Town of Vernon.** (A copy of said policy is included in the agenda packet.)

PROPOSED MOTION:

THE TOWN COUNCIL HEREBY WAIVES THE READING AND ADOPTS THE TOWN OF VERNON **FAIR HOUSING POLICY STATEMENT** AND FURTHER APPOINTS JOHN D. WARD, TOWN ADMINISTRATOR, AS THE TOWN OF VERNON FAIR HOUSING OFFICER TO SIGN ON BEHALF OF THE TOWN OF VERNON.

- C 5. **Request the Town Council in accordance with the requirements for the Small Cities, Community Development Block Grant Program, adopt the Title VI Document for the Town of Vernon.** (A copy of said document is included in the Council packet.)

PROPOSED MOTION:

THE TOWN COUNCIL HEREBY WAIVES THE READING AND ADOPTS THE TOWN OF VERNON **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.

- C 6. **Request the Town Council, in accordance with the requirements for the Small Cities, Community Development Block Grant Program, adopt the ADA Notice for the Town of Vernon.** (A copy of said document is included in the Council packet.)

PROPOSED MOTION:

THE TOWN COUNCIL HEREBY WAIVES THE READING AND ADOPTS THE TOWN OF VERNON **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.

- C 7. Request the Town Council in accordance with the requirements for the Small Cities, Community Development Block Grant Program, adopt the Municipal ADA Grievance Procedure for the Town of Vernon. (A copy of said document is included in the Council packet.)**

PROPOSED MOTION:

THE TOWN COUNCIL HEREBY WAIVES THE READING AND ADOPTS THE TOWN OF VERNON MUNICIPAL **ADA GRIEVANCE PROCEDURE NOTICE** AND AUTHORIZES MAYOR DANIEL A. CHAMPAGNE TO SIGN THE MUNICIPAL GRIEVANCE PROCEDURE NOTICE DECLARING THE TOWN OF VERNON'S COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT.

- H.) DISCUSSION OF PULLED CONSENT AGENDA ITEMS

- C 1. Request the Town Council approve budget amendments # 13,14,15, 16 and 17 for fiscal year 2013-2014 as provided by Finance Officer James M. Luddecke on the budget amendment forms attached to this agenda.**

PROPOSED MOTION:

THE TOWN COUNCIL HEREBY APPROVES BUDGET AMENDMENT REQUESTS # 13,14,15,16 and 17 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 Winkler made a motion to divide and approve budget amendments #13-#16 with the exception #17 and to move budget amendment # 17 with New Business # 6. Discussion took place. Motion carried unanimously.

- I.) PENDING BUSINESS
None.

- J.) NEW BUSINESS

- 1. **Request the Town Council approve the revised Job Descriptions of Emergency Medical Technician (EMT) and Emergency & Risk Management Director as presented by Assistant Town Administrator Dawn Maselek.** (A copy of the 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 REVISED JOB DESCRIPTION OF EMERGENCY MEDICAL

TECHNICIAN (EMT) AND EMERGENCY & RISK MANAGEMENT DIRECTOR AS PRESENTED.

Council Member Wakefield, seconded by Council Member Kopec made a motion adopt the revised job descriptions of EMT and Emergency & Risk Management Director as presented.

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

Motion carried unanimously.

- 2. Request the Town Council renew and extend the originally adopted "Elderly Freeze Property Tax Relief Program".** (See memorandum from Mayor Daniel A. Champagne to the Vernon Town Council and John D. Ward, Town Administrator dated February 28, 2014 relative to same.)

PROPOSED RESOLUTION

THE TOWN COUNCIL HEREBY RESOLVES TO RENEW THE TOWN OF VERNON ELDERLY FREEZE PROPERTY TAX RELIEF PROGRAM PURSUANT TO PUBLIC ACT 06-176 AS ORIGINALLY ADOPTED ON SEPTEMBER 18, 2007, AND HEREBY EXTENDS SAID PROGRAM UNTIL SUCH TIME AS IT MAY BE AMENDED OR RESCINDED.

Council Member Wakefield, seconded by Council Member Campbell made a motion renew the Town of Vernon Elderly Freeze Property Tax Relief Program.

Assessor, Dave Wheeler was present. Discussion took place.

Council Member Campbell, seconded by Council Member Kopec made a motion to approve and amend the Elderly Freeze Property Tax Relief Program and reduce the interest rate from 9% to 0%. Motion Carried unanimously.

- 3. Request the Town Council renew the Town of Vernon Elderly and Totally Disabled Property Tax Relief Program pursuant to State Statute Sec 12-129N.** (A copy of a memorandum from Mayor Daniel A. Champagne to the Vernon Town Council and John D. Ward, Town Administrator dated February 28, 2014 relative to same is included in the Council packet.)

PROPOSED RESOLUTION

THE TOWN COUNCIL HEREBY RESOLVES TO RENEW THE TOWN OF VERNON ELDERLY AND DISABLED PROPERTY TAX RELIEF PROGRAM PURSUANT TO STATE STATUTE SEC. 12-129N ORIGINALLY ADOPTED ON SEPTEMBER 18, 2007, AND HEREBY EXTENDS SAID PROGRAM UNTIL SUCH TIME AS IT MAY BE AMENDED OR RESCINDED.

Council Member Wakefield, seconded by Council Member Campbell made a motion to renew the Town Of Vernon Elderly and Disabled Property Tax relief program.

Assessor, Dave Wheeler was present. Discussion took place.

Motion carried unanimously.

- 4. **Request the Town Council authorize a bid waiver for Engineering Services from Communication Design Associates in an amount not to exceed \$16,500 relative to the evaluation of current AV equipment and acoustics for the Town Council Chambers.** (See memorandum from John D. Ward, Town Administrator to Daniel A. Champagne, Mayor dated February 25, 2014 relative to same.)

PROPOSED MOTION

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 SERVICES FROM COMMUNICATION DESIGN ASSOCIATES IN AN AMOUNT NOT TO EXCEED \$16,500.00.

Mayor Daniel A. Champagne pulled New Business # 4 until the next meeting.

- 5. **Request the Town Council discuss the schedule for Budget Hearings for the 2014-2015 Fiscal Year.** (A copy of the March and April Town Council Chambers calendars are included for Council review.)

NO MOTION PROPOSED

- 6. **Request the Town Council authorize a bid waiver for the acquisition of a used automated side loader truck from Truck Site, 575 Display Way, Sacramento, California in an amount not to exceed \$60,000.00.** (See memorandum from James M. Luddecke, Finance Officer and Treasurer dated February 27, 2014 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 INVOLVING THE ACQUISITION OF A USED AUTOMATED SIDE LOADER TRUCK, FROM TRUCK SITE, 575 DISPLAY WAY, SACRAMENTO, CALIFORNIA, IN AN AMOUNT NOT TO EXCEED \$60,000.00; 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 to waive the bid procedure for costs involving the acquisition of a used automated side loader truck.

Finance Director, Jim Luddecke and Director of Public Works, Bob Kleinhans were present. Discussion took place.

Motion carried unanimously

Consent Agenda C# 1 budget amendment #17 carried unanimously.

K.) **INTRODUCTION OF ORDINANCES**

- (1) **Request the Town Council have a discussion relative to an ordinance entitled "ORDINANCE NO., AN ORDINANCE TO REQUIRE A CERTIFICATE OF OCCUPANCY FOR RENTAL UNITS"** (A copy of said ordinance is included for Council review.)

NO MOTION PROPOSED

Discussion took place.

L.) **ACTION ON ORDINANCES PREVIOUSLY PRESENTED**
None.

M.) **IDENTIFICATION/ADOPTION OF ADDITIONAL AGENDA ITEMS**
None.

N.) **DISCUSSION OF ADDITIONAL ITEMS AND INFORMATIONAL ITEMS**
None.

O.) **ADOPTION OF MINUTES**
Council Member Wakefield, seconded by Council Member Campbell made a motion to waive the reading of and approve the minutes of the February 18, 2014 regular Town Council meeting. Motion carried with 6 in favor and 1 abstention.

P.) **INFORMATIONAL ITEMS**

1. Monthly Report – January, 2014 Vernon Police Department as submitted by Captain Stephen M. Clark.
2. Report on ***"Vernon 2013 Alcohol and Drug Use Student Survey Report"*** as prepared by ERASE, Inc.

Adjourn (9:15 PM)

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

Received:

Approved:

Respectfully Submitted,

Danielle Forand
Recording Secretary