RECEIVED
VERNON TOWN CLERK
16 SEP 27 PM 3:00

MINUTES
VERNON TOWN COUNCIL REGULAR MEETING
BOARD OF EDUCATION-ADMINISTRATION BUILDING
30 PARK STREET, 3RD FLOOR-BOARD ROOM
VERNON, CONNECTICUT

September 20, 2016 - 7:30 PM

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

A) PLEDGE OF ALLEGIANCE:

B) ROLL CALL:
Present: Council Members Pauline Schaefer, Michael Winkler, Brian Motola, Julie Clay, Kim Appleyard, Laura Bush, Bill Campbell, Jim Tedford, Steve Peterson, Ann Letendre and Virginia Gingras
Absent: Steve Wakefield
Entered During Meeting:
Also Present: Town Administrator John Ward, Recording Secretary Karen Daigle

F.) PRESENTATIONS

A Proclamation was presented by Mayor Champagne to the Daughters of the American Revolution in honor of "Constitution Week", September 17-23, 2016.

J.) NEW BUSINESS

1. **Request the Town Council approve Mayor Daniel A. Champagne's appointment of Stephen Eppler, Fire Chief for the Town of Vernon Fire Department.** (See memorandum dated September 6, 2016 to the Town Council).

PROPOSED MOTION

PURSUANT TO THE VERNON TOWN CHARTER, CHAPTER XI, SECTION 3 (a) AND (b), "APPOINTMENTS", THE TOWN COUNCIL HEREBY APPROVES MAYOR DANIEL A. CHAMPAGNE'S APPOINTMENT OF STEPHEN EPPLER, FIRE CHIEF FOR THE TOWN OF VERNON. SAID APPOINTMENT TO BE EFFECTIVE SEPTEMBER 21, 2016.

Council Member Motola, seconded by Council Member Peterson, made a motion to approve the appointment of Stephen Eppler, Fire Chief for the Town of Vernon, effective September 21, 2016. Motion carried unanimously.

F.) PRESENTATIONS (Continued)

Mayor Daniel A. Champagne publicly thanked first responders for their continued efforts on behalf of the citizens of Vernon, particularly the most recent East Street explosion. Members of the Vernon Police Department, Fire Department and outside organizations assisting were in attendance.

Nicole Kerstetter and William Knight thanked all the first responders who helped them at the scene and the community for their continued support.

7:38 PM Recess; 8:00 PM Reconvened

E.) PUBLIC HEARING (8:00 PM)

PUBLIC HEARING TO RECEIVE COMMENTS AND QUESTIONS REGARDING THE PROPOSED ORDINANCE ENTITLED "ORDINANCE NO. ____ , AN ORDINANCE AMENDING SECTION 3-1 BUILDING PERMIT FEES; CERTIFICATES OF OCCUPANCY FEES". (A copy of the proposed change is included in the Council packet for reference.)

- MAYOR DANIEL A. CHAMPAGNE CALLED THE PUBLIC HEARING TO ORDER
- TOWN CLERK READ THE PUBLIC HEARING NOTICE
- PUBLIC COMMENT WAS TAKEN

Joe Tarsi of 155 West Main Street spoke on how this ordinance would help with crumbling foundations.

- ADJOURNED PUBLIC HEARING (8:04 PM)
- RETURNED TO REGULAR MEETING

C.) CITIZEN'S FORUM

Joe Tarsi of 155 West Main Street praised the town for the LED street lights, in addition to the repair of the Maple Street School sidewalk. Spoke of Vernon's at large representation system with regard to town council member election.

Citizen's Forum closed at 8:10 PM

D.) EXECUTIVE SESSION

8:10 PM Council Member Motola, seconded by Council Member Bush, made the following motion to go into executive session:

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

Motion carried unanimously.

Executive Session ended at 8:17 PM. No vote taken.

8:17 PM Council Member Motola, seconded by Council Member Bush, made the following motion to go into executive session:

THE TOWN COUNCIL, PURSUANT TO THE AUTHORITY GIVEN IN CONNECTICUT GENERAL STATUTES §1-200 (6)(D) HEREBY MOVES TO GO INTO EXECUTIVE SESSION TO DISCUSS THE SALE OF TOWN-OWNED REAL ESTATE AS FOLLOWS: ***THE PROPERTY BETWEEN 17 &19 DAILEY CIRCLE/ PARCEL #22-0043-00020; LAND LOCKED ADJACENT PARCEL TO 214 SOUTH STREET KNOWN AS***

BANCROFT PLACE/PARCEL #39-0621-00093 AND ***97 MAIN STREET, TALCOTTVILLE/PARCEL #01-158A-00013 (KNOWN AS THE TALCOTTVILLE SCHOOL)***, AND INVITES JOHN D. WARD, TOWN ADMINISTRATOR TO ATTEND.

Motion carried unanimously.

Executive Session ended at 8:29 PM. No vote taken.

F.) PRESENTATIONS (continued)

Presentation to the Town Council by Mayor Daniel A. Champagne on various topics.

- . The Rockville Fesitval/Car Show was held last Saturday. The event was well received and trophies were awarded in a variety of categories.
- The Rockville High School Induction Ceremony for the "RHS Hall of Fame" was this past weekend. Congratulations to all the indectees.
- Vernon Youth Service and the YMCA hosted an event honoring State Representative, Tim Ackert, as the recipient of the "Connecticut Childhood Alliance Award".
- Mattern Construction and Public Works Department did an outstanding job with the improvements to the Citizen's Block Building improvements.
- The annual kick-off staff meeting was held for all Town of Vernon department heads. Also completed was the employee fire extinguisher training.

Council Member Schaefer commented on the success of the 8th annual Summer Days Carnival. A net gross of $27,653 was divided between Parks & Recreation for summer camps, the Exchange Club for KidSafe and Maple Grove for K9 dog vests.

G.) ACTION ON CONSENT AGENDA

Council Member Motola, seconded by Council Member Bush, made a motion to approve the consent agenda items as presented # C1 – C5. Council Member Clay pulled C-2. Council Member Motola, seconded by Council Member Bush, made a motion to approve the consent agenda items #C1, C3, C4 and C5. Motion carried unanimously.

C 1. Request for the Town Council to approve Tax Refunds for Prior and Current Year . (A copy of a memorandum from Terry Hjarne, Collector of Revenue, to John D. Ward, Town Administrator dated September 1, 2016 is included in the Council packet.)

PROPOSED MOTION:

THE TOWN COUNCIL HEREBY APPROVES SEVEN (7) PRIOR YEAR TAX REFUNDS FOR A TOTAL OF $2155.13 AND SIXTY-FOUR (64) CURRENT YEAR TAX REFUNDS FOR A TOTAL OF $35,506.06, AS OUTLINED IN THE MEMORANDUM FROM TERRY HJARNE, COLLECTOR OF REVENUE TO JOHN D. WARD, TOWN ADMINISTRATOR DATED SEPTEMBER 1, 2016.

C 3. Request the Town Council approve budget amendments #1, for fiscal year 2016-2017 as provided by Finance Officer James M. Luddecke on the budget amendment forms attached to this agenda. See budget amendment forms with explanation attached to this agenda.)

PROPOSED MOTION

RESOLVED, THE TOWN COUNCIL HEREBY APPROVES BUDGET AMENDMENT REQUESTS **#1,** FOR FISCAL YEAR **2016-2017** AS OUTLINED IN THE BUDGET AMENDMENT FORMS PROVIDED BY JAMES M. LUDDECKE, FINANCE OFFICER.

C 4. Request the Town Council approve Mayor Daniel A. Champagne's reappointment of James M. Luddecke, 14 Park Place, Vernon, Connecticut as a member of the Risk Management Advisory Committee, said term to commence on October 1, 2016 and expires on September 30, 2019. (Mr. Luddecke is presently an employee of the Finance Department, no resume is attached to the agenda.)

PROPOSED MOTION

PURSUANT TO THE TOWN COUNCIL RESOLUTION DATED NOVEMBER 18, 1986 AND TOWN CHARTER CHAPTER XV, SECTION 3, THE TOWN COUNCIL APPROVES MAYOR DANIEL A. CHAMPAGNE'S REAPPOINTMENT OF JAMES M. LUDDECKE, 14 PARK PLACE, VERNON, CONNECTICUT AS A REGULAR MEMBER OF THE RISK MANAGEMENT ADVISORY COMMITTEE, SAID TERM TO COMMENCE ON OCTOBER 1, 2016 AND EXPIRES SEPTEMBER 30, 2019.

C 5. Request the Town Council approve Mayor Daniel A. Champagne's appointment of Joseph Greco, (U), 66 Vernwood Drive, Vernon, Connecticut as a regular member of the Permanent Municipal Building Committee, said appointment to commence on September 21, 2016 and expires on June 30, 2019. (A copy of Mr. Greco's resume is included for Council review.)

PROPOSED MOTION

PURSUANT TO THE VERNON TOWN CHARTER, CHAPTER VIII, SECTION 7, THE TOWN COUNCIL APPROVES MAYOR DANIEL A. CHAMPAGNE'S APPOINTMENT OF JOSEPH GRECO, (U), 66 VERNONWOOD DRIVE, VERNON, CONNECTICUT. SAID TERM TO BEGIN SEPTEMBER 21, 2016 AND EXPIRES ON JUNE 30, 2019.

H.) DISCUSSION OF PULLED CONSENT ITEMS

C 2. Request the Town Council approve budget amendments #64 and #65 for fiscal year 2015-2016 as provided by Finance Officer James M. Luddecke on the budget amendment forms attached to this agenda. (See budget amendment forms with explanation attached to this agenda.)

PROPOSED MOTION

RESOLVED, THE TOWN COUNCIL HEREBY APPROVES BUDGET AMENDMENT REQUESTS **#64 and #65** FOR FISCAL YEAR **2015-2016** AS OUTLINED IN THE BUDGET AMENDMENT FORMS PROVIDED BY JAMES M. LUDDECKE, FINANCE OFFICER.

Council Member Motola, seconded by Council Member Campbell, made a motion to approve consent agenda items #C-2. Finance Director, James Luddecke, and Town Engineer, Dave Smith, answered questions. Discussion took place. Motion carried unanimously.

I.) PENDING BUSINESS

None

J.) **NEW BUSINESS (continued)**

2. **Discussion relative to the possible proposed assessment freeze for Prospect Medical Holdings.** (See memorandum from John D. Ward, Town Administration dated September 15, 2016 to Mayor Daniel A. Champagne and the Vernon Town Council relative to same.)

POSSIBLE MOTION

THE TOWN COUNCIL HEREBY APPROVES THE **PROPOSED PROPERTY TAX ASSESSMENT FREEZE AGREEMENT** BETWEEN THE TOWN OF VERNON AND PROSPECT MEDICAL HOLDINGS, INC. (PMH) EASTERN CONNECTICUT HEALTH NETWORK, INC. (ECHN) FOR REAL PROPERTIES AT 31 UNION STREET, VERNON, CONNECTICUT.

Mayor Champagne pulled this item.

3. **Request the Town Council approve a general wage increase for Non-Union EMT Employees.** (See memorandum dated September 6, 2016 from Mayor Daniel A. Champagne to the Vernon Town Council 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 EMT EMPLOYEES BE GIVEN A GENERAL WAGE INCREASE OF ONE AND ONE HALF PERCENT (1.5%), EFFECTIVE OCTOBER 1, 2016.

Council Member Motola, seconded by Council Member Bush made a motion to authorize all non-union EMT employees be given a general wage increase of 1.5% effective October 1, 2016. Human Resource Director, Dawn Maselek, answered questions. Discussion took place. Motion carried unanimously.

4. **Request the Town Council approve the disposal or sale of fixed assets from Rockville High School, Vernon Center Middle School, Maple Street School and Skinner Road School.** (See memorandum from James M. Luddecke, Finance Officer and Treasurer dated August 12, 2016 relative to same.)

PROPOSED MOTION

THE TOWN COUNCIL HEREBY APPROVES THE DISPOSAL OR SALE AT PUBLIC AUCTION OF ITEMS FROM ROCKVILLE HIGH SCHOOL, VERNON CENTER MIDDLE SCHOOL, MAPLE STREET SCHOOL AND SKINNER ROAD SCHOOL, AS DISCLOSED ON THE FIXED ASSET DISPOSAL FORMS AND ATTACHMENTS AS OF JUNE 30, 2016.

Council Member Motola, seconded by Council Member Bush made a motion to approve the disposal or sale at public auction items from Rockville High School, Vernon Center Middle School, Maple Street School and Skinner Road School. Director of Business and Finance, Michael Purcaro, answered questions. Motion carried unanimously.

5. **Request the Town Council approve job description for the position of Senior Center part-time Facilities Assistant, 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 PART-TIME FACILITIES ASSISTANT FOR THE VERNON SENIOR CENTER.

Council Member Motola, seconded by Council Member Campbell made a motion to adopt the job description of part-time facilities assistant for the Vernon Senior Center. Human Resource Director, Dawn Maselek, answered questions. Discussion took place. Motion carried unanimously.

6. **Request the Town Council approves the State of Connecticut Department of Transportation Master Municipal Agreement for Preliminary Engineering Projects, and further authorizes the Honorable Daniel A. Champagne, Mayor, to sign the agreement.** (See memorandum dated September 6, 2016 from John D. Ward, Town Administrator to Mayor Daniel A. Champagne and the Vernon Town Council relative to same.

PROPOSED RESOLUTION

BE IT RESOLVED, THAT THE VERNON TOWN COUNCIL APPROVES THE STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION ***"MASTER STATE/MUNICIPALITY AGREEMENT FOR PROJECT DESIGN"***, AND FURTHER AUTHORIZES THE HONORABLE DANIEL A. CHAMPAGNE MAYOR, TO SIGN SAID AGREEMENT.

Council Member Motola, seconded by Council Member Bush proposed a resolution to approve the State of Connecticut Department of Transportation "Master State/Municipality Agreement for Project Design". Town Engineer, Dave Smith, answered questions. Discussion took place. Motion carried unanimously.

7. **Request the Town Council authorize the transfer of fiscal year 2015-2016 funds in the Education budget to the Education Capital Non-Recurring Expenditure Account in the amount of $100,000.00; and to the Education Special Education Reserve Account in the amount of $90,000.00.** (See memorandum from James M. Luddecke, Finance Officer and Treasurer dated September 14, 2016 to Mayor Daniel A. Champagne relative to same.)

PROPOSED MOTION #1

THE TOWN COUNCIL HEREBY AUTHORIZES THE TRANSFER OF AVAILABLE FUNDS, IN THE AMOUNT OF $100,000.00, FROM THE BOARD OF EDUCATION FISCAL YEAR 2015-2016 GENERAL FUND BUDGET TO THE EDUCATION RESERVE FOR CAPITAL AND NON-RECURRING EXPENDITURES ACCOUNT, AS REQUESTED BY THE BOARD OF EDUCATION AND PURSUANT WITH THE RESOLUTION SO ESTABLISHED FOR THE EDUCATION RESERVE FOR CAPITAL AND NON-RECURRING EXPENDITURES ACCOUNT.

Council Member Motola, seconded by Council Member Bush made a motion to transfer available funds in the amount of $100,000.00 from the Board of Education Fiscal Year 2015-2016 general fund budget to the Education Reserve for Capital and Non-recurring expenditures account. Finance Director, James Luddecke, and Superintendent of Schools, Joseph Macary, answered questions. Motion carried unanimously.

PROPOSED MOTION #2

THE TOWN COUNCIL HEREBY AUTHORIZES THE TRANSFER OF AVAILABLE FUNDS, IN THE AMOUNT OF $90,000.00, FROM THE BOARD OF EDUCATION FISCAL YEAR 2015-2016 GENERAL FUND BUDGET TO THE SPECIAL EDUCATION RESERVE ACCOUNT AND PURSUANT WITH THE RESOLUTION SO ESTABLISHED FOR THE ESTABLISHMENT OF THE SPECIAL EDUCATION RESERVE ACCOUNT.

Council Member Motola, seconded by Council Member Bush made a motion to transfer available funds in the amount of $90,000.00 from the Board of Education Fiscal Year 2015-2016 general fund budget to the Special Education Reserve for Capital and Non-recurring expenditures account. Finance Director, James Luddecke, and Superintendent of Schools, Joseph Macary, answered questions. Motion carried unanimously.

8. **Request the Town Council liquidate and re-appropriate encumbrances from the prior year, for items previously approved for fiscal year 2014-2015.** (See memorandum from James M. Luddecke, Finance Officer relative to same.)

PROPOSED MOTION

RESOLVED, THAT THE TOWN COUNCIL AUTHORIZES THE LIQUIDATION AND RE-APPROPRIATION OF FISCAL YEAR 2014-2015 ENCUMBRANCES IN THE AMOUNT OF $323,345.62 TO THE FISCAL YEAR BUDGET AS DETAILED IN THE ATTACHED TABLE.

Council Member Motola, seconded by Council Member Appleyard made a motion authorizing the liquidation and re-appropriation of Fiscal Year 2014-2015 encumbrances in the amount of $323,345.62 to the fiscal year budget. Finance Director, James Luddecke, answered questions. Discussion took place. Motion carried with 10 in favor and 1 abstention, Council Member Campbell.

K.) INTRODUCTION OF ORDINANCES

Request the Town Council send proposed ordinance *"Ordinance # ___, An Ordinance Concerning Competitive Bidding Requirements Of The Town of Vernon"*, to a public hearing. (See memorandum from John D. Ward, Town Administrator dated September 16, 2016.)

PROPOSED MOTION:

THE TOWN COUNCIL, CONSISTENT WITH CHAPTER V, SECTIONS FIVE AND SIX OF THE VERNON TOWN CHARTER, ENTITLED "PUBLIC HEARING ON AND PUBLICATION OF ORDINANCES", HEREBY SCHEDULES A PUBLIC HEARING REGARDING AN ORDINANCE ENTITLED ***"ORDINANCE NO. ___, AN ORDINANCE CONCERNING COMPETITIVE BIDDING REQUIREMENTS OF THE TOWN OF VERNON"***, AT 7:30 PM ON TUESDAY, OCTOBER 4,

2016, LOCATED AT THE TOWN COUNCIL CHAMBERS, THIRD FLOOR, 14 PARK PLACE, VERNON, CONNECTICUT TO HEAR COMMENTS AND TAKE NECESSARY ACTION RELATIVE TO THE PROPOSED ORDINANCE.

Council Member Motola, seconded by Council Member Campbell made a motion to schedule a public hearing on October 4, 2016 regarding an Ordinance Concerning Competitive Bidding Requirements of the Town of Vernon. Town Administrator, John Ward and Finance Director, James Luddecke, answered questions. Discussion took place. Motion carried unanimously.

L.) ACTION ON ORDINANCES PREVIOUSLY PRESENTED

(ACTION – PUBLIC HEARING HELD IN SECTION "E")

PROPOSED MOTION

THE TOWN COUNCIL, CONSISTENT WITH CHAPTER V, SECTIONS 4 & 6 OF THE VERNON TOWN CHARTER, HEREBY MOVES TO APPROVE THE ORDINANCE ENTITLED ***"ORDINANCE NO. ___, AN ORDINANCE AMENDING SECTION 3-1 BUILDING PERMIT FEES; CERTIFICATES OF OCCUPANCY FEES".***

Council Member Motola, seconded by Council Member Campbell made a motion to approve the ordinance entitled "An Ordinance Amending Section 3-1 Building Permit Fees; Certificates of Occupancy Fees". Motion carried unanimously.

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

N.) DISCUSSION OF ADDITIONAL ITEMS AND INFORMATIONAL ITEMS
None

O.) ADOPTION OF MINUTES

THE TOWN COUNCIL WAIVES THE READING OF THE MINUTES OF THE REGULAR TOWN COUNCIL MEETING OF **AUGUST 16, 2016** AND THAT MINUTES OF SAID MEETING BE APPROVED.

Council Member Motola, seconded by Council Member Campbell, made a motion to waive the reading of and approve the minutes of the August 16, 2016 regular Town Council meeting. Motion carried with 10 in favor and 1 abstention, Council Member Peterson.

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

1. Monthly Report for Town Clerk – August, 2016 as submitted by Bernice K. Dixon, Town Clerk.
2. Letter dated August 17, 2016 relative to ***"Certificate of Achievement for Excellence in Financial Reporting"*** awarded by the Government Finance Officers Association to James M. Luddecke, Finance Officer and Treasurer.

Adjourn (9:35 PM)

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

Received:

Approved:

Respectfully Submitted,

Karen C. Daigle
Recording Secretary