

June 2, 2009

**MINUTES
VERNON TOWN COUNCIL MEETING
TOWN HALL - 14 PARK PLACE - 3rd Floor
VERNON, CONNECTICUT
Tuesday, June 2, 2009 7:30 PM**

The meeting was called to order at 7:30 PM

A.) PLEDGE OF ALLEGIANCE:

ROLL CALL:

Present: Council Members Daniel Anderson, Bill Campbell, Daniel Champagne, Bill Fox, Marie Herbst, Nancy E Herold, Brian R. Motola, Sean O'Shea, Pauline Schaefer, Harry D. Thomas, Michael A. Winkler

Absent:

Entered During Meeting: Council Member Mark Etre 7:45 PM

Also Present: Mayor Jason L. McCoy, Town Administrator John Ward, Recording Secretary Jill Kentfield

CITIZEN'S FORUM

There were no speakers at Citizen's forum.

Citizen's forum closed at 7:31 PM

B.) PUBLIC HEARING (7:35 pm)

Council Member Motola, seconded by Council Member Schaefer made a motion to open the public hearing to receive comments and questions relative to an agreement entitled "Agreement regarding designation of fire marshals." Motion carried unanimously.

PUBLIC HEARING TO RECEIVE COMMENTS AND QUESTIONS RELATIVE TO AN AGREEMENT ENTITLED "AGREEMENT REGARDING DESIGNATION OF FIRE MARSHALS."

- MAYOR MCCOY CALLS THE PUBLIC HEARING TO ORDER TO RECEIVE COMMENTS AND ANSWER ANY QUESTIONS.
- CLERK READS THE LEGAL NOTICE.
- MAYOR AND COUNCIL RECEIVE PUBLIC COMMENT.
- ADJOURN THE PUBLIC HEARING.
- RETURN TO REGULAR MEETING.

Open Public Hearing (7:32 PM)

Mayor McCoy called the public hearing to order to receive comments and answer any questions from the public. The clerk read the legal notice into the record.

Public comments: There were no public comments

Council Member Motola, seconded by Council Member Schaefer made a motion to adjourn the public hearing and return to the regular meeting. Motion carried unanimously.

Close Public Hearing (7:33 PM)

C.) PRESENTATION

None

Council Member Motola, seconded by Council Member Champagne made a motion to approve the consent agenda items as presented. Motion carried unanimously to approve the consent agenda items as presented. Council Member Herbst requested a financial report regarding the status of the current budget.

D.) CONSENT AGENDA ITEMS

- C 1. Request for Tax Refunds for Prior Years and Current Year.** (A copy of a memorandum from Terry Hjarne, Assistant Collector of Revenue to John D. Ward, Town Administrator dated May 22, 2009 is included in the Council packet.) **Appendix A**

PROPOSED MOTION:

THE TOWN COUNCIL HEREBY APPROVES ONE (1) TAX REFUND TOTALLING \$704.93 FOR PRIOR YEAR, AND THREE (3) TAX REFUNDS TOTALLING \$160.30 FOR THE CURRENT YEAR AS OUTLINED IN THE MEMORANDUM FROM THE ASSISTANT COLLECTOR OF REVENUE, TERRY HJARNE, TO THE TOWN ADMINISTRATOR JOHN D. WARD DATED MAY 22, 2009.

Council Member Motola, seconded by Council Member Champagne made a motion to approve the request for tax refunds for prior years and current years. Motion carried unanimously.

- C 2. Request the Town Council approve the placement of 806 properties totaling \$114,716.43 on the Suspense Tax Ledger.** (A copy of a memorandum from Terry Hjarne, Acting Collector of Revenue dated May 22, 2009 to John Ward, Town Administrator, and a copy of the properties reflected on the Suspense Tax Ledger are included for Council review.)

PROPOSED MOTION:

BY THE AUTHORITY GRANTED IN CONNECTICUT STATE STATUTE SEC. 12-165, ENTITLED "MUNICIPAL SUSPENSE TAX BOOK", THE TOWN COUNCIL APPROVES THE PLACEMENT OF THE 806 PROPERTIES TOTALLING \$114,716.43 CONTAINED ON THE SUSPENSE TAX LEDGER REPORT AS PROVIDED BY TERRY HJARNE, ACTING COLLECTOR OF REVENUE, DATED MAY 22, 2009.

Council Member Motola, seconded by Council Member Champagne made a motion to approve the placement of 806 properties totaling \$114,716.43 on the suspense tax ledger. Motion carried unanimously.

- C 3. Request the Town Council approve budget amendments #33 - #45 for fiscal year 2008-2009, as provided by James Luddecke, Finance Officer. Appendix B**

PROPOSED MOTION:

THE TOWN COUNCIL HEREBY APPROVES BUDGET AMENDMENT REQUESTS #33 - #45 FOR FISCAL YEAR 2008-2009, AS OUTLINED IN THE BUDGET AMENDMENT FORMS PROVIDED BY THE FINANCE OFFICER.

Council Member Motola, seconded by Council Member Champagne made a motion to approve budget amendments #33- 45 for fiscal year 2008-2009. Motion carried unanimously.

- C 4. Request the Town Council approve the submission of a COPS Technology Grant in the amount of \$60,000.00 by the Vernon Police Department, to be used to purchase in-car video equipment for twelve patrol cars.** (A memorandum dated May 28, 2009 from John Ward, Town Administrator to Mayor Jason L. McCoy and the Vernon Town Council, and information on the equipment is included in the Council packet.)

PROPOSED MOTION:

THE TOWN COUNCIL HEREBY AUTHORIZES MAYOR JASON L. MCCOY OR HIS DESIGNEE TO APPLY FOR THE COPS TECHNOLOGY GRANT IN THE AMOUNT OF SIXTY THOUSAND DOLLARS AND AUTHORIZES MAYOR JASON L. MCCOY OR HIS DESIGNEE TO EXECUTE ANY DOCUMENTS NECESSARY TO RECEIVE THE GRANT.

Council Member Motola, seconded by Council Member Champagne made a motion to authorize Mayor McCoy to apply for the COPS Technology Grant in the amount of \$60,000.00 by the Vernon Police Department to be used to purchase in-car video equipment for twelve patrol cars. Motion carried unanimously.

- C 5. Request the Town Council approve the Mayor's appointment of C. (Christopher) Ryan Goad (U), 57 Glenstone Drive, Vernon, Connecticut 06066, as an alternate member of the Conservation Commission. Said appointment is effective 06-03-2009 and expires on 12-31-2010.** (A copy of Mr. Goad's resume is included in the Council packet.)

PROPOSED MOTION:

PURSUANT TO TOWN OF VERNON ORDINANCE 189 – TOWN CODE SEC. 10-91 & 10-92, THE TOWN COUNCIL HEREBY APPROVES THE MAYOR'S APPOINTMENT OF C.

June 2, 2009

(CHRISTOPHER) RYAN GOAD (U), 57 GLENSTONE DRIVE, VERNON, CONNECTICUT , AS AN ALTERNATE MEMBER OF THE CONSERVATION COMMISSION FOR A TERM BEGINNING 06-03-2009 AND EXPIRING 12-31-2010.

Council Member Motola, seconded by Council Member Champagne made a motion to approve the Mayor's appointment of C. Ryan Goad as an alternate member of the Conservation Commission effective 6/3/2009 through 12/31/2010. Motion carried unanimously.

- C 6. Request the Town Council approve the Mayor's appointment of Judith Hany (U), 21 Court Street #2M, Vernon, Connecticut 06066, as an alternate member of the Conservation Commission. Said appointment is effective 06-03-2009 and expires on 12-31-2012.** A copy of Ms. Hany's resume is included in the Council packet.)

PROPOSED MOTION:

PURSUANT TO TOWN OF VERNON ORDINANCE 189 – TOWN CODE SEC. 10-91 & 10-92, THE TOWN COUNCIL HEREBY APPROVES THE MAYOR'S APPOINTMENT OF JUDITH HANY (U), 21 COURT STREET #2M, VERNON, CONNECTICUT AS AN ALTERNATE MEMBER OF THE CONSERVATION COMMISSION FOR A TERM BEGINNING 06-03-2009 AND EXPIRING 12-31-2012.

Council Member Motola, seconded by Council Member Champagne made a motion to approve the Mayor's appointment of Judith Hany as an alternate member of the Conservation Commission effective 6/3/2009 through 12/31/2012. Motion carried unanimously.

E.) IDENTIFICATION OF ADDITIONAL AGENDA ITEMS

None

F.) PENDING BUSINESS

- 1. Discussion requested by Council Member Marie Herbst regarding a review of the lobbyist for budget year 2008-2009 and a legal opinion regarding wage reductions taken during the recently completed budget meetings.** (A copy of Council Member Herbst memorandum dated April 29, 2009 is included for your review). NOTE: This item was postponed at the previous Town Council Meeting.

Discussion took place regarding payment to the lobbyist and their activities. Council Member Herbst requested Administration share information regarding the lobbyist activities with Town Council members.

Discussion took place regarding the legal opinion from Attorney Cummings and the Town Council's vote to reduce the line item for part time wage account in the Town Clerk's office. Council Member Herbst provided information from the April 1st and 7th meetings. Council Member Herbst requested the legal opinion be reevaluated. This item will be moved to the next meeting when Mr. Luddecke and Mr. Cummings can be present to answer questions.

G.) NEW BUSINESS

None

H.) INTRODUCTION OF ORDINANCES

None

I.) ACTION ON ORDINANCES PREVIOUSLY PRESENTED

- 1. Request the Town Council authorize Mayor Jason L. McCoy to enter into and execute the necessary documentation required for the Agreement between the Town of Vernon and the Town of South Windsor entitled "Agreement Regarding Designation of Fire Marshals."** (A copy of the Agreement is included for Council review) **Appendix C**

PROPOSED MOTION:

BY THE AUTHORITY GRANTED IN CHAPTER V SECTION 5 OF THE TOWN CHARTER, THE TOWN COUNCIL HEREBY AUTHORIZES MAYOR JASON L. MCCOY TO ENTER INTO AND EXECUTE ALL NECESSARY DOCUMENTS PERTAINING TO THE "AGREEMENT REGARDING DESIGNATION OF FIRE MARSHALS."

June 2, 2009

Council Member Motola, seconded by Council Member Champagne made a motion to authorize Mayor McCoy enter into and execute the necessary documentation required for the Agreement between the Town of Vernon and the Town of South Windsor entitled "Agreement Regarding Designation of Fire Marshals" Motion carried unanimously.

J.) DISCUSSION OF ADDITIONAL AGENDA ITEMS

Discussion took place regarding the Boards, Commissions and Committees Seminar that took place on 5/27/09.

K.) ADOPTION OF MINUTES

THE TOWN COUNCIL WAIVES THE READING OF THE MINUTES OF THE REGULAR MEETING OF MAY 19, 2009 AND THAT MINUTES OF SAID MEETING BE APPROVED.

Council Member Motola, seconded by Council Member Thomas made a motion to approve the minutes of the May 19, 2009 meeting. Motion carried unanimously with the following corrections:

- Page 2, Correct Dan Sullivan's name to Daniel Sullivan and add his address.
- Page 4, move the information for "New Business #3" to additional agenda item discussion.

L.) EXECUTIVE SESSION

Council Member Motola, seconded by Council Member Schaefer made the following motion to go into executive session:

THE TOWN COUNCIL PURSUANT TO THE AUTHORITY GIVEN IN CONNECTICUT GEN. STATUTES SEC. 1-200(6) (D) HEREBY MOVES TO GO TO EXECUTIVE SESSION TO DISCUSS LITIGATION INVOLVING FORECLOSURE ON (45/49 SUNSET TERRACE) PARCEL ID 03-0004-0022A, AND INVITES JOHN D. WARD TOWN ADMINISTRATOR TO ATTEND.

Motion carried unanimously.

There was no action on the executive session agenda item.

Council Member Motola, seconded by Council Member Herbst made a motion to go out of Executive Session.

M.) INFORMATIONAL ITEMS

1. Department of Social Services Spring 2009 report, submitted by Paula Claydon, Director.
2. Building Department Monthly Activity Report dated May 14, 2009, submitted by B. Peter Hobbs, Building Official.
3. Three news articles highlighting Vernon's Economic Development activities, submitted by Marina Rodriguez, Assistant Planner.
4. Senior Center Monthly Reports – March and April, 2009, submitted by Penny Rand, Director of the Vernon Senior Center.
5. Ambulance Monthly Report for April, 2009, submitted by Jean Gauthier, EMS Coordinator.

Adjourn (8:46 PM)

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

Received: June 3, 2009

Approved: June 16, 2009

Respectfully Submitted,

Jill Kentfield
Recording Secretary



James E. Krupienski, Asst.

June 2, 2009

Appendix A



TOWN OF VERNON

8 PARK PLACE, VERNON, CT 06066

Tel: (860) 870-3660

Fax: (860) 870-3585

OFFICE OF THE
COLLECTOR OF REVENUE

CONSENT #1

TO: John Ward, Town Administrator

FROM: Terry Hjarne, Assistant Collector of Revenue

DATE: May 22, 2009

SUBJECT: Refunds for Town Council Approval

PRIOR YEARS:

CAMRAC Inc.....704.93
 Sold Vehicle

CURRENT YEAR:

Bodziak Marek..... 129.24
 Vehicle Totaled

Dunlap Mark J..... 2.99
 Assessor's Correction – Out of State

Honda Lease Trust 28.07
 Assessor's Correction – Vehicle Totaled

(1) Prior Overpayments..... \$704.93
 (3) Current Overpayments \$ 160.30

Appendix B (cont)

5/28/2009

TOWN OF VERNON

ADDITIONAL APPROPRIATIONS FROM GENERAL FUND BALANCE
FISCAL YEAR 2008 - 2009

Date	Description	#	Pass Through	Additional Appropriation	Total
09/02/08	Collector of Revenue - Rebate for recall on fax machine	2	\$ 100.00	-	\$ 100.00
12/02/08	Data Processing - Building Inspection GEOTMS software	6	-	25,000.00	25,000.00
	Note: Total cost is \$35,000.00 / Contingency provides \$10,000.00				-
02/17/09	Public Works - 11 chemical control units with GPS	8	-	69,080.00	69,080.00
	General Election - Advertising / Telephones	9	6,250.00		6,250.00
	General Election - Election worker wages	9	-	6,034.00	6,034.00
	General Election - Advertising / Supplies / Food [Encb. Liquid.]	10	1,417.00	-	1,417.00
	Collector of Revenue - Printing of tax bills [Encb. Liquid.]	11	647.56	-	647.56
03/17/09	Fire Department - Rescue truck transmission repair	18	-	8,000.00	8,000.00
	Fire Department - "Jaws of Life" and related equipment	18	-	45,000.00	45,000.00
04/21/09	Elections - Office supplies (to be funded by encumb. liquidation)	19	180.00	-	180.00
	Law - Town Attorney, special counsel, and labor relations	20	-	68,000.00	68,000.00
	Parks - Horowitz pool repairs due to harsh winter	21	-	30,000.00	30,000.00
	Capital Improvements - Hybrid grants	22	11,400.00	-	11,400.00
	Arts Commission - Encumbrance liquidation change - performers	23	800.00	-	800.00
05/05/09	Elections - Voting machines (to be funded by encumb. liquidation)	30	372.58	-	372.58
	Youth Services - School Readiness Manager	31	11,188.00	-	11,188.00
05/19/09	Parks - Horowitz pool repairs due to harsh winter	32	-	6,060.00	6,060.00
Totals to Date:			\$ 32,355.14	\$ 257,174.00	\$ 289,529.14
<i>Original Budget:</i>					75,451,602.00
<i>Revised Budget:</i>					\$ 75,741,131.14

June 2, 2009

Appendix B (cont)

Budget Amendment Request

Total Amount Requested: \$89,671.00 Fiscal Year 2008 - 2009 Date: June 2, 2009

To: **Finance Officer** From (Department): **Finance** Amendment #: **33**

Type of Amendment (X): Additional Appropriation Pass-Through Transfer

Request is hereby submitted for amendment(s) of budget as indicated.

Department	Account Description	Org Code	Object	Amount
FROM:				
Contingency	Contingency	10672280	58400	89,671.00
"FROM" Subtotal:				\$ 89,671.00

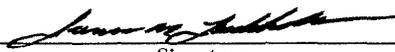
Department	Account Description	Org Code	Object	Amount
TO:				
1. Various departments	see attached			89,671.00
2.				
3.				
4.				
"TO" Subtotal:				\$ 89,671.00

No. **COMMENTS CONCERNING BUDGET AMENDMENT REQUEST**

1 To balance wage accounts for the year inclusive of wage adjustments, step increases, and part-time help. Some vacancies created available funds to cover a portion of the step increases, but left remaining unfunded compensated absences, and overtime costs. Separate budget amendments will be submitted to cover the compensated absences accounts, which amounted to \$247,125.34. Of that amount, \$41,679.28 was appropriated (Police). The difference of \$205,446.06 will be covered with a combination of remaining balances in wage accounts; contingency; and the designation of fund balance for compensated absences.

	1	2	3	4
Balance in account for which funds are requested:				
Original appropriation in account:				
Plus or minus prior amendments:				
Amount of appropriation to date:				

James M. Luddecke
Department Head


Signature

May 27, 2009
Date

At a meeting of the Town Council held on _____ the above request(s) was/were approved in the amount of: _____

Signature of Town Administrator: _____

Appendix B (cont)

TOWN OF VERNON FISCAL YEAR 2008 - 2009 TRANSFER FROM CONTINGENCY FOR PAYROLL ADJUSTMENTS

Department	Org Code	Object	Description	Amount
Executive and Administrative	10112120	51010	Regular wages	\$ -
Executive and Administrative	10112120	51030	Part-time wages	11,817.00
Executive and Administrative	10112120	51020	Overtime wages	597.00
Finance Administration	10114140	51010	Regular wages	14,680.00
Finance Administration	10114140	51020	Overtime wages	10,327.00
Assessment	10114144	51010	Regular wages	4,963.00
Collector of Revenue	10114146	51010	Regular wages	-
Town Clerk	10115150	51010	Regular wages	3,001.00
Town Planner	10150170	51010	Regular wages	3,586.00
Police	10230180	51010	Regular wages	-
Fire Fighting Administration	10231183	51089	Losap wages	645.00
Fire Marshal	10232185	51010	Regular wages	8,463.00
Building Inspection	10232187	51010	Regular wages	-
Animal Control	10233188	51010	Regular wages	2,711.00
Animal Control	10233188	51020	Overtime wages	2,234.00
DPW - Administration	10340200	51010	Regular wages	4,159.00
DPW - Administration	10340200	51020	Overtime wages	5,124.00
Engineering	10341214	51010	Regular wages	-
Social Services Administration	10456240	51010	Regular wages	5,693.00
Youth Services	10456241	51010	Regular wages	-
Senior Center	10457242	51030	Part-time wages	-
Recreation - Administration	10560250	51010	Regular wages	11,671.00
Recreation - Parks Maintenance	10560254	51020	Regular wages	-
TOTAL GENERAL FUND:				\$ 89,671.00

June 2, 2009

Appendix B (cont)

Budget Amendment Request

Total Amount Requested: \$25,888.00 Fiscal Year 2008 - 2009 Date: June 2, 2009

To: Finance Officer From (Department): Municipal Insurance / Engineering / Town Clerk Amendment #: 34

Type of Amendment (X): Additional Appropriation Pass-Through Transfer

Request is hereby submitted for amendment(s) of budget as indicated.

Department	Account Description	Org Code	Object	Amount
FROM:				
Town Clerk	Part-time wages	10115150	51030	2,300.00
Engineering	Regular wages	10341214	51010	5,000.00
Engineering	Regular wages	10341214	51010	345.00
Municipal Insurance	Hypertension	10671278	52690	18,243.00
"FROM" Subtotal:				\$ 25,888.00

Department	Account Description	Org Code	Object	Amount
TO:				
1. Registrars	Part-time wages	10113130	51030	2,300.00
2. Engineering	Engineering fees	10341214	53070	5,000.00
3. Municipal Insurance	Hypertension payments	10671278	51088	18,588.00
4.				
"TO" Subtotal:				\$ 25,888.00

No. *COMMENTS CONCERNING BUDGET AMENDMENT REQUEST*

- To properly distribute appropriations between Town Clerk and Registrars for part-time help.
- To cover engineering fees for work at Fox Hill Tower, from savings in wage budget.
- To re-categorized hypertension payments from the fee account to wages to accommodate reporting requirements.

	1	2	3	4
Balance in account for which funds are requested:	4,339.29	-	(15,047.38)	
Original appropriation in account:	67,280.00	-	-	
Plus or minus prior amendments:	-	-	-	
Amount of appropriation to date:	67,280.00	-	-	

James M. Luddecke
Department Head


Signature

May 27, 2009
Date

At a meeting of the Town Council held on _____ the above request(s) was/were approved in the amount of: _____

Signature of Town Administrator: _____

June 2, 2009

Appendix B (cont)

Budget Amendment Request

Total Amount Requested: \$6,362.96 Fiscal Year 2008 - 2009 Date: June 2, 2009

To: **Finance Officer** From (Department): **Assessment - Revaluation / Executive & Administration** Amendment #: **35**

Type of Amendment (X): Additional Appropriation Pass-Through Transfer

Request is hereby submitted for amendment(s) of budget as indicated.

Department	Account Description	Org Code	Object	Amount
FROM:				
Revaluation	Other fees	10114147	53800	1,062.96
Executive & Administration	Legal notices	10112120	55410	5,300.00
"FROM" Subtotal:				\$ 6,362.96

Department	Account Description	Org Code	Object	Amount
TO:				
1. Revaluation	Automotive fuel	10114147	56260	1,062.96
2. Executive & Administration	Other fees	10112120	53800	300.00
3. Executive & Administration	Tele-communication repairs	10112120	54334	5,000.00
4.				
"TO" Subtotal:				\$ 6,362.96

No. *COMMENTS CONCERNING BUDGET AMENDMENT REQUEST*

1. Revaluation - To re-allocate funds to proper accounts.
3. To cover end-of-the year costs.
4. To cover end-of-the year costs for repairs to telecommunication system.

	1	2	3	4
Balance in account for which funds are requested:	(1,062.96)	(10.00)	(3,318.50)	
Original appropriation in account:	-	800.00	4,000.00	
Plus or minus prior amendments:	-	140.00	-	-
Amount of appropriation to date:	-	940.00	4,000.00	-

James M. Luddecke
Department Head


Signature

May 27, 2009
Date

At a meeting of the Town Council held on _____ the above request(s) was/were approved in the amount of: _____

Signature of Town Administrator: _____

June 2, 2009

Appendix B (cont)

Budget Amendment Request

Total Amount Requested: \$4,000.00 Fiscal Year 2008 - 2009 Date: May 4, 2009

To: Finance Officer	From (Department): Fire Fighting & Administration	Amendment #: 36
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Type of Amendment (X): Additional Appropriation Pass-Through Transfer

Request is hereby submitted for amendment(s) of budget as indicated.

Department	Account Description	Org Code	Object	Amount
From:				
Fire Fighting and Administration	Medical Supplies	10231183	56184	\$4,000.00
"FROM" Subtotal:				\$4,000.00

Department	Account Description	Org Code	Object	Amount
TO:				
1. Fire Fighting and Administration	Computer Hardware	10231183	57710	\$4,000.00
2.				
3.				
4.				
"TO" Subtotal:				\$ 4,000.00

No.	COMMENTS CONCERNING BUDGET AMENDMENT REQUEST
1.	To cover software and support fees.

	1	2	3	4
Balance in account for which funds are requested:	\$414.56			
Original appropriation in account:	3,000.00			
Plus or minus prior amendments:	-			
Amount of appropriation to date:	\$ 3,000.00			

William Call
Department Head

 FOR W.C. CALL
Signature

May 4, 2009
Date

At a meeting of the Town Council held on _____ the above request(s) was/were approved in the amount of: _____
Signature of Town Administrator: _____

June 2, 2009

Appendix B (cont)

Budget Amendment Request

Total Amount Requested: \$4,549.67 Fiscal Year 2008 - 2009 Date: May 27, 2009

To: Finance Officer From (Department): Parks and Recreation Amendment #: 37

Type of Amendment (X): Additional Appropriation Pass-Through Transfer

Request is hereby submitted for amendment(s) of budget as indicated.

Department	Account Description	Org Code	Object	Amount
FROM:				
General Fund				\$4,529.67
"FROM" Subtotal:				\$ 4,549.67

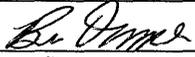
Department	Account Description	Org Code	Object	Amount
TO:				
1. Maintenance	M&E Parts	10560254	56520	2,152.00
2. Maintenance	Other Rentals	10560254	54492	2,063.00
3. Maintenance	Water	10560254	54130	64.67
4. Administration	Conference Fees	10560250	55650	270.00
"TO" Subtotal:				\$ 4,549.67

COMMENTS CONCERNING BUDGET AMENDMENT REQUEST

1 Reappropriation of funds collected for memorial benches.
 2 Reappropriation of funds collected from leagues for portable toilet use.
 3 Reappropriation of funds received from overpayment of water bill shutdown fall 2008.
 4 Reappropriation of funds received from scholarship and overpayment for CRPA conferences.

	1	2	3	4
Balance in account for which funds are requested:		(1,329.80)	457.31	132.56
Original appropriation in account:	11,000.00	5,650.00	17,000.00	2,400.00
Plus or minus prior amendments:	5,900.00	-	-	-
Amount of appropriation to date:	16,900.00	5,650.00	17,000.00	2,400.00

Bruce Dinnie
 Department Head


 Signature

May 27, 2009
 Date

At a meeting of the Town Council held on _____ the above request(s) was/were approved in the amount of: _____
 Signature of Town Administrator: _____

June 2, 2009

Appendix B (cont)

Budget Amendment Request

Total Amount Requested: \$3,196.78 Fiscal Year 2008 - 2009 Date: June 2, 2009

To: Finance Officer From (Department): Treasury Amendment #: 38

Type of Amendment (X): Additional Appropriation Pass-Through Transfer

Request is hereby submitted for amendment(s) of budget as indicated.

Department	Account Description	Org Code	Object	Amount
FROM:				
Contingency	Contingency	10672280	58400	1,055.00
Fund Balance		100	31200	2,141.78
"FROM" Subtotal: \$				3,196.78

Department	Account Description	Org Code	Object	Amount
TO:				
1. Treasury	Accounting/auditing fees	10114142	53030	70.00
2. Treasury	Signatory supplies	10114142	56018	985.00
3. Treasury	Banking fees	10114142	53600	2,141.78
4.				
"TO" Subtotal: \$				3,196.78

- No. COMMENTS CONCERNING BUDGET AMENDMENT REQUEST
- 1 To cover additional costs for audit reviews that were in excess of the approved budget.
 - 2 To cover change in signature images.
 - 3 This is a "pass-through" appropriation. A prior year encumbrance to a different vendor is to be liquidated to cover the total amount.
 - 4

	1	2	3	4
Balance in account for which funds are requested:	(70.00)	(985.00)	(2,141.78)	-
Original appropriation in account:	480.00	-	1,500.00	-
Plus or minus prior amendments:	9,100.00	-	20,400.00	-
Amount of appropriation to date:	9,580.00	-	21,900.00	-

James M. Luddecke  May 27, 2009
Department Head **Signature** **Date**

At a meeting of the Town Council held on _____ the above request(s) was/were approved in the amount of: _____
 Signature of Town Administrator: _____

June 2, 2009

Appendix B (cont)

Budget Amendment Request

Total Amount Requested: \$86,437.00 Fiscal Year 2008 - 2009 Date: June 2, 2009

To: Finance Officer From (Department): Executive & Administration Amendment #: **39**

Type of Amendment (X): Additional Appropriation Pass-Through Transfer

Request is hereby submitted for amendment(s) of budget as indicated.

Department	Account Description	Org Code	Object	Amount
FROM:				
Designation for Compensated Absences		100	30240	75,000.00
Contingency	Contingency	10672280	58400	11,437.00
"FROM" Subtotal: \$				86,437.00

Department	Account Description	Org Code	Object	Amount
TO:				
1. Executive and Administration	Compensated Absences	10112120	51080	86,437.00
2.				
3.				
4.				
"TO" Subtotal: \$				86,437.00

No. *COMMENTS CONCERNING BUDGET AMENDMENT REQUEST*

1 To cover compensated absences for the former Town Administrator and Human Resources Director paid during the fiscal year.

The Town has reserved \$322,000.00 for compensated absences. After the fiscal year has ended, any available balances in other payroll accounts will be identified to replenish this reserve, and submitted to the Town Council for approval.

	1	2	3	4
Balance in account for which funds are requested:	(86,436.23)			
Original appropriation in account:	-			
Plus or minus prior amendments:	-			
Amount of appropriation to date:	-			

James M. Luddecke
Department Head


Signature

May 27, 2009
Date

At a meeting of the Town Council held on _____ the above request(s) was/were approved in the amount of: _____

Signature of Town Administrator: _____

June 2, 2009

Appendix B (cont)

Budget Amendment Request

Total Amount Requested: \$58,300.00 Fiscal Year 2008 - 2009 Date: June 2, 2009

To: **Finance Officer** From (Department): **Collector of Revenue** Amendment #: **40**

Type of Amendment (X): Additional Appropriation Pass-Through Transfer

Request is hereby submitted for amendment(s) of budget as indicated.

Department	Account Description	Org Code	Object	Amount
FROM:				
Designation for Compensated Absences		100	30240	58,300.00
"FROM" Subtotal:				\$ 58,300.00

Department	Account Description	Org Code	Object	Amount
TO:				
1. Collector of Revenue	Compensated Absences	10114146	51080	58,300.00
2.				
3.				
4.				
"TO" Subtotal:				\$ 58,300.00

No. *COMMENTS CONCERNING BUDGET AMENDMENT REQUEST*

1 To cover compensated absences for the former Collector of Revenue paid during the fiscal year. The total amount of \$66,480.75 was offset by remaining wages created by the vacancy.

The Town has reserved \$322,000.00 for compensated absences. After the fiscal year has ended, any available balances in other payroll accounts will be identified to replenish this reserve, and submitted to the Town Council for approval.

	1	2	3	4
Balance in account for which funds are requested:	(66,480.75)			
Original appropriation in account:	-			
Plus or minus prior amendments:	-			
Amount of appropriation to date:	-			

James M. Luddecke
Department Head


Signature

May 27, 2009
Date

At a meeting of the Town Council held on _____ the above request(s) was/were approved in the amount of: _____

Signature of Town Administrator: _____

Appendix B (cont)

Budget Amendment Request

Total Amount Requested: \$52,237.00 Fiscal Year 2008 - 2009 Date: June 2, 2009

To: Finance Officer From (Department): DPW - Administration Amendment #: 41

Type of Amendment (X): Additional Appropriation Pass-Through Transfer

Request is hereby submitted for amendment(s) of budget as indicated.

Department	Account Description	Org Code	Object	Amount
FROM:				
Designation for Compensated Absences		100	30240	52,237.00
"FROM" Subtotal:				\$ 52,237.00

Department	Account Description	Org Code	Object	Amount
TO:				
1. DPW - Administration	Compensated Absences	10340200	51080	52,237.00
2.				
3.				
4.				
"TO" Subtotal:				\$ 52,237.00

No. *COMMENTS CONCERNING BUDGET AMENDMENT REQUEST*

1 To cover compensated absences for the former Director of Public Works paid during the fiscal year.

The Town has reserved \$322,000.00 for compensated absences. After the fiscal year has ended, any available balances in other payroll accounts will be identified to replenish this reserve, and submitted to the Town Council for approval.

	1	2	3	4
Balance in account for which funds are requested:	(52,236.48)			
Original appropriation in account:	-			
Plus or minus prior amendments:	-			
Amount of appropriation to date:	-			

James M. Luddecke
Department Head


Signature

May 27, 2009
Date

At a meeting of the Town Council held on _____ the above request(s) was/were approved in the amount of: _____

Signature of Town Administrator: _____

June 2, 2009

Appendix B (cont)

Budget Amendment Request

Total Amount Requested: \$37,227.00 Fiscal Year 2008 - 2009 Date: June 2, 2009

To: Finance Officer From (Department): DPW - Snow Removal Amendment #: 42

Type of Amendment (X): Additional Appropriation Pass-Through Transfer

Request is hereby submitted for amendment(s) of budget as indicated.

Department	Account Description	Org Code	Object	Amount
FROM:				
Fund Balance		100	31200	37,227.00
"FROM" Subtotal:				\$ 37,227.00

Department	Account Description	Org Code	Object	Amount
TO:				
1. Snow Removal	Overtime wages	10340204	51020	37,227.00
2.				
3.				
4.				
"TO" Subtotal:				\$ 37,227.00

No. *COMMENTS CONCERNING BUDGET AMENDMENT REQUEST*

1. To cover costs of snow removal overtime. Total overtime costs for the fiscal year amounted to \$127,226.18, so far.

	1	2	3	4
Balance in account for which funds are requested:	(37,226.18)			
Original appropriation in account:	90,000.00			
Plus or minus prior amendments:	-	-	-	-
Amount of appropriation to date:	90,000.00	-	-	-

James M. Luddecke
Department Head


Signature

May 27, 2009
Date

At a meeting of the Town Council held on _____

the above request(s) was/were approved in the amount of: _____

Signature of Town Administrator: _____

June 2, 2009

Appendix B (cont)

Budget Amendment Request

Total Amount Requested: \$71,812.00 Fiscal Year 2008 - 2009 Date: June 2, 2009

To: Finance Officer	From (Department): Town Clerk	Amendment #: 43
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Type of Amendment (X): Additional Appropriation Pass-Through Transfer

Request is hereby submitted for amendment(s) of budget as indicated.

Department	Account Description	Org Code	Object	Amount
FROM:				
Fund Balance		100	31200	71,812.00
"FROM" Subtotal:				\$ 71,812.00

Department	Account Description	Org Code	Object	Amount
TO:				
1. Town Clerk	Farmland preservation	10115150	58257	71,812.00
2.				
3.				
4.				
"TO" Subtotal:				\$ 71,812.00

No. *COMMENTS CONCERNING BUDGET AMENDMENT REQUEST*

1 During fiscal year 2008-2009, the Town Clerk has retained \$26.00 per document recording in accordance with the Farmland and Historic Preservation Act. The law stipulates that this fee is to be remitted to the State Treasurer. The amount, \$71,812.00, represents collections for the period of February, 2009.

After year-end reconciliation of revenue collected, a second and final budget amendment for the period of March - June, 2009, will be requested.

This request is a "Pass-Through".

	1	2	3	4
Balance in account for which funds are requested:	(82,368.00)			
Original appropriation in account:	-			
Plus or minus prior amendments:	-			
Amount of appropriation to date:	-			

James M. Luddecke
Department Head


Signature

May 27, 2009
Date

At a meeting of the Town Council held on _____ the above request(s) was/were approved in the amount of: _____

Signature of Town Administrator: _____

June 2, 2009

Appendix B (cont)

Budget Amendment Request

Total Amount Requested: \$45,800.00 Fiscal Year 2008 - 2009 Date: June 2, 2009

To: Finance Officer From (Department): **Fire Department** Amendment #: **44**

Type of Amendment (X): Additional Appropriation Pass-Through Transfer

Request is hereby submitted for amendment(s) of budget as indicated.

Department	Account Description	Org Code	Object	Amount
FROM:				
Fund Balance		100	31200	45,800.00
"FROM" Subtotal:				\$ 45,800.00

Department	Account Description	Org Code	Object	Amount
TO:				
1. Fire Fighting & Administration	Utility services - Hydrants	10231183	54135	45,800.00
2.				
3.				
4.				
"TO" Subtotal:				\$ 45,800.00

No. *COMMENTS CONCERNING BUDGET AMENDMENT REQUEST*

- To cover additional costs for fire hydrants due to an increase in fees by the Connecticut Water Company. In fiscal year 2008, hydrant costs amounted to \$505,852.00. The estimate for fiscal year 2009, is \$575,000.00, an increase of \$69,148.00 or 13.67%. Note: The \$43,000.00 allocated for condominium hydrant fees appears to be accurate, with the possibility of a remaining balance at year end.

	1	2	3	4
Balance in account for which funds are requested:	(3,447.50)			
Original appropriation in account:	515,000.00			
Plus or minus prior amendments:	14,200.00			
Amount of appropriation to date:	529,200.00			

James M. Luddecke
Department Head


Signature

May 27, 2009
Date

At a meeting of the Town Council held on _____

the above request(s) was/were approved in the amount of: _____

Signature of Town Administrator: _____

June 2, 2009

Appendix B (cont)

Budget Amendment Request

Total Amount Requested: \$75,000.00 Fiscal Year 2008 - 2009 Date: June 2, 2009

To: Finance Officer	From (Department): Police	Amendment #: 45
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Type of Amendment (X): Additional Appropriation Pass-Through Transfer

Request is hereby submitted for amendment(s) of budget as indicated.

Department	Account Description	Org Code	Object	Amount
FROM:				
Fund Balance		100	31200	75,000.00
"FROM" Subtotal:				\$ 75,000.00

Department	Account Description	Org Code	Object	Amount
TO:				
1. Police	Special services pay	10230180	51050	75,000.00
2.				
3.				
4.				
"TO" Subtotal:				\$ 75,000.00

- No. *COMMENTS CONCERNING BUDGET AMENDMENT REQUEST*
- This is a pass-through entry as private contractors pay for special services for payments through February, 2009. Revenue collected for that period amounted to \$88,622.15.
 -

	1	2	3	4
Balance in account for which funds are requested:	(91,828.66)			
Original appropriation in account:	10,000.00			
Plus or minus prior amendments:	-			
Amount of appropriation to date:	10,000.00			

James M. Luddecke
Department Head


Signature

May 27, 2009
Date

At a meeting of the Town Council held on _____ the above request(s) was/were approved in the amount of: _____
Signature of Town Administrator: _____

Appendix C

Agreement Regarding Designation of Fire Marshals

The undersigned as chief executive officers of the Town of Vernon and the Town of South Windsor, hereby agree to provide mutual assistance with regards to the services and expertise of their respective Fire Marshals and/or Deputy Fire Marshals.

Towards that end, the Town of Vernon and the Town of South Windsor agree as follows:

1. That each town (hereby) *may* designate it's Fire Marshal and /or Deputy Fire Marshals to have the authority to act as a Deputy Fire Marshal in the other town and such designation shall be consistent with and conform to all of the provisions of CT General Statutes Section 29-297.
2. The parties to this agreement each acknowledge that the primary responsibility and duty of each Fire Marshal and Deputy Fire Marshal is to serve the Town of his or her employment. There is no obligation to provide service to the Town which is not the primary employer, except to the extent his or her primary duties allow.
3. In the event the services of one town's Fire Marshal or Deputy Fire Marshal are requested outside that individual's normal work day, such services and any other services contemplated by this arrangement shall not create an employer – employee relationship between the requesting town and that individual.
4. The Town of Vernon and the Town of South Windsor shall indemnify each other and hold each other harmless from and against any and all claims arising out of any of the services performed by the personnel of one town on behalf of the other.
5. This mutual assistance *agreement* shall be activated upon the request for assistance from the Fire Marshal of the receiving town. In the absence of that Fire Marshal the assistance may be activated by a Deputy Fire Marshal, the Fire Chief, or the fire officer of the receiving town serving as Incident Commander at an incident.
6. Any appointment made pursuant to this arrangement shall terminate as to any appointed individual upon the termination of that individual's employment or the failure of that individual to maintain his or her certification as a Fire Marshal. Either town may terminate this arrangement by giving written notice, with the termination being effective thirty (30) days from the date of the notice. Furthermore, this agreement shall be reviewed by each municipality no later than 5 years from the date of implementation and periodically thereafter.