

March 15, 2016

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

March 15, 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, Steve Wakefield, Laura Bush, Bill Campbell, Jim Tedford, Steve Peterson, Ann Letendre and Virginia Gingras

Absent:

Entered During Meeting:

Also Present: Town Administrator John Ward, Recording Secretary Karen Daigle

C.) CITIZEN'S FORUM

No one spoke at Citizen's Forum.

D.) EXECUTIVE SESSION

None

E.) PUBLIC HEARING

None

F.) PRESENTATIONS

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

- ECHN's Public Hearing originally scheduled for March 16th here at Town Hall has been rescheduled to March 30, 2016 at 2:00 PM at the Elks Lodge, North Park Street.
- The Town of Vernon Mayor's Office participated in the Annual Fidelco Bowling Tournament at Spare Time Entertainment, Route 83 on March 5th. Thanks to Bob Sigan's bowling skills the TOV won the tournament and the Mayor's trophy will be returned to the Vernon Town Hall for another year. Vernon had another winner as well, the Vernon Fire Department membership brought home the Fire Department trophy for Vernon. Thank you to all who donated and participated in the very worthy cause.
- The Memorial Day Committee has asked that any local veteran who would like to ride in the parade this year contact Town Hall Administration Department at 860-870-3600. Local car dealerships assist in providing vehicles for the parade.
- We were in negotiations for the health insurance which first started at 3% for the Town and 6% for the Board of Ed, but final negotiations resulted in 0% for the Board of Ed and -4% for the Town side, which results in savings to the Town and it's employees

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- Budget books were on the table for council members. Thank you to the Finance Director and his staff for getting us prepared for the budget discussions ahead.

G.) ACTION ON CONSENT AGENDA

Council Member Wakefield, seconded by Council Member Bush made a motion to approve the consent agenda items as presented # C1 – C8. Council Member Schaefer pulled consent agenda item #C2. Council Member Wakefield seconded by Council Member Bush made a motion to approve consent agenda items #C1 – C8, less consent agenda item #C2. Motion carried unanimously.

- C 1. Request for the approval Tax Refunds for Prior and Current Year(s).** (A copy of a memorandum from Terry Hjarne, Collector of Revenue, to John D. Ward, Town Administrator dated March 2, 2016 is included in the Council packet.)

PROPOSED MOTION:

THE TOWN COUNCIL HEREBY APPROVES (10) TEN CURRENT YEAR TAX REFUNDS FOR A TOTAL OF \$9473.97, AS OUTLINED IN THE MEMORANDUM FROM TERRY HJARNE, COLLECTOR OF REVENUE TO JOHN D. WARD, TOWN ADMINISTRATOR DATED MARCH 2, 2016.

- C 3. 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, ASSIGNING THE RESPONSIBILITY TO ACHIEVE THE SUCCESSFUL IMPLEMENTATION OF SAID GOALS AND OBJECTIVES TO JOHN D. WARD, TOWN ADMINISTRATOR.

- C 4. 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 TO EXECUTE THE DOCUMENT 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 Fair Housing Policy Statement for the Town of Vernon.** (A copy of the Policy is included in the agenda packet.)

PROPOSED MOTION:

THE TOWN COUNCIL HEREBY WAIVES THE READING AND

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ADOPTS THE TOWN OF VERNON FAIR HOUSING POLICY STATEMENT AND FURTHER AUTHORIZES JOHN D. WARD, TOWN ADMINISTRATOR, TO EXECUTE THE DOCUMENT ON BEHALF OF THE TOWN OF VERNON.

- C 6. Request the Town Council, in accordance with the requirements for the Small Cities, Community Development Block Grant Program, adopt the Compliance with Title VI of the Civil Rights Act of 1964 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 TO EXECUTE THE DOCUMENT ON BEHALF OF THE TOWN OF VERNON.

- C 7. 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 TO EXECUTE SAID NOTICE, AND TO PUBLISH THIS NOTICE IN A LOCAL NEWSPAPER.

- C 8. 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 ITEMS

- C 2. Request the Town Council approve Mayor Daniel A. Champagne's appointment of Tara Trapp, (R), 52 East Street, Vernon, Connecticut as an alternate member of the Historic Properties Commission. Said term to commence on March 16, 2016 and expires on April 3, 2018.** (A copy of Ms. Trapp's resume is included for Council review. Ms. Trapp will be completing the unexpired term of Susan Reudgen.)

PROPOSED MOTION

PURSUANT TO ORDINANCE NO. 185 (TOWN CODE SEC. 2-122) THE TOWN COUNCIL HEREBY APPROVES MAYOR DANIEL A. CHAMPAGNE'S APPOINTMENT OF TARA TRAPP (R), 52 EAST STREET, VERNON,

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CONNECTICUT AS AN ALTERNATE MEMBER OF THE HISTORIC PROPERTIES COMMISSION FOR A TERM TO COMMENCE ON MARCH 16, 2016 AND EXPIRES ON APRIL 3, 2018.

Council Member Wakefield, seconded by Council Member Bush made a motion to approve the consent agenda item C2. Council Member Schaefer wanted to acknowledge that Ms. Trapp was in attendance. Motion carried unanimously.

I.) **PENDING BUSINESS**
None

J.) **NEW BUSINESS**

1. **Request the Town Council authorize Mayor Daniel A. Champagne to sign the documents related to the 2016 Summer Youth Employment & Learning Program.**
(See grant documents enclosed.)

PROPOSED MOTION

BE IT RESOLVED, THAT THE TOWN COUNCIL AUTHORIZES MAYOR DANIEL A. CHAMPAGNE TO EXECUTE THE NECESSARY PAPERWORK TO MAKE APPLICATION FOR RENEWAL OF THE CONTRACT WITH CAPITAL WORKFORCE PARTNERS FOR FUNDING TO OPERATE THE SUMMER YOUTH EMPLOYMENT AND LEARNING PROGRAM.

Council Member Wakefield, seconded by Council Member Bush, made a motion to authorize Mayor Champagne to execute documents related to the 2016 Summer Youth Employment & Learning Program. Youth Services Director, Michelle Hill answered questions. Discussion took place. Motion carried unanimously.

2. **Request the Town Council approve the job description for the Roads/Parks Foreman in the Public Works Department as recommended by Assistant Town Administrator, Dawn Maselek.** (A copy of the new 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 *ROADS/PARKS FOREMAN* IN THE DEPARTMENT OF PUBLIC WORKS AS PRESENTED.

Council Member Wakefield, seconded by Council Member Bush, made a motion to adopt the job description of Roads/Parks Foreman in the Public Works Department. Assistant Town Administrator Dawn Maselek and Public Works Director, Robert Kleinhans answered questions. Discussion took place.

7:53 PM Council Member Tedford left the table.

Motion carried with 11 in favor; Council Member Tedford was absent from the vote.

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- 3. Request the Town Council cancel the March 19, 2016 meeting and public hearing and schedule a new date. (See memorandum from Diane Wheelock, Executive Assistant dated March 9, 2016 to the Town Council relative to same.)

PROPOSED MOTION

THE TOWN COUNCIL HEREBY AMENDS THE SCHEDULE OF BUDGET DELIBERATION MEETING DATES AS FOLLOWS:

_____ @ _____ ;
 _____ @ _____ ;
 _____ @ _____ ;
 _____ @ _____ ;
 _____ @ _____ ;

PUBLIC HEARINGS WILL BE HELD ON
 _____ @ _____ ; AND
 _____ @ _____ . ALL
 BUDGET MEETINGS AND PUBLIC HEARINGS WILL BE HELD IN THE
 VERNON TOWN COUNCIL CHAMBERS, THIRD FLOOR, TOWN HALL,
 14 PARK PLACE, VERNON, CONNECTICUT.

Council Member Wakefield, seconded by Council Member Clay read the above motion adding Thursday, March 31st to replace March 19th, have the second public hearing on March 28th and have April 2nd as the if needed date. Discussion took place.

8:01 PM Council Member Tedford returned.
 8:12 PM RECESS
 8:22 PM RECONVENED

Council Member Wakefield, seconded by Council Member Clay withdrew the above motion. Council Member Wakefield, seconded by Council Member Schaefer made a motion to cancel the public hearing for March 19th but still have a meeting with a reduced agenda, have March 28th as the second public hearing, the first being March 24th and have April 2nd as the if needed date. Council Member Clay, seconded by Council Member Peterson made an amendment to the motion to start all evening meetings at 7:00 PM rather than 7:30 PM. Discussion took place. Council Member Clay, seconded by Council Member Peterson withdrew the motion. Original motion, with the above dates, carried unanimously. Council Member Clay, seconded by Council Member Peterson, made a motion to start all evening meetings at 7:00 PM. Discussion took place. Motion carried with 10 in favor and 2 opposed, Council Members Campbell and Peterson. NOTE BY CLERK: The budget meetings will be held on Saturday, March 19, 2016 at 9:00 AM, Tuesday, March 22, 2016 at 7:00 PM, Thursday, March 24, 2016 at 7:00 PM, Saturday, March 26, 2016 at 9:00 AM, Monday, March 28, 2016 at 7:00 PM, Tuesday, March 29, 2016 at 7:00 PM, Thursday, March 31, 2016 at 7:00 PM and Saturday, April 2, 2016 at 9:00 AM if needed

- 4. Request the Town Council approve the appointment of COHNREZNICK LLP as the Town of Vernon Auditors for Fiscal Year ending June 30, 2016. (See memorandum dated March 8, 2016 from James M. Luddecke, Finance Officer and Treasurer to John D. Ward, Town Administrator relative to same.)

PROPOSED MOTION

RESOLVED, THE VERNON TOWN COUNCIL HEREBY APPOINTS THE FIRM OF COHNREZNICK LLP, OF 350 CHURCH STREET,

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HARTFORD, CONNECTICUT, AS AUDITORS TO AUDIT THE BOOKS AND ACCOUNTS OF THE TOWN OF VERNON FOR THE FISCAL YEAR ENDING JUNE 30, 2016; AND TO AUTHORIZE THE TOWN ADMINISTRATOR TO EXECUTE CONTRACT #1027 IN THE AMOUNT OF \$58,265.00 FOR THE FISCAL YEAR 2016 AUDIT.

Council Member Wakefield, seconded by Council Member Schaefer made a motion to appoint the firm of CohnReznick LLP as auditors to audit the books and accounts of the Town of Vernon for the fiscal year ending June 30, 2016. Finance Officer James Luddecke answered questions. Discussion took place. Motion carried with 11 in favor and 1 opposed, Council Member Winkler.

K.) INTRODUCTION OF ORDINANCES

None

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

THE TOWN COUNCIL WAIVES THE READING OF THE MINUTES OF THE REGULAR TOWN COUNCIL MEETING OF MARCH 1, 2016 AND THAT MINUTES OF SAID MEETING BE APPROVED.

Council Member Wakefield, seconded by Council Member Peterson, made a motion to waive the reading of and approve the minutes of the March 1, 2016 regular Town Council meeting. Motion carried unanimously.

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

1. Monthly Report for February, 2016 for the Vernon Police Department as prepared by John Kelley, Captain.

Adjourn (8:37 PM)

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

Received: March 23, 2016

Approved: April 5, 2016

Respectfully Submitted,

Karen C. Daigle
Recording Secretary