

Posted 9/16/16  
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AGENDA  
VERNON TOWN COUNCIL  
REGULAR MEETING

**LOCATION CHANGE**

*(due to construction and safety concerns)*

**BOARD OF EDUCATION - ADMINISTRATION BUILDING  
30 PARK STREET, THIRD FLOOR - BOARD ROOM  
VERNON, CONNECTICUT**

**TUESDAY, SEPTEMBER 20, 2016  
7:30 P.M.**

RECEIVED  
VERNON TOWN CLERK  
16 SEP 16 PM 12:51

A.) PLEDGE OF ALLEGIANCE

B.) ROLL CALL

C.) CITIZENS FORUM

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D.) 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.

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.

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 CALLS THE PUBLIC HEARING TO ORDER
- TOWN CLERK READS THE PUBLIC HEARING NOTICE
- PUBLIC COMMENT IS TAKEN
- ADJOURN PUBLIC HEARING
- RETURN TO REGULAR MEETING

**[Note:** Please refer to Section L. of the agenda for action on this item)

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F.) PRESENTATIONS BY THE ADMINISTRATION

Mayor Daniel A. Champagne to make a presentation to the Town Council on various topics.

Presentation of a Proclamation to the Daughters of the American Revolution in honor of "Constitution Week", September 17-23, 2016. A member of the DAR will be present to receive the Proclamation.

Mayor Daniel A. Champagne to publicly thank 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 all outside organizations assisting have been invited to attend.  
*(A brief recess will follow with light refreshments.)*

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G.) ACTION ON CONSENT AGENDA

- 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 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.

- 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.

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H.) DISCUSSION OF PULLED CONSENT ITEMS

I.) PENDING BUSINESS

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.

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.

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.

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.

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.

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.

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.

**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.

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.

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**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.

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**L.) ACTION ON ORDINANCE(S) 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**".

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**M.) IDENTIFICATION/ADOPTION OF ADDITIONAL AGENDA ITEMS**

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N.) DISCUSSION OF ADDITIONAL ITEMS AND INFORMATIONAL ITEMS

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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.

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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.
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Q.) ADJOURNMENT