

**MONROE TOWN COUNCIL
Monroe, Connecticut
DRAFT MEETING MINUTES**

December 14, 2015– 8:00 PM – Council Chambers

Present: Chairman Frank Lieto
Vice Chairman Enid Lipeles
Councilmember Phyllis Kansky
Councilmember Nicholas Kapoor
Councilmember Kenneth Kellogg
Councilmember Dee Dee Martin
Councilmember Terry Rooney
Councilmember Sean O'Rourke

Also Present: First Selectman Stephen J. Vavrek

Absent: Councilmember Kevin Reid

A regular meeting of the Monroe Town Council was held on Monday, December 14, 2015 at 8:00 p.m. in the Council Chambers of the Monroe Town Hall. *(Video coverage was unavailable)*

CONSENT CALENDAR

Councilmember Kapoor requested Motion to approve the Minutes of the Town Council Public Information Sessions held on November 23, 2015 regarding the Proposed Ordinances be removed and put on New Business.

Councilmember Kapoor stated on page 3, Reappointments, Mary Provenzano is an unaffiliated voter not Democrat, and also on page 4, Appointments, Motion passed 5-3, opposed were Kapoor, Martin, Kansky.

Motion: (E. Lipeles)

To amend the agenda to include Reappointments, Donation to Project Warmth, and the Newtown Saving Bank Resolutions. To remove Executive Session.

Second: (N. Kapoor)

Motion passed 8-0

Motion to approve the minutes and voting record of the Town Council meeting held on November 23, 2015 (Session 2015-20).

Motion to approve the minutes of the Town Council Special meeting held on December 4, 2015 (Session 2015-21).

Request for Refunds dated December 1, 2015 totaling \$8,216.96.

Designation of Depositories

Donation to the Volunteer Emergency Medical Service in the amount of \$100.00.

Donation to Project Warmth in the amount of \$250.00.

Donation for the Community Emergency Response Team (CERT) in the amount of \$750.00.

Donation to the Edith Wheeler Memorial Library in the amount of \$1,000.00.

Donations to the Friendship Fund in the amount of \$699.00.

Donations to the Food Pantry in the amount of \$1,080.00.

Reappointments:

Theresa Rotella, (U) of 39 Ryegate Terrace to the Economic Development Commission for a term ending January 31, 2021.

Anthony Scott, (R) of 20 Pepperidge Road to the Parks and Recreation Commission for a term ending October 21, 2019.

Jennifer Pinto, (R) of 17 Driftwood Drive to the Parks and Recreation Commission for a term ending October 21, 2019.

Kris Carpenter, (R) of 39 Admiral Drive to the Water Pollution Control Authority for a term ending June 20, 2019.

Jennifer Heitzke, (R) of 15 Shadow Wood Circle to the Youth Commission for a term ending October 12, 2017.

Elaina Weiser, (R) of 6 Great Ring Road to the Youth Commission for a term ending October 12, 2017.

Peter LaQuesse, (R) of 51 Ryegate Terrace to the Youth Commission for a term ending October 12, 2017.

Robert Saraco, Jr., (R) of 46 Highfield Drive to the Zoning Board of Appeals for a term ending November 30, 2020.

Brian Quinn, (U) of 296 Stanley Road to the WMNR Commission for a term ending February 23, 2018.

The Consent Calendar was passed unanimously with the noted amendments to the November 23, 2015 Town Council Meeting, and the November 23, 2015 Town Council Public Information Sessions.

COMMUNICATIONS

Memo from the Community and Social Services Director dated November 20, 2015 regarding a technology upgrade at the Senior Center.

Memo from Town Council Chairman to Town Clerk dated November 23, 2015 regarding Town Council meeting dates for 2016.

Memo from the Tax Collector to Town Council Chairman dated December 1, 2015 regarding Request for Refunds totaling \$8,216.96.

Memo from the First Selectman to Town Council Chairman dated December 8, 2015 regarding a bid waiver from the Public Works Department for the purchase of two new natural gas boilers at Stepney #2 Firehouse and the removal of the existing boilers.

Memo from the First Selectman to Town Council Chairman dated December 8, 2015 regarding an appointment to the Zoning Board of Appeals.

Memo from the First Selectman to Town Council Chairman dated December 8, 2015 regarding donations to the Food Pantry.

Memo from the First Selectman to Town Council Chairman dated December 8, 2015 regarding a donation for Project Warmth.

Memo from the First Selectman to Town Council Chairman dated December 8, 2015 regarding a donation to the Social Services Friendship Fund.

Memo from the First Selectman to Town Council Chairman dated December 8, 2015 regarding a donation to the Edith Wheeler Memorial Library.

Memo from the First Selectman to Town Council Chairman dated December 8, 2015 regarding a donation to the Volunteer Emergency Medical Service.

Memo from the First Selectman to Town Council Chairman dated December 8, 2015 regarding a donation for the Community Emergency Response Team (CERT) in the amount of \$750.00.

Letter of Opinion from Town Attorney John Fracassini to the First Selectman dated December 9, 2015 regarding a proposed Letter of Agreement and the proposed First Amendment to Lease Amendment by Crown Castle for 230 Guinea Road.

Letter from the Chairman of the Board of Ethics to Town Council Chairman dated December 9, 2015 regarding decision on a resident serving on two Boards.

Memo from the First Selectman to Town Council Chairman dated December 10, 2015 regarding an appointment to the Architectural Review Board.

Memo from the First Selectman to Town Council Chairman dated December 10, 2015 regarding an appointment to the Board of Education.

Memo from the First Selectman to Town Council Chairman dated December 10, 2015 regarding an appointment to the Emergency Medical Services Commission.

Memo from the First Selectman to Town Council Chairman dated December 10, 2015 regarding an appointment to the Building Board of Appeals.

Memo from the First Selectman to Town Council Chairman dated December 10, 2015 regarding reappointments to various Boards and Commissions.

Memo from the Director of Finance to the Town Council Chair dated December 11, 2015 regarding the Union Savings Bank Resolution.

Memo from the Director of Finance to the First Selectman dated December 14, 2015 regarding the Designation of Depositories.

Memo from the First Selectman to Town Council dated December 14, 2015 regarding a donation to Project Warmth.

Memo from Director of Finance to the Town Council Chair dated December 14, 2015 regarding the Newtown Savings Bank Resolutions.

PUBLIC PARTICIPATION - None

APPOINTMENTS

Motion: (D. Martin)

To appoint Domenic Paniccia (D) of 25 Easton Road to the Zoning Board of Appeals for a term ending November 30, 2019.

Second: (N. Kapoor)

Discussion: Mr. Paniccia has worked in the construction and construction management fields since 1970 and has extensive knowledge in all types of construction and construction

management. His experience includes construction of apartment buildings, office buildings, shopping centers, libraries, industrial buildings, condominiums, renovations of schools, and renovations of restaurants. His experience in construction management includes cost estimating, budgeting, construction troubleshooting, coordination, and negotiations. Mr. Paniccia has an extensive knowledge of local, state and national building codes and regulations. The projects he has constructed and managed range from 10,000 square feet to 175,000 square feet, with budgets ranging from \$200,000.00 to \$8,000,000.00. This appointment fills the vacancy created by Paul Lisi. Councilmember Kapoor added Mr. Paniccia is currently serving as an alternate on the Zoning Board of Appeals.

Motion passed 8-0

Motion: (D. Martin)

To appoint Jameison Campbell (D) of 440 Elm Street to the Architectural Review Board for a term ending December 5, 2017.

Second: (N. Kapoor)

Discussion: Jameison and his wife have been residents of Monroe since July 2012. Jameison's first career was in the field of international affairs, where he worked for several Canadian government donor agencies and a few NGSs. As part of his work in the field of international development assistance, he traveled and worked in Africa, Asia, Central and South America, Europe and the Caribbean. Jameison's second career involved the establishment of a consulting business and involved domestic and foreign project management and training design and implementation. Jameison's third career was a Special Education teacher in both suburban and inner city schools. He taught for eight years in California, two years on the Navajo reservation in New Mexico and two years in Connecticut. This appointment fills the vacancy created by Joyce Mumm.

Motion passed 8-0

Motion: (K. Kellogg)

To appoint Lisa Pane (R) of 96 Barn Hill Road to the Emergency Medical Services Commission for a term ending December 1, 2017.

Second: (E. Lipeles)

Discussion: Ms. Pane is a lifelong resident of Monroe. She has extensive experience in the healthcare field ranging from pre-hospital emergency care to physical therapy in acute care, home care and rehabilitation. She was a former volunteer EMT with Monroe EMS, and is currently employed as a physical therapist at St. Vincent's Medical Center and as a licensed Paramedic with American Medical Response. Lisa and her family also own and operate Pond View Farm in Monroe. This appointment fills the vacancy created by David Ferris Jr.

Motion passed 8-0

Motion: (S. O'Rourke)

To appoint Jonathan Formichella (R) of 25 Rolling Ridge Road to the Building Board of Appeals for a term ending October 1, 2017.

Second: (E. Lipeles)

Discussion: Mr. Formichella is a 3 year resident of Monroe and a graduate of the College of the Holy Cross. He is currently attending Quinnipiac University Law School. Jonathan has had

mediation and negotiation experience while in college serving on the Mediation Team, Parking Ticket Appeals Board and Holy Cross's Peer Conduct Advisory Board. He is also a 3rd Degree Knight of Columbus and as a volunteer has worked with that organization on the renovation of homes for low income families. This appointment fills the vacancy created by Edward Callo.

Motion passed 8-0

Motion: (D. Martin)

To appoint Carlos Reinoso (D) of 96 Gay Bower Road to the Board of Education for a term ending November 27, 2017.

Second: (N. Kapoor)

Discussion: Carlos and his wife Stacy have been Monroe residents for the past 12 years. Together they have four children, three currently in the Monroe Public Schools. Carlos has many years of volunteer experience in Monroe. He has been a Youth Soccer Coach with the Monroe AYSO for the past 12 years, Commissioner for the past 4 and most recently named Director of Coaching. Also, Carlos has coached youth basketball for the Monroe Recreation Department. He also enjoyed his time as a member of the Monroe Elementary Father's Club where he assisted in raising funds through events for Monroe Elementary technology needs. Carlos is currently the Director of the Norwalk School Based Health Centers, a Program of the Human Services Council in the Norwalk Public Schools. Carlos has many years of experience in working in the Connecticut Public School System, both during his time in Bridgeport as a Support Staff in the district and currently as a community partner to the Norwalk Public Schools. Carlos has always had a desire to make a difference. His passion for helping others in improving their quality of life and reaching their full potential has always been one of his goals. This appointment fills the vacancy created by Lee Crouch.

Motion passed 8-0

ACTION ITEMS

Town Council Committee on Finance, Education, Health & Public Safety Matters

Vice-Chairman Lipeles reported a meeting was held on November 18, 2015 and the next meeting is scheduled on December 16, 2015. She stated the Board of Finance reestablished a Capital and Nonrecurring Fund with a portion of excess funds from Fiscal Year 2015. She noted they also had a discussion on proposed policy and procedures for funding transfer into fund, expenditures and their approval to be paid from the fund. Vice-Chairman Lipeles stated the main topic was funding \$250,000 of the 2014/2015 surplus to the capital and non recurring fund and the Board of Finance agreed to this policy. This Policy and Procedure recommendation, per Board of Finance Chairman, will go in front of Town Council for approval as they are part of the transfer and Fund Expenditure process (per Charter). They also discussed the CIP plan and anxiously await Town Council recommendations so they can meet in January to discuss policies. They approved four items to be paid from the fund, each item under \$50,000 as per Board of Finance approval of Policy and Procedures, needing only Board of Finance approval up to \$50,000. She noted this will be discussed at one of the January Town Council meetings. Councilmember Kansky noted she was unable to attend the Board of Education meeting. Councilmember Rooney noted he had no information on Public Safety. Councilmember Kellogg noted the EMS was scheduled to meet; however, the meeting was cancelled. The next meeting has not been set.

Town Council Committee on Planning & Zoning, Public Works and Parks & Recreation Matters

Councilmember Reid is the Chairman of this sub-committee and is absent tonight. Councilmember Rooney noted discussions were made in regards to Planning and Zoning, Parks and Recreation, Economic Development and Public Works. Councilmember Kapoor noted Inland/Wetlands are having forum problems due to a resignation, someone moving to an elected seat, and someone moving out of town. He feels everyone needs to be present at the Inland/Wetland meetings and he is hoping all three seats will be filled.

Town Council Committee on Legislative & Administrative Matters

Councilmember O'Rourke reported a meeting was held on December 9, 2015 with Frank Cooper, Director of Parks and Recreation. He noted Mr. Cooper was trying to increase the salary of an office administrator and to add a Recreation Coordinator position. Councilmember O'Rourke also noted they reviewed the Crown Castle lease proposal and the Trumbull Health District resolution agreement. Councilmember Kapoor requested the Code of Ethics be put on the agenda.

Trumbull/Monroe Health District

Chairman Lieto noted this will be discussed later this evening.

Strategic Planning Committee

Councilmember Kellogg reported a meeting was held on December 3, 2015 and focused on meeting with Land Use leadership and the Planning and Zoning Chairman to understand any issues or logistics relative to the Chalk Hill facility. He noted it was a very productive meeting. The next scheduled meeting will be scheduled in the near future.

EMS Facility Workgroup

Councilmember Kellogg stated they did not meet since the last Town Council meeting. He noted they are waiting for the EMS Commission on the needs assessment draft document, however, another meeting is planned later this month.

First Selectman's Update

First Selectman Vavrek noted he was happy to hear about the salary study. He also noted he met with the First Selectman of Newtown and had a lengthy discussion on Chalk Hill, and understands they are under budget and ahead of schedule. First Selectman Vavrek noted he did receive the Board of Education budget with a 2.43 increase and noted they will be working on the budget. Councilmember Kapoor questioned the Land Use Survey and the First Selectman explained as soon as he gets the format out he can make it public.

UNFINISHED BUSINESS

Proposed Crown Castle Lease Agreement and Proposed First Amendment to Lease Amendment

Motion: (E. Lipeles)

To adopt the Crown Castle site proposed to the Lease Agreement between the Town of Monroe and Crown Castle also know as New Cingular Wireless, PCS, LLC concerning the lease on a communications tower located in the Guinea Road Communications Park.

Second: (K. Kellogg)

Discussion: Chairman Lieto noted Council was presented with a letter agreement from Crown Castle and an opinion letter from Attorney Fracassini. Chairman O'Rourke noted this was a straightforward agreement.

Motion passed 8-0

Monroe Trumbull Health District Resolution

Motion: (E. Lipeles)

To adopt the resolution concerning the final dissolution of the Trumbull/Monroe Health District.

Second: (D. Martin)

RESOLUTION

BE IT RESOLVED, WHEREAS, the Town of Monroe approved the formation of and its participation in the Trumbull/Monroe Health District on June 26, 2004 and officially became part of that Health District on June 26, 2004.

WHEREAS, pursuant to the provisions of Section 19a-246 of the Connecticut General Statutes the Town of Monroe acting thereunder by its legislative body on December 4, 2015 the Monroe Town Council, passed a Resolution authorizing the withdrawal of the Town of Monroe from the Trumbull Monroe Health District as of July 1, 2015; and

WHEREAS, the Trumbull Monroe Health District dissolved as of July 1, 2015; and

WHEREAS, negotiations have been ongoing between the Trumbull Monroe Health District, the Town of Monroe, the Town of Trumbull, the Landlord/Owner of the Property at 2 Corporate Drive, Trumbull, Connecticut 06611 and the former Health Director of the Trumbull Monroe Health District, Ms. Patrice Sulik;

WHEREAS, based on these negotiations a proposed resolution of these claims has been reached and it is in the best interest of the Town of Monroe to take the following action based on these negotiations.

NOW THEREFORE, BE IT RESOLVED:

1. That the Monroe Town Council hereby authorizes the First Selectman, pursuant to the Monroe Town Charter, to sign releases and all other documents necessary to carry out the resolution of the claims among the parties including the Town of Monroe, the Town of Trumbull and the Trumbull Monroe Health District. Said claims arose out of the operation of the Trumbull Monroe Health District and during the process of dissolution of said Health District.
2. The Town of Monroe is authorized to issue funds not to exceed \$42,645.50. Said funds represent the Town of Monroe's municipal contribution under the agreement between the parties and the settlement of these issues. The funds to be for the payment contribution by the Town of Monroe in settlement of these claims shall come from a reserve liability escrow account that has been set up by the Monroe Board of Finance. This action was approved by the auditors of the Town of Monroe.

Those funds shall be used to pay the following:

A. Payment of TD Bank Loan No. 004-00001-2369155-9001 – Total Due (as of 12-16-15) including attorney’s fees is \$79,940.80.

1. Municipal contributions to TD Bank:

Monroe	\$27,979.28
Trumbull	<u>51,961.52</u>
Total	\$79,940.80

2. Municipal Contributions to Miscellaneous Bills of the Trumbull Monroe Health District to be paid as follows:

Monroe	\$483.25
Trumbull	<u>897.46</u>
Total	\$1,380.71

3. Payment to Corporate Drive LLC (Landlord - 2 Corporate Drive, Trumbull, Connecticut 06611) as follows:

Monroe	\$1,600.00
Trumbull	<u>2,400.00</u>
Total	\$4,000.00

SUMMARY – MONROE CONTRIBUTION

1. TD Bank Loan	\$27,979.28
Miscellaneous debts	483.25
Payment – Corporate LLC	<u>1,600.00</u>
Total	\$30,062.53

Escrow Liability Reserve Account

	\$42,645.50
Less	<u>30,062.53</u>
Net Funds	\$12,582.97

3. The Town of Monroe in consideration of the payment of its share of the municipal contributions to the Trumbull Monroe Health District to pay the above stated debt shall receive the following:

a. Titles to Bills of Sale

1. Bill of sale from the Trumbull Monroe Health District for the following motor vehicles:

- a. 2007 Chevrolet Trail Blazer
- b. 2010 GMC Canyon Truck.

b. Items of Personal Property Purchased by the THMD

1. The Trumbull Monroe Health District will provide Bills of Sale for these items of personal property purchased by it.

2. The Trumbull Monroe Health District will forward releases of any UCC-1 liens issued by TD Bank as part of the above stated loan which was taken out by the Trumbull Monroe Health District.

insurance policy that may exist which may cover the loss and/or damage of those items to the Towns of Monroe and Trumbull.

8. There was no successful resolution of the claim by the former Health Director of the Trumbull Monroe Health District and the offer to said party Patrice Sulik has been withdrawn.

The Town of Monroe shall provide the following documents:

A. The Town of Monroe shall provide a Limited General Release as set forth in Exhibit A attached hereto and made a part hereof of this Resolution.

Dated this day of December, 2015.

Francis J. Lieto, Chairman of the Monroe
Town Council

Approved by Monroe Town Council on:
December , 2015

Discussion: Attorney Fracassini was present to explain the revised resolution and answer questions. After numerous questions and answers, the resolution was amended. Attorney Fracassini wanted it known on record if Council makes a change on figures it would be Council's decision.

AMEND RESOLUTION

Motion: (F. Lieto)

To amend the resolution as follows based upon the collective comments of Council. In the 4th paragraph to delete reference to Ms. Sulik. Paragraph 2, The Town of Monroe is authorized to issue funds to the Trumbull Monroe Health District in the amount of **\$29,862.53**. To strike out Patrice Sulik on paragraph 8. On page 2, item 3, reference to Monroe to change from **\$1,600.00 to \$1,400.00** and amount for Trumbull should be changed from **\$2,400.00 to \$2,600.00**. Under Summary, Payment - Corporate LLC should be **\$1,400.00** with a total of **\$29,862.53**. This number should carry down to Escrow Liability Reserve Account (Less) and the Escrow should be increased by the **\$200.00 (\$12,782.97)**.

Second: (N. Kapoor)

Discussion: Councilmember Kansky requested a clean copy of this resolution.

Motion passed 8-0

RESOLUTION AS AMENDED

Motion passed 8-0

NEW BUSINESS

Technology Upgrade for the Monroe Senior Center

Motion: (E. Lipeles)

To approve the technology upgrade for the Monroe Senior Center.

Second: (N. Kapoor)

Discussion: Barbara Yeager was present and noted this technology upgrade will allow seamless presentations in the Main Room at the Senior Center. She noted the original equipment is outdated and requires multiple fixes to operate each time there is a program in the Main Room. The expenditure will include a mounted projector, which will eliminate extension cords.

Motion passed 8-0

Union Savings Bank – change in Resolution and Signature Card Designation

Motion: (E. Lipeles)

To adopt the Union Savings Bank resolution and signature card designating public depository and authorizing withdrawal of municipal public monies.

Second: (T. Rooney)

Discussion: Chairman Lieto noted no discussion is necessary as this was discussed previously with Financial Director, Ron Bunovsky.

Motion passed 8-0

Town Council Meeting Schedule 2016

Motion: (E. Lipeles)

To approve the Town Council Meeting Schedule 2016.

Second: (K. Kellogg)

Discussion: Councilmember Martin questioned about changing Town Council meetings to begin at 7:30 p.m.

Motion passed 8-0

Donation to Project Warmth in the amount of \$11,500

Motion: (E. Lipeles)

To accept the donation to Project Warmth in the amount of \$11,500 from the Monroe 5K Trail Race.

Second: (N. Kapoor)

Discussion: Alyssa Scalia stated they raised this money to hopefully help the residents of Monroe.

Motion passed 8-0

Newtown Savings Bank – change in Resolution and Signature Card Designation

Motion: (E. Lipeles)

To adopt the Newtown Savings Bank resolution and signature card designating public depository and authorizing withdrawal of municipal public monies.

Second: (T. Rooney)

Discussion: Chairman Lieto noted no discussion is necessary as this was discussed previously with Financial Director, Ron Bunovsky.

Motion passed 8-0

Approval of Minutes of the Town Council Public Information Sessions held on November 23, 2015 regarding the Proposed Ordinances.

Motion: (E. Lipeles)

To approve the minutes of the Town Council Public Information Sessions held on November 23, 2015 regarding the Proposed Ordinances.

Second: (K. Kellogg)

Discussion: Councilmember Kapoor noted he and Councilmember Rooney should be removed from the minutes as they were both not sworn in yet.

Motion passed 6-0

2ND PARTICIPATION - None

Next Town Council Meeting will be scheduled on January 11, 2015

ADJOURNMENT

Motion: (E. Lipeles)

To adjourn the meeting at 9:53 p.m.

Second: (D. Martin)

Motion passed 8-0

Respectfully submitted,

Donna Cerreta
Town Council Clerk