

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

**May 11, 2015– 8:00 PM – Council Chambers**

**Present:** Chairman Frank Lieto  
Vice Chairman Enid Lipeles  
Councilmember Deborah Heim  
Councilmember Phyllis Kansky  
Councilmember Kenneth Kellogg  
Councilmember Raymond Knapp, Jr.  
Councilmember Dee Dee Martin  
Councilmember Sean O'Rourke  
Councilmember Kevin Reid

**Not Present:** First Selectman Stephen J. Vavrek

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A regular meeting of the Monroe Town Council was held on Monday, May 11, 2015 at 8:00 p.m. in the Council Chambers of the Monroe Town Hall.

**CONSENT CALENDAR**

Motion to approve the minutes and voting record of the Regular Town Council Meeting held on April 27, 2015 (Session 2015-08).

Request for Refunds dated May 7, 2015 totaling \$12,984.85.

The Consent Calendar was passed unanimously to the April 27, 2015 Town Council Meeting.

**COMMUNICATIONS**

Memo from the Tax Collector to Town Council Chairman dated May 7, 2015 regarding request for refunds totaling \$12,984.85.

Memo from the Director of Human Resources to Town Council Chairman dated May 7, 2015 regarding Job Descriptions for the Health Department.

**PUBLIC PARTICIPATION**

*Nick Kapoor, 11 Cardinal Lane* wanted to express his concerns on the budget and the referendum process. He feels there is a major disconnect with the elected boards, appointed boards, and people voting on the budgets. He noted a discussion on communication was presented on a class he teaches and he feels our problem in Monroe stems from lack of communication. Mr. Kapoor feels it is important and necessary to have all the meetings and

budget process televised, noting articles from the press is not enough. He feels there needs to be a concentrated, “get out and vote effort”, noting elected officials should go door to door as communication may be a solution. He concluded by stating there has to be more leadership on this budget process.

**APPOINTMENTS** - None

**ACTION ITEMS**

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

Councilmember Heim reported the next scheduled meeting will be May 20, 2015 at 6:30 p.m. Councilmember Kellogg reported he met with the Board of Health and job description discussions were the highlight, along with the functions of the Board of Health. The next regular meeting will be May 12, 2015 and a special meeting will be held on May 14, 2015.

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

Councilmember O’Rourke reported they did not meet but stated they are still in a holding pattern regarding the DPW reviewing the finances on maintenance projects with the town firehouses.

***Town Council Committee on Legislative & Administrative Matters***

Vice-Chairman Lipeles reported they met tonight with discussions on the job descriptions for the Board of Health.

***Trumbull/Monroe Health District***

Councilmember Knapp reported as the season progresses, there has been an increase in temporary events. Reviews are being done for Farmer Markets and Festivals. The Trumbull Monroe Health District is in the process of reviewing temporary food license applications for multiple upcoming events. He noted last week, the Trumbull Monroe Health District screened 26 people for skin cancer prevention. The screenings are free and openings are available for Wednesday, May 13<sup>th</sup> and Thursday, May 14<sup>th</sup>. The next scheduled meeting is May 12, 2015 at 7:30 p.m. at the Health District.

***First Selectman’s Update***

First Selectman Vavrek was not present; therefore there was no update.

Councilmember Martin requested updates on the town payment to the Health District. Chairman Lieto stated he would forward the request to the First Selectman.

**UNFINISHED BUSINESS**

**Monroe Local Health**

Chairman Lieto noted the Attorneys for the two towns are in discussion and negotiations with the Health District Attorney. He noted all matters are being taken care of as we come to an end.

## **NEW BUSINESS**

### **Director of Health Job Description**

**Motion: (E. Lipeles)**

To approve the job description for the Director of Health.

**Second: (D. Martin)**

**Discussion:** Chairman Lieto noted a revised Job Description for this position was discussed in detail and an amendment was made on the 2<sup>nd</sup> paragraph, Essential Job Functions; performs fieldwork, *such as but not limited to* soil testing, etc. etc. He also noted on the 2<sup>nd</sup> page, Physical Demands, an increase of lifting or moving from **15 pounds to 35 pounds** was changed. Chairman Lieto also noted on the 2<sup>nd</sup> page, the very last paragraph was put in by mistake and will be deleted. He also stated L&A approved this job description as amended 3-0.

### **AMEND JOB DESCRIPTION**

**Motion: (F. Lieto)**

To amend the Director of Health job description as previously noted. (*Discussion*)

**Second: (D. Heim)**

**Discussion:** Councilmember Kellogg stated all the job descriptions were reviewed and a consensus was made. He noted it is important to comply with the state laws and regulations and enforcing the state public health code. Councilmember Kellogg noted all the essential job functions, along with education and experience, have been included in the job description. He concluded stating this is a full time exempt position. Councilmember Kansky noted she would like to keep the Board of Health remaining on the Town Council agenda, and once established, take an active role to make sure the town is provided for.

**Motion passes 9-0**

### **Administrative Assistant Job Description**

**Motion: (E. Lipeles)**

To approve the job description for Administrative Assistant.

**Second: (D. Martin)**

**Discussion:** Councilmember Kellogg stated this job description is largely the work of the Human Resources Department and in line with similar positions. He noted this is a full time job with all the essential duties, education, experience, and qualifications included. Chairman Lieto noted this was also approved by L&A with no amendments.

**Motion passes 9-0**

### **Public Health Nurse/Educator Job Description**

**Motion: (E. Lipeles)**

To approve the job description for the Public Health Nurse/Educator.

**Second: (D. Martin)**

**Discussion:** Chairman Lieto noted an amendment to this job description, Job Summary, 3<sup>rd</sup> line should read *such as but not limited to* Superintendent or Administrator of a school facility or system, a Director of a Senior Center, or First Selectman.

**AMEND JOB DESCRIPTION**

**Motion: (F. Lieto)**

To amend the Public Health Nurse/Educator Job Description to add this language. (*Discussion*)

**Second: (D. Heim)**

**Discussion:** Chairman Lieto noted this was approved by L&A, 3-0. Councilmember Kellogg stated this position is funded in the budget, part-time, as previously recommended. He noted the essential duties and responsibilities includes coordinating and conduct Public Health education programs, coordinates and implements immunization programs, investigation and follow-up of communicable/reportable disease cases, and prepares reports to the State Department of Public Health and others as necessary.

**Motion passes 9-0**

**Sanitarian Job Description**

**Motion: (E. Lipeles)**

To approve the job description for the Sanitarian.

**Second: (D. Martin)**

**Discussion:** Chairman Lieto stated there are no amendments to this job description. Councilmember Kellogg noted some job responsibilities will include routine and complex investigations consisting of inspections, follow up and enforcement activities for a wide range of environmental matters, issues licenses and permits related to environmental activities, collects samples for chemical, microscopic, and bacteriologic tests to provide data for use in detecting and preventing disease, also noting this is a full time position. Chairman Lieto stated this job description was also approved by L&A, 3-0. He also noted this job is in the Supervisors Union. Councilmember Kansky stated, unless union descriptions have been changed, this is a technical position and probably belongs in the Clerical Union.

**Motion passes 9-0**

**2<sup>ND</sup> PARTICIPATION** - None

*Next Town Council Meeting will be scheduled on Tuesday, May 26, 2015*

*Note: Outstanding Citizen of the Year will begin at 7:00 p.m. honoring Councilmember Heim*

**ADJOURNMENT**

**Motion: (R. Knapp)**

To adjourn the meeting at 8:42 p.m.

**Second: (E. Lipeles)**

**Motion passed 9-0**

Respectfully submitted,

Donna Cerreta  
Town Council Clerk