

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

**May 26, 2015 – 8:00 PM – Council Chambers**

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

**Absent:** Councilmember Phyllis Kansky

**Also Present:** First Selectman Stephen J. Vavrek

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A regular meeting of the Monroe Town Council was held on Tuesday, May 26, 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 meeting held on May 11, 2015 (Session 2015-09).

The Consent Calendar was passed unanimously to the May 11, 2015 Town Council Meeting.

*Chairman Lieto noted a video camera will be taping this meeting and will be posted on the Monroe website.*

**COMMUNICATIONS**

Memo from the First Selectman to Town Council Chair dated May 15, 2015 regarding a Bid Waiver for Great Hollow Lake, 319 Grant Project Water Quality Improvements.

Memo from the First Selectman to Town Council Chair dated May 15, 2015 regarding a Bid Waiver for Use of Competitively Bid Contracts for Road Maintenance and Reconstruction Services.

Memo from the Director of Human Resources to Town Council Chairman dated May 20, 2015 regarding various Job Descriptions for the Town of Monroe.

Memo from the First Selectman to Town Council Chairman dated May 21, 2015 regarding an appointment to the Historic District Commission (alternate).

Memo from the First Selectman to Town Council Chairman dated May 21, 2015 regarding an appointment to the Zoning Board of Appeals (alternate).

### **PUBLIC PARTICIPATION**

*Susan Chesire, 154 Jockey Hollow Road* requested information on the anti blight ordinance. Chairman Lieto noted any questions she needs answered will be directed to the appropriate person and hopefully will have them addressed at the next meeting.

*Nick Kapoor, 11 Cardinal Lane* stated in the L&A draft minutes a discussion was done on job descriptions. He noted there were two finance positions; one stated the salary of \$33,000 and the other at \$32,000 for full time work. He feels salaries need to be looked at especially during budget season. Mr. Kapoor noted a spreadsheet needs to be developed to have a plan in place for town hall employees so it will not be a surprise every year when the department requests new hire, noting this was part of his 2020 plan. He also felt the \$12.50/hour salary offered to a college student working at Wolfe Parke cannot be compared to the librarian salaries working for years at the same hourly wage. Mr. Kapoor concluded by stating Council needs to think of opportunity costs to the town when someone is hired to a position, as they get fully trained and then they leave to go somewhere else that pays a better salary.

*Steve Schapiro, 42 Harvester Road* stated about 10-15 years ago, a Charter Revision Committee was formed and he would like to see if this committee can be recreated again. He noted there were good things in this committee because he hears remarks from the public referring to the Charter and possibly do a two (2) year budget. Mr. Schapiro thinks it would be worthwhile to look at the Charter and get a committee together as he feels too much time is spent budgeting and not enough time spending. He concluded stating people refer the Charter as the “Bible”.

### **APPOINTMENTS**

#### **Motion: (D. Heim)**

To appoint Joshua Iannarone (R) of 17 Country Ridge Road to the Historic District Commission as an alternate for a term ending July 1, 2018.

#### **Second: (E. Lipeles)**

**Discussion:** Joshua is a recent graduate of Sacred Heart University with a degree in History. He has volunteered for the Monroe Historical Society since 2006 which included working on a research program for the town’s Civil War 150<sup>th</sup> Anniversary project. Joshua will be a great asset to the Historic District Commission with his passion for history and his commitment to Monroe. This appointment fills the vacancy created by Alternate Susan Smelzer.

#### **Motion passed 8-0**

#### **Motion: (S. O’Rourke)**

To appoint Michael Pinto (R) of 17 Driftwood Road to the Zoning Board of Appeals for a term ending November 3, 2016.

#### **Second: (E. Lipeles)**

**Discussion:** Michael has lived in Monroe for 18 years with his wife and children who have grown up in Monroe schools and parks. He is employed by the City of Bridgeport as a Parks and Recreation Maintainer. He has volunteered for many different youth sports in town as well as

the Boy Scouts of America. Mike has also worked as a Checker for the Registrar's Office for elections. This appointment fills the vacancy created by Jennifer Pinto.

**Motion passed 8-0**

### **ACTION ITEMS**

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

Councilmember Heim reported the EMS has been working on staffing and call volumes. She also noted the Board of Finance selected an audit team and has set the mil rate. Councilmember Kellogg stated the meeting scheduled for May 27, 2015 has been postponed to next week. He noted the Board of Health held two meetings trying to "wrap their arms around the issues" to get the department going and they also met with the Newtown and Trumbull Health Directors. Councilmember Kellogg also noted there is a lead poisoning grant offered by the State that comes up every year and they will be filing an intent to apply for this grant. The next scheduled meeting is June 2, 2015.

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

Councilmember O'Rourke reported they did not meet, however, Parks and Recreation had their meeting with a discussion on the splash pad awaiting further pricing, and the auxiliary field construction project is still with Planning and Zoning.

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

Vice-Chairman Lipeles reported they met with the Human Resources Director, Cathy Lombardi to discuss all the job descriptions that will be presented in New Business.

#### ***Trumbull/Monroe Health District***

Councilmember Knapp reported they met and are still in the process of separating Trumbull and Monroe's information for the Health District and where it should appropriately go. He also noted the screening for skin cancer prevention is still in progress at no charge by calling the Health District and no appointment is required.

#### ***First Selectman's Update***

First Selectman Vavrek noted the budget was passed by 378 votes and was happy to speak to many individuals regarding the budget and thanked everyone for all their help. He also wanted to thank Vida Stone, Administrative Assistant for a job well done on the Memorial Day Parade. He also wanted to express his thanks to Cathy Lombardi for getting all the job descriptions set up for this meeting to vote on. First Selectman Vavrek thanked Councilmember Kenneth Kellogg and Dennis Condin for getting the Health District started. He noted Trumbull has met in regards to payment, contingent on certain things with the Health District causing a hold up on the payment, but both Attorneys have a good handle on this now.

Councilmember Martin questioned the discrepancy on the payment to the Health District and the status of the Health Director.

Councilmember Knapp clarified the Health District presented their budget to both towns, but it was not the finalized budget, and he believes this is where some of the confusion started. He

believes we are close, if not done on the final budget, noting everything is being handled by the Attorney's.

Councilmember Kellogg noted the job posting for the Health Director was distributed through the State Health Department to all local directors and staff to get as much exposure as possible. He has not received any updates but does know one applicant for the Director was received. Councilmember Martin questioned bid waivers and why she is seeing so many of them. First Selectman Vavrek stated previously they were not written up correctly, noting every contract is being seen.

*Councilmember Heim wanted to express her thanks on behalf of the Town Council to the Monroe Fire Department, Public Works Department and everyone involved for a very patriotic Memorial Day Parade.*

## **UNFINISHED BUSINESS**

### **Monroe Local Health**

Chairman Lieto noted this has been staying on the agenda for discussion. First Selectman Vavrek wanted to thank Councilmember Kellogg and Councilmember Knapp for clearing up some issues. He has also seen people applying for positions, and Chairman Lieto noted they want to see this transition through with the formation of the Health Department. Councilmember Kellogg noted they recently approved job descriptions with the Health Director as the number one priority. He does understand we have a short amount of time and hopes to have this Health District seamlessly formed as we take over for July 1, 2015. Councilmember Martin questioned what would happen if we do not have a Director by July 1<sup>st</sup>. Councilmember Kellogg stated options are available such as hiring an Acting Director or reaching out to another community. He concluded by stating all meetings with the Board of Health are public and they are eager to get public input.

## **NEW BUSINESS**

### **Deputy Tax Collector Job Description**

**Motion: (E. Lipeles)**

To approve the Deputy Tax Collector Job Description.

**Second: (D. Heim)**

**Discussion:** Vice-Chairman Lipeles stated this person will be able to do all the job duties and responsibilities of a Tax Collector, certification is a CCMC 1 and b required, but person could be working on it, and must have a minimum of two years in a tax office. She noted this is in the Supervisor's union with a \$54,000 salary.

**Motion passed 8-0**

### **Assessor's Technician Clerk Job Description**

**Motion: (E. Lipeles)**

To approve the Assessor's Technician Clerk Job Description.

**Second: (D. Heim)**

**Discussion:** Vice-Chairman Lipeles stated this is an upgrade from the Assessor's Clerk position, noting they are looking for people to come into the position and be trained. The upgrade is to take on more responsibility and maintain more certification, with a salary of \$32,000.

**Motion passed 8-0**

#### **Payroll and Accounts Receivable Coordinator Job Description**

**Motion: (E. Lipeles)**

To approve the Payroll and Accounts Receivable Coordinator Job Description.

**Second: (D. Heim)**

**Discussion:** Vice-Chairman Lipeles stated this is an upgrade of the payroll assistant, noting it was under designated and underpaid with a salary of \$33,000. This person processes payroll and all receivables for all employees, remaining in the clerical union, bumping up two steps. This job description was not upgraded or reviewed. Vice-Chairman Lipeles stated this person will do federal and state audit data, and maintain all account receivable records.

**Motion passed 8-0**

#### **Part-time Office Assistant Job Description**

**Motion: (E. Lipeles)**

To approve the Part-time Office Assistant Job Description.

**Second: (D. Heim)**

**Discussion:** Vice-Chairman Lipeles noted this is a non-union position that would administratively support a department.

**Motion passed 8-0**

#### **Part-time Accounting Clerk Job Description**

**Motion: (E. Lipeles)**

To approve the Part-Time Accounting Clerk Job Description.

**Second: (D. Heim)**

**Discussion:** Vice-Chairman Lipeles stated this is replacing a part time clerk in the Finance Department, more of a focus on accounting functions. The old position was called a Finance Clerk and they will be doing petty cash, etc. She also stated this position will be in the Finance office, 19 ½ hours at \$15.00/hour, no benefits and is non-union.

**Motion passed 8-0**

#### **Part-time Building Monitor-Senior Center Job Description**

**Motion: (E. Lipeles)**

To approve the Part-Time Building Monitor-Senior Center Job Description.

**Second: (D. Heim)**

**Discussion:** Vice-Chairman Lipeles stated this is basically to open the Senior Center during the evenings so staff does not have to do that at \$9.15/hour, 6 hours a week. Councilmember Kellogg noted he thought it was noted to him the hours would be on Wednesday evenings and Saturday mornings. His concern was if the position was needed during other business hours and making it too restrictive. Councilmember Heim questioned the moving and lifting up to 10 pounds. She feels the table weight is more than 10 pounds.

**Amend Part-time Building Monitor-Senior Center Job Description**

**Motion: (S. O'Rourke)**

To amend the part-time Building Monitor-Senior Center Job Description to increase lifting and moving from 10 pounds to 30 pounds.

**Second: (E. Lipeles)**

**Motion passed 8-0**

**Amend Part-time Building Monitor-Senior Center Job Description**

**Motion: (K. Kellogg)**

To insert the language after the specific hours and insert the language or such other non standard business hours in the discretion of the Senior Center Director.

**Second: (E. Lipeles)**

**As Amended - Part-time Building Monitor-Senior Center Job Description**

**Motion passed 8-0**

**Part-time Library Custodian Job Description**

**Motion: (E. Lipeles)**

To approve the Part-time Library Custodian Job Description.

**Second: (D. Martin)**

**Discussion:** Vice-Chairman Lipeles stated this is a designated person to be responsible for the library only 19 ½ hours at \$15.00/hour with responsibilities including cleaning, clearing the walkway when snowing, and setting up tables for meetings and programs. Vice-Chairman Lipeles also noted Cathy Lombardi stated in risk management responsibility, there were accidents.

**Motion passed 8-0**

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

*Next Town Council Meeting will be scheduled on June 8, 2015*

**ADJOURNMENT**

**Motion: (R. Knapp)**

To adjourn the meeting at 9:10 p.m.

**Second: (K. Kellogg)**

**Motion passed 8-0**

Respectfully submitted,

Donna Cerreta  
Town Council Clerk