

**MONROE TOWN COUNCIL**  
**Monroe, Connecticut**  
**AMENDED FINAL MEETING MINUTES**

**January 11, 2016 – 8:00 PM – Council Chambers**

**Present** Councilmember Phyllis Kansky  
Councilmember Nicholas Kapoor  
Councilmember Kenneth Kellogg  
Councilmember Dee Dee Martin  
Councilmember Terry Rooney  
Councilmember Sean O'Rourke  
Councilmember Kevin Reid

**Absent:** Chairman Frank Lieto  
Vice-Chairman Enid Lipeles

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

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A regular meeting of the Monroe Town Council was held on Monday, January 11, 2016 at 8:00 p.m. in the Council Chambers of the Monroe Town Hall.

**Motion: (K. Kellogg)**

In accordance with Rules and Procedure, in the absence of the Chairman and Vice-Chairman, that Sean O'Rourke be elected as Chairman pro temp to tonight's meeting.

**Second: (K. Reid)**

**Motion passed 7-0**

**CONSENT CALENDAR**

Motion to approve the minutes and voting record of the Town Council meeting held on December 14, 2015 (Session 2015-22).

Request for Refunds dated January 1, 2016 totaling \$7,316.28.

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

Donation to the Edith Wheeler Memorial Library in honor of Catherine Radlinski in the amount of \$500.00.

Donation to the Monroe Police Department from Northbrook Condominium Association in the amount of \$100.00.

Donations to Project Warmth from various residents and businesses in the amount of \$1,585.00.

Donations to the Friendship Fund from various residents and organizations in the amount of \$650.00.

Donations to the Food Pantry from various residents and organizations in the amount of \$5,698.00.

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

To approve the consent calendar.

**Second: (N. Kapoor)**

**Motion passed 7-0**

The Consent Calendar was passed unanimously to the December 14, 2015 Town Council Meeting.

**COMMUNICATIONS**

Memo from Mr. Kurt Anderson of WMNR to Town Council Chairman dated January 4, 2016 regarding WMNR's CPB Grant for FY2016.

Memo from the Community and Social Services Director to the First Selectman dated January 5, 2016 regarding a STEAP Grant to renovate the Food Pantry.

Memo from the Director of Finance to the First Selectman with a copy to the Town Council Chair dated December 31, 2015 regarding the Transfer of Funds.

Memo from the Tax Collector to Town Council Chairman dated January 1, 2016 regarding the Request for Refunds totaling \$7,316.28.

Memo from the First Selectman to the Town Council Chairman dated January 7, 2016 regarding a donation to the Volunteer Emergency Medical Service.

Memo from the First Selectman to Town Council Chairman dated January 7, 2016 regarding a donation to the Edith Wheeler Memorial Library.

Memo from the First Selectman to Town Council Chairman dated January 7, 2016 regarding a donation to the Monroe Police Department.

Memo from the First Selectman to Town Council Chairman dated January 7, 2016 regarding donations to Project Warmth.

Memo from the First Selectman to Town Council Chairman dated January 7, 2016 regarding donations to the Friendship Fund.

Memo from the First Selectman to Town Council Chairman dated January 7, 2016 regarding donations to the Food Pantry.

Memo from the First Selectman to Town Council Chairman dated January 7, 2016 regarding a donation to the Webb Mountain Discovery Zone.

Memo from the First Selectman to Town Council Chairman dated January 8, 2016 regarding Parks and Recreation Fee Schedule.

Memo from the First Selectman to Town Council Chairman dated January 8, 2016 regarding the STEAP Grant to renovate the Food Pantry.

Memo from the First Selectman to Town Council Chairman dated January 8, 2016 regarding the WMNR CPB Grant.

**PUBLIC PARTICIPATION**

*Lee Hossler, 272 Stanley Road* stated he noticed on this consent calendar, a number of small donations from various people were given and he feels it would be more effectual if the First Selectman would respond appropriately to the recipients.

**APPOINTMENTS** - None

**ACTION ITEMS**

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

Councilmember Kellogg reported a meeting was held on December 16, 2015 and research on the tax relief programs was the focus of discussion. He also noted the Board of Health met and they are looking at the Medical Advisor job description, and departments such as the Trumbull Health Department, and an agreement with Sacred Heart University to utilize student nurses. The EMS did not meet as they were having membership issues. Councilmember Kansky attended the Board of Education meeting on January 4, 2016 and they came in with a budget increase of 1.96%. She stated three underground tanks are not on this budget and they are asking the Board of Finance to put this in as a bonding issue. She also noted a truck in the amount of \$80,000 is not in the budget. Councilmember Kansky also reported there is a leak at Monroe Elementary School with the condensation pipe and they are working on this problem with funding from the emergency funds they have already. She concluded noting a presentation was done on Roles and Responsibilities for the Board of Education and found it very informative. Councilmember Kansky stated she will forward a copy to L&A.

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

Councilmember Reid reported a meeting was held in December to elect officials for the subcommittees and each member will give updates. Councilmember Reid also stated Planning and Zoning had no regulations and policies right now but they are looking at signage policies, regulations and septic tanks. He noted construction will be starting on Route 111 and Axel Plastics on Pepper Street. Councilmember Kapoor noted nothing to report on Economic Development Commission but noted meetings will be held the third Tuesday of the month. He also wanted to correct on record, the Inland/Wetlands Commission has five (5) current members with two (2) openings. Councilmember Kapoor stated the Town Clerk has published a new list for appointed officials but there is a huge problem with appointments having 23 vacancies. He feels this is very important. Councilmember Rooney stated Parks and Recreation had a scheduled meeting on January 4, 2016 with some issues that will be reported at a later time.

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

Councilmember O'Rourke noted they have not met since the last Town Council meeting and the next meeting has not been scheduled. Councilmember Kapoor noted he would like to see a discussion on the Board of Ethics ordinance.

***Trumbull/Monroe Health District***

First Selectman Vavrek noted this topic should not be on the agenda.

***Strategic Planning Committee***

Councilmember Kellogg noted two meetings were held on December 22, 2015 and December 28, 2015. The committee has been focusing on Chalk Hill School and will be finalizing discussions for Town Council. He also noted they will be looking into some large projects.

Councilmember Kellogg noted Councilmember Kapoor and Cathy Lombardi, Human Resource Director presented their analysis for the pay schedule so that it can one day be presented to Council for future strategy while Councilmember Kapoor presented a block diagram outlining salary structure. The next scheduled meeting has not been set. Councilmember Kapoor noted strategic planning budgets with a list of offices in Avon have been adopted in the town. He thought this was a very interesting and informative document. Councilmember Reid stated he had a discussion with Mr. Moss and had a quick look at some old lumber and timber from Beardsley Carriage House. He discussed some fascinating facts about some of the chestnut and fir that he observed. Councilmember Martin also noted Mr. Moss presented some good information on the nature trail that runs behind Chalk Hill School.

### ***EMS Facility Workgroup***

Councilmember Kellogg stated a meeting was held on December 29, 2015 with discussions on the needs assessment, STEAP Grant, and funding sources.

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

First Selectman Vavrek reported the Board of Education is working very closely with his office and came up with a 1.96% increase noting this number can change. He noted budget meetings have started with Department heads. He also stated the Hiram Hill Blight is now gone and all the neighbors are pleased. First Selectman Vavrek stated work on Route 25 and Route 111 is improving. He concluded by stating Manny Cambra, Tax Collector has been working very hard collecting taxes and offering good customer service.

Councilmember Kapoor noted for information purposes, Congressman Himes will be in Monroe on January 19, 2016 at 6:30 p.m. at the Town Hall, and State Senator Marilyn Moore will be at the Edith Wheeler Library from 5:00 p.m. to 7:00 p.m. on January 28, 2016.

First Selectman Vavrek noted he already knew this but State Senator Marilyn Moore needed to meet with him first to set this date.

### **UNFINISHED BUSINESS - None**

### **NEW BUSINESS**

#### **WMNR's CPB Grant for FY2016**

##### **Motion: (K. Kellogg)**

To approve the Corporation for Public Broadcasting (CPB) Fiscal Year 2016 Grant to WMNR of \$93,250 donated with no matching funds required and authorize the First Selectman to sign it on behalf of the Town.

##### **Second: (N. Kapoor)**

**Discussion:** Kurt Anderson was present and stated this is the WMNR yearly grant from the Corporation for Public Broadcasting.

##### **Motion passed 7-0**

### **STEAP Grant to Renovate Food Pantry**

#### **Motion: (K. Kellogg)**

Be It Resolved, that Town Council supports the submission of the 2016 Small Town Economic Assistance Program (STEAP) Grant application in the amount of \$500,000 to be used for renovations on the existing Food Pantry building and authorize the First Selectman to sign on behalf of the Town.

#### **Second: (N. Kapoor)**

**Discussion:** Barbara Yeager was present and is respectfully seeking a Resolution of Support from the Town Council for the renovation on the existing Food Pantry. She noted the funds would be used to reconfigure the space within the existing floor plan and utilize some of the space for Social Services, Counseling, and the Center for Family Justice. She noted all preliminary drawings have been done. First Selectman Vavrek was in full support and felt this is very long overdue.

**Motion passed 7-0**

### **Approval of the Resolution for Transfer of Funds – Tax Collector’s Office**

#### **Motion: (K. Kellogg)**

Be It Resolved, in accordance with Chapter VIII, Section 7(f) of the Town Charter, the transfer of \$8,000 from the Tax Collector Office Expense line item be moved to the Tax Collectors Salaries part-time line item for fiscal year ending June 30, 2016.

#### **Second: (K. Reid)**

**Discussion:** Ron Bunovsky was present and explained the proposal to transfer funds. He noted the projection is the Tax Collector will not go over the office expense line

**Motion passed 7-0**

### **Town Council Budget Workshop dates for Proposed 2016/17 Town of Monroe**

Councilmember O’Rourke stated all members have a copy of the upcoming schedule for the Budget Workshop sessions for 2016-2017 Proposed Municipal Budget. Councilmember Kapoor stated he would like to see a joint public hearing on Saturday, February 13, 2016 and February 11<sup>th</sup> and February 18<sup>th</sup> added to this schedule.

### **Donation to the Webb Mountain Discovery Zone in the amount of \$12,100**

#### **Motion: (K. Kellogg)**

To accept and acknowledge the donation in the amount of \$12,100 from Catherine Amann and Thomas Ellbogen to the Webb Mountain Discovery Zone.

#### **Second: (N. Kapoor)**

**Discussion:** Councilmember Martin noted Mr. Ellbogen runs the program and all Councilmember’s were thankful for this generous donation.

**Motion passed 7-0**

### **Parks and Recreation Fee Schedule 2016**

Councilmember Reid noted Planning and Zoning and Parks and Recreation subcommittee have asked Mr. Frank Cooper, Director of Parks and Recreation to go over this on January 12, 2016 at 6:00 p.m. so at the next Town Council meeting they will have further discussion.

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

*Next Town Council Meeting will be scheduled on January 25, 2016*

**ADJOURNMENT**

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

To adjourn the meeting at 9:09 p.m.

**Second: (K. Reid)**

**Motion passed 7-0**

Respectfully submitted,

Donna Cerreta  
Town Council Clerk