

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

June 13, 2016 – 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

Absent: Councilmember Kevin Reid

Also Present: First Selectman Stephen J. Vavrek

A regular meeting of the Monroe Town Council was held on Monday, June 13, 2016 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 Town Council Meeting held on May 23, 2016 (Session 2016-11).

Request for Refunds dated June 1, 2016 totaling \$2,064.18.

Donation to the Edith Wheeler Memorial Library in the amount of \$200.00

Donation to the Sprint for Monroe in the amount of \$300.00.

Donation to the Volunteer Emergency Medical Service in the amount of \$600.00.

Donation to Parks and Recreation in the amount of \$750.00.

Reappointments:

- **Vivian Capoccitti, (D)** of 157 Highland Drive to the Commission on Aging for a term ending July 2, 2019.

The Consent Calendar was passed unanimously to the May 23, 2016 Town Council Meeting.

COMMUNICATIONS

Memo from Town Council Strategic Planning Committee Chair and Town Council Chair to Director of Parks and Recreation dated May 11, 2016 regarding the Chalk Hill Building.

Memo from WMNR Station Manager to Town Council Chair dated May 20, 2016 regarding the WMNR FY2017 proposed budget.

Memo from the Library Director to Town Council dated May 23, 2016 regarding a donation to the library.

Memo from Parks and Recreation Department to Town Council dated May 24, 2016 regarding a donation to Parks and Recreation Department.

Memo from Sprint for Monroe Race Director to Town Council received May 31, 2016 regarding a donation.

Memo from the Tax Collector to Town Council Chairman dated June 1, 2016 regarding the Request for Refunds totaling \$2,064.18.

Memo from the First Selectman to the Town Council Chair dated June 8, 2016 regarding the 2016 United Way Neighbors Helping Neighbors Grant Award for the Food Pantry.

Memo from the First Selectman to the Town Council Chair dated June 8, 2016 regarding the State of Connecticut Department of Transportation Matching Grant Award for the Senior Center.

Memo from the First Selectman to the Town Council Chair dated June 8, 2016 regarding the ADAM Grant Award for Social Services.

Memo from the First Selectman to the Town Council Chair dated June 8, 2016 regarding the Monroe Lions Club Grant Award for Social Services.

Letter of Opinion from Town Attorney to the First Selectman with a copy to the Town Council Chair dated June 8, 2016 regarding the Stepney Elementary School Tank Removal Contract.

Memo from the First Selectman to the Town Council Chair dated June 8, 2016 regarding donations to the Sprint for Monroe, Parks and Recreation Department, the Edith Wheeler Memorial Library and the Volunteer Emergency Medical Service.

Memo from the Director of Health with a copy to the Town Council Chair dated June 8, 2016 regarding a Transfer of Funds.

Memo from the Director of Health to the First Selectman with a copy to Town Council Member dated June 8, 2016 regarding Health Department Intern Agreement and MOU with Town of Trumbull Health Department.

Memo from the First Selectman to the Town Council Chair dated June 9, 2016 regarding the Health Department Transfer of Funds Resolution.

Memo from the First Selectman to Town Council Chairman dated June 9, 2016 regarding a reappointment to the Commission for Aging.

Memo from the First Selectman to the Town Council Chair dated June 9, 2016 regarding the job description for a Part Time Front Desk position at the Senior Center.

Memo from the First Selectman to the Town Council Chair dated June 9, 2016 regarding the job description for a Part Time Tax Clerk in the Tax Collector's office.

Supplemental Letter of Opinion from the Town Attorney to the First Selectman with a copy to the Town Council Chair dated June 10, 2016 regarding the Stepney Elementary School Tank Removal Contract.

PUBLIC PARTICIPATION - None

APPOINTMENTS - None

ACTION ITEMS

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

Vice-Chairman Lipeles reported she did meet with Mike Manjos to see if Board of Finance had anything to report. She noted things are quiet for now but they will be looking into the yearend proposal. Councilmember Kansky reported she went to the Board of Education meeting and had discussions on the turf field at Masuk High School noting there will be a ground breaking ceremony on June 15, 2016, and they will be going ahead with the lighting. She also noted the first meeting was held for the Stepney roof as they would like to start the process. She stated they are looking to establish a building committee for the Stepney roof as they do have structural issues. Councilmember Kansky concluded by stating several branches came down at the Monroe Elementary playground and all was taken care of. Councilmember Kellogg reported the Board of Health met on June 7, 2016 and several items were discussed that are on our agenda, and the food service establishment ordinance is being worked on. He noted he spoke with the EMS Commission and they met on May 25, 2016.

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

Councilmember Reid was not present this evening. Councilmember Kapoor stated he went to the Conservation Commission meeting and with the Commissions permission, a pamphlet was given to distribute to all Councilmembers. He noted the top four (4) items he wanted to discuss tonight were (1) pamphlet update, (2) Health Department Collaboration on proper use of septic system-brochures, press releases, and public information sessions to follow, (3) Chalk Hill update - discussion and addition of Environmental Education Center, and (4) Zoning Reg Review - certain percentages of new developments shall be set aside for open space, or monies shall be donated to a fund of the town for the town to acquire open space in the future. The fund was created by ordinance of the Town Council on March 28, 2011. The status of the fund, the actual language and interpretation of the regs, and how this process works needs to be reviewed further with staff in conjunction with the CWRC and any other pertinent commission. The CWRC would like to come to the Town Council committee of cognizance for further investigation with Mr. Agresta, Mr. Schatzlein, Mr. O'Hara, and Mr. Muttitt. Councilmember Kapoor also stated he spoke to the Commission on Economic Development and they are utilizing their budget, but he realized we must be aware of our population change as our population is aging. He feels we still need to bring a bi-partisan board and the First Selectman to start long term planning and possibly bring to the proper committees to discuss further.

Town Council Committee on Legislative & Administrative Matters

Councilmember O'Rourke reported they met this evening and discussed the part time tax clerk job description, part time senior center front desk job description, the Stepney tank removal contract and opinion letter, MOU by and between the Monroe Health Department and Trumbull Health Department, and the agreement between the Monroe Health Department and Sacred Heart University. He concluded by stating they are almost done with the ethics policy which was listed under Old Business.

Strategic Planning Committee

Councilmember Kellogg reported they are still discussing the fire apparatus pending a meeting with the Board of Finance, and the part time pay plan.

EMS Facility Workgroup

Councilmember Kellogg reported the regular meeting was held on May 31, 2016 discussing potential site research.

First Selectman's Update

First Selectman Vavrek thanked Councilmember Kapoor for all his statements and thoughts. Councilmember Martin questioned if the First Selectman had any updates on Honeywell since the last update was heard about 5 months ago. First Selectman Vavrek noted he will check on this matter. Councilmember Kapoor questioned the draft plan for Chalk Hill whereas the First Selectman stated this is a revolving issue and will be coming out of his office.

UNFINISHED BUSINESS

Health Department Fee Schedule

Motion: (E. Lipeles)

To approve the proposed Monroe Health Department Fee Schedule.

Second: (T. Rooney)

Discussion: Chairman Lieto noted discussions previously were done on this fee schedule. Councilmember Kellogg stated the current schedule will be effective on July 1, 2016. He noted there are a few changes such as residential repairs, well drilling permits, and a new fee for pool re-inspections. Nancy Brault, Director of Health was present and noted they did a numbers comparison with surrounding towns and she feels it is fair at this point and pretty much the same as other towns.

Motion passed 8-0

NEW BUSINESS

Part Time Senior Center Front Desk Job Description

Chairman Lieto noted this was brought before L&A and voted 2-1 in favor of moving to a June 27, 2016 meeting. He noted this was a position where financing for this position was removed by Council and then reinstated by Finance. He stated L&A felt it would be appropriate to speak with Finance.

Part Time Tax Clerk Job Description

Motion: (E. Lipeles)

To approve the job description for the part time Tax Clerk position.

Second: (S. O'Rourke)

Discussion: Chairman Lieto stated this was discussed at L&A with Cathy Lombardi, Director of Human Resources present along with Manny Cambra, Tax Collector.

Motion passed 8-0

2016 United Way Neighbors Helping Neighbors Grant Award

Motion: (E. Lipeles)

To adopt the following resolution as written and incorporate into the body of the resolution.

BE IT RESOLVED, that Town Council approves the 2016 United Way Neighbors Helping Neighbors Food Pantry Grant Award and hereby accepts the check in the amount of \$6,500.00 to be used for the purchase of fresh fruits and vegetables for the Pantry.

Second: (N. Kapoor)

Discussion: Town Council wished to give thanks for the grant award.

Motion passed 8-0

State of Connecticut Department of Transportation Matching Grant Award for Elderly and Disabled Transportation Services

Motion: (E. Lipeles)

To approve the State of Connecticut Department of Transportation Matching Grant Award for Elderly and Disabled Transportation Services.

BE IT RESOLVED, that Stephen J. Vavrek, First Selectman is hereby authorized to enter into an agreement on behalf of the Town of Monroe with the State of Connecticut Department of Transportation for the Matching Grant Program for the Elderly and Disabled in the amount of \$26,342.00.

Second: (N. Kapoor)

Discussion: Chairman Lieto wished to thank Barbara Yeager. The Monroe Senior Center administers the grant which provides transportation on Mondays and Wednesdays in the car. In addition, the grant pays the salary of the part-time Transportation Coordinator.

Motion passed 8-0

ADAM (Alcohol and Drug Awareness of Monroe) Grant Award

Motion: (E. Lipeles)

To approve the ADAM grant award as written.

BE IT RESOLVED, that Town Council approves the ADAM Grant Award and hereby accepts the check in the amount of \$700.00 to be used to purchase literature and materials for the Department of Community and Social Services Community Awareness Program.

Second: (N. Kapoor)

Discussion: Town Council thanked Barbara Yeager for applying for this grant.

Motion passed 8-0

Monroe Lions Club Grant Award

Motion: (E. Lipeles)

To approve the Monroe Lions Club Grant Award as written.

BE IT RESOLVED, that Town Council approves the Monroe Lions Club Grant Award and hereby accepts the check in the amount of \$1,000.00 to be used to purchase materials for the Department of Community and Social Services Wellness Fair.

Second: (T. Rooney)

Discussion: Town Council thanked Barbara Yeager for applying for this grant.

Motion passed 8-0

Stepney Elementary School Tank Removal Contract

Motion: (E. Lipeles)

To approve and adopt the following agreement between the Town of Monroe and the Connecticut Tank Removal, Inc., Bridgeport, CT and authorize the First Selectman to sign this agreement.

Second: (N. Kapoor)

Discussion: Chairman Lieto noted this was discussed with L&A along with John Fracassini, Town Attorney's opinion letter of June 8, 2016 and his supplemental letter dated June 10, 2016. Chairman Lieto noted this was approved and voted unanimously by L&A.

Motion passed 8-0

WMNR FY2017 Budget

Motion: (E. Lipeles)

To approve the WMNR FY2017 Budget.

Second: (D. Martin)

Discussion: Chairman Lieto noted a memo was sent from Kurt Anderson, WMNR regarding the WMNR2017 budget.

Motion passed 8-0

Health Department Transfer of Funds Resolution

Motion: (E. Lipeles)

To adopt the following resolution as written and incorporate into the body of the resolution.

BE IT RESOLVED THAT, IN ACCORDANCE WITH Chapter VIII, Section 7(f) of the Town Charter, the following transfers are approved.

The Health Department Consulting Fees from \$2,500.00 to the Health Department Office Expenses for \$2,500.00.

Second: (K. Kellogg)

Discussion: Chairman Lieto noted the Rationale: Utilization of current budget to fund office supplies. A transfer to the Health Department "office expense" line item is requested to meet the startup needs of the department to include printing costs associated with health program materials. Councilmember Kellogg also noted this was discussed with the Board of Health with full support.

Motion passed 8-0

MOU by and between the Monroe Health Department and Trumbull Health Department

Motion: (E. Lipeles)

To adopt the following agreement Memorandum of Understanding by and between the Monroe Health Department and Trumbull Health Department.

Second: (K. Kellogg)

Discussion: Chairman Lieto noted the MOU was reviewed by L&A, with Councilmember Kellogg and Nancy Brault present and was also fully endorsed by the Board of Health.

Motion passed 8-0

Agreement by and between Monroe Health Department and Sacred Heart University

Motion: (E. Lipeles)

To adopt the following agreement between the town of Monroe and Sacred Heart University to obtain preceptor/intern for a Sacred Heart nursing student as written and incorporate into the body of the agreement.

Second: (T. Rooney)

Discussion: Chairman Lieto noted this was reviewed by L&A with Councilmember Kellogg and Nancy Brault present and was fully endorsed by the Board of Health. Chairman Lieto wanted to thank Councilmember Kellogg and Nancy Brault for bringing this forward.

Motion passed 8-0

2ND PARTICIPATION

Steve Kirsch, 35 Applegate Lane commented on all the Chalk Hill discussions done at prior Town Council meetings. He stated after six years the school is being returned to us, and he noted we still do not have a clear plan or a process to lead to a decision on what we will be doing with the school.

Next Town Council Meeting will be scheduled on June 27, 2016

ADJOURNMENT

Motion: (E. Lipeles)

To adjourn the meeting at 8:55 p.m.

Second: (T. Rooney)

Motion passed 8-0

Respectfully submitted,

Donna Cerreta
Town Council Clerk